COLLEGE OF PHARMACY
GRADUATE PROGRAM STUDENT POLICY

Program Handbook for Students and Advisors

The University reserves the right to change any provision or requirement, at any time with or without notice. The University further reserves the right to require a student to withdraw from the University for cause at any time.

Failure to read this handbook and/or the graduate catalog by the university does not excuse students from the requirements and regulations described in these documents.

The University of Louisiana at Monroe adheres to the principle of equal educational and employment opportunity without regard to race, color, creed or religion, national origin, sex, marital or parental status, age, disability, veteran status, or political belief. This policy extends to all programs and activities supported by the University.

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1. Introduction

This handbook provides information regarding the Doctoral Programs in Pharmacy and Pharmacology, which are part of the educational programs in the College of Pharmacy at ULM. The purpose of the handbook is to provide details regarding policies and procedures of the program. The graduate catalog, which can be found at the following link: http://catalog.ulm.edu/index.php , provides the university-wide rules and regulations on the graduate programs. Additional information on specific policies are detailed in this handbook and the handbooks of the graduate school at ULM, the College of Pharmacy, and the ULM Student Handbook. The policies and procedures set forth herein are subject to change. Updated policies and procedures will be published at the beginning of each academic year within the graduate handbook.

1.1 Preamble

The ULM Doctoral Program in Pharmacy and the ULM Doctoral Program in Pharmacology adhere to the principle of equal educational opportunity without regard to race, color, religion, national origin, sex, marital or parental status, age, disability, veteran status, sexual orientation, or personal philosophy.

The University of Louisiana at Monroe values diversity. Our valuing of diversity extends to and beyond ethnic, race, cultural, socioeconomic, religious, age, and gender differences among individuals. We celebrate the richness and opportunities afforded by a diverse university community.

To manifest this value the following conditions apply:
- A respectful environment that nurtures diversity and where students from the region and the larger global community find opportunity to learn and develop their full potential.
- An environment that ensures equal protection under the law and equal opportunity for work, service, and the opportunity to acquire a top-level education.
- An atmosphere that acknowledges and celebrates diversity of cultures, traditions, and practices.
- Deliberate recruitment programs to reach the diverse population of the region and the world.

1.2 Programs Overview

The Doctor of Philosophy degree in Pharmacology and the Doctor of Philosophy degree in Pharmacy are awarded by the Graduate School through the College of Pharmacy. The program leading to the degrees normally shall be the equivalent of not less than three years of graduate study beyond the baccalaureate degree.

Students in the Doctor of Philosophy degree must select a major specialization from among the areas of Medicinal Chemistry, Pharmaceutics, and Pharmacology.

It will involve a minimum of 30 semester hours of structured coursework, plus a minimum of 30 additional semester hours of seminars, dissertation research and directed study. Of the 30 hours of structured coursework, 80 percent must be in 5000 level courses.

1.3 Student and Faculty responsibilities

Graduate students are expected to maintain a high level of integrity, professionalism, and research focus. This includes a commitment to producing high-quality work, adhering to ethical guidelines, and actively participating in the program's activities and national and international scientific forums. Students take responsibility for their own completion of their degree, career development, pursuing opportunities for learning and professional growth.

Faculty advisors have a responsibility to provide a supportive and stimulating environment for research and learning. The advisors provide guidance, mentorship, and advice for helping students to develop skills and knowledge. Respect to student rights, including their right to a work-life balance and their right to work in a safe, respectful environment are fundamental for a constructive environment in this program. The advisors must provide timely and constructive feedback on the student's work.

The relationship between graduate students and their advisors is a partnership, with both parties contributing to the success of the research and the student's academic journey.

2. Admissions

2.1 Admissions requirements

ULM Graduate school minimum admission requirements must be met, as described in the ULM's graduate catalog (catalog.ulm.edu).
In addition to the above requirements, the College of Pharmacy graduate program will prioritize student applicants with the following:

- A Master's degree from an accredited institution; however, exceptional students with a baccalaureate degree may be admitted
- A GRE combined score of 300 (Verbal and Quantitative scores)
- Undergraduate GPA of 3.0 (on a 4.0 scale)
- No more than 2 Cs and no grades of D or below of graduate credits in any of the courses listed in the application transcripts.

The applicants are also encouraged to submit:

A cover letter describing their background, their professional aspirations and their anticipation for joining the graduate program at the College of Pharmacy, ULM. The cover letter will need to demonstrate competency in English and explain the applicant's interests and how they align with the graduate program at the College of Pharmacy, ULM. The applicant also has the choice, but is not required, to articulate a specific field of study of their interest.

- Graduate student candidates will be selected from the pool of applicants, , by graduate faculty in the College of Pharmacy.

- Once a graduate faculty member expresses an interest in a student's application for recruitment, the graduate studies committee will review the graduate candidate application and the graduate faculty's capacity to financially support the applicant during his/her studies.

2.2 Admissions exclusion
- All applicants must apply for regular degree status for admission and be reviewed and recommended for admission by the College of Pharmacy Graduate Studies Committee.

2.3 After Admission
Hiring procedure is described in the Graduate school's website:
https://www.ulm.edu/gradschool/grad-assist-hiring.html
- After admission to the degree program by the Graduate School, the student is referred to the College Graduate Program Coordinator.
- During the first semester of residence, the student's major professor will direct the student's research.
- Original research is an integral part of the Doctor of Philosophy program.

2.4 Credit Transfer
- A maximum of 6 semester hours of graduate credit beyond the master's degree, earned prior to admission to the doctoral program, may be accepted by transfer from accredited Ph.D. granting institutions in the U.S., provided that each course grade is B or better.
- No credits applied towards a master's degree can be transferred to the Ph.D. degree.
- Credit transfer requires the graduate advisory committee's and the Graduate School's approval.
- Credit must be acceptable in meeting requirements for the doctor's degree at the institution where the credit was earned, and must be applicable to the student's advanced degree program.
- Transferred credit cannot be used to reduce the minimum residence requirements. A portion of the general examination will be devoted to the testing of the student's knowledge of the courses involved in transfer credit.

3. Course work – Research/Scholarship
3.1 Program of Study for the Doctor of Philosophy Degree
- The program and courses of study for the Doctor of Philosophy degree will be organized to meet the student's special needs as determined by the student and his graduate advisory committee.
- Although there are specified course requirements which must be completed for the Doctor of Philosophy degree, the degree is not awarded on the the completion of any specific number of formal courses or of the time spent in the program .
- The Doctor of Philosophy degree is not granted on the basis of miscellaneous course studies and research effort, but the program must be competency based and research oriented to produce a dissertation of literary and scholarly merit

denoting the student's capacity for original, independent research in a particular field of specialization pertaining to one of the pharmaceutical sciences.

- Under the direction of the major professor, a degree plan for the Doctor of Philosophy degree must be prepared by the student with the graduate advisory committee no later than the second semester after enrollment into the degree program. It will involve a minimum of 30 semester hours of structured coursework, plus a minimum of 30 additional semester hours of seminars, dissertation research and directed study. Of the minimum 30 hours, 80 percent must be in 5000 level courses.

3.2 Course work
Ph.D. In Pharmacology

Core courses listed are required for the completion of a Ph.D. in Pharmacology, whereas elective courses can be selected from the list of "Suggested Elective Courses" or may include additional graduate courses as suggested and approved by the student's dissertation committee and the Graduate School. In general, the curriculum sequence for the Ph.D. Program in Pharmacology is described below.

Required Core Courses
- PHAR 5021 - Advanced Pharmacology
- PHAR 5022 - Advanced Pharmacology Laboratory
- MATH 5020 - Statistical Methods for the Experimenter
- MATH 5021 - Statistical Methods for the Experimenter
- PHAR 5052 - Seminar
- PHAR 6099 - Dissertation (1-9 Credits)

Suggested Elective Courses
- PHAR 5000 - Molecular Structure and Function of Proteins
- PHAR 5441 - Pharmacomechanisms
- PHAR 5010 - Advanced Cardiovascular Physiology
- PHAR 5013 - Pharmacokinetics
- PHAR 5014 - Advanced Biopharmaceutics
- PHAR 5016 - Pathophysiology I
- PHAR 5019 - Microscopic Anatomy
- PHAR 5027 - Principles of Drug Action II
- PHAR 5033 - Drug Information Retrieval
- PHAR 5034 - Natural Products
- PHAR 5035 - Natural Products
- PHAR 5036 - Pathophysiology II
- PHAR 5050 - Biochemical Toxicology
- PHAR 5053 - Research Methods and Literature Evaluation
- PHAR 5058 - Advanced Cancer Pharmacology
- PHAR 5081 - Advanced Toxicology
- PHAR 5082 - Advanced Toxicology Laboratory
- PHAR 6051 - Advanced Directed Study

- BIOL 5005 - Research Methods
- BIOL 5042 - Endocrinology
- BIOL 5096 - Special Topics: Cell and Molecular Biology
- BIOL 5125 - Neurology
- BIOL 5126 - Neurology Laboratory

Ph.D. in Pharmacy

Below are the suggested courses for the Ph.D. in Pharmacy. Although there are no required courses for the degree, core selection that aligns with the student's concentration for Medicinal Chemistry or Pharmaceutics need to be prioritized.

The general coursework is:

- PHAR 5000 - Molecular Structure and Function of Proteins
- PHAR 5010 - Advanced Cardiovascular Physiology
- PHAR 5013 - Pharmacokinetics
- PHAR 5014 - Advanced Biopharmaceutics
- PHAR 5016 - Pathophysiology I
- PHAR 5019 - Microscopic Anatomy
- PHAR 5021 - Advanced Pharmacology
- PHAR 5022 - Advanced Pharmacology Laboratory
- PHAR 5027 - Principles of Drug Action II
- PHAR 5033 - Drug Information Retrieval
- PHAR 5034 - Natural Products
- PHAR 5035 - Natural Products
- PHAR 5036 - Pathophysiology II
- PHAR 5441 - Pharmacomechanisms
- PHAR 5052 - Seminar
- PHAR 5053 - Research Methods and Literature Evaluation
- PHAR 5058 - Advanced Cancer Pharmacology
- PHAR 5059 - Problems
- PHAR 5064 - Pharmacogenetics
- PHAR 5066 - Advanced Medicinal Analysis
- PHAR 5068 - Advanced Medicinal Analysis Laboratory
- PHAR 5069 - Concepts in Drug Design
- PHAR 5076 - Advanced Pharmaceutics
- PHAR 5078 - Solid-State Chemistry of Drugs
- PHAR 5079 - Dosage Form Design
- PHAR 5083 - Surface and Interfacial Phenomena
- PHAR 5084 - Chemical Kinetics and Stability of Pharmaceuticals
- PHAR 5137 - Medicinal Chemistry Survey
- PHAR 5139 - Molecular and Theoretical Foundations
- PHAR 6051 - Advanced Directed Study
- PHAR 6099 - Dissertation

Medicinal chemistry concentration:

PHAR 5000   Molecular Structure and Function of Proteins
PHAR 5013   Pharmacokinetics
PHAR 5014   Advanced Biopharmaceutics
PHAR 5034   Natural Products
PHAR 5035   Natural Products
PHAR 5052   Seminar
PHAR 5053   Research Methods and Literature Evaluation
PHAR 5058   Advanced Cancer Pharmacology
PHAR 5066   Advanced Medicinal Analysis
PHAR 5068   Advanced Medicinal Analysis Laboratory
PHAR 5069   Concepts in Drug Design
PHAR 5070   Medicinal Chemistry Drug Discovery
PHAR 5084   Chemical Kinetics and Stability of Pharmaceuticals
PHAR 5137   Medicinal Chemistry Survey
PHAR 5139   Molecular and Theoretical Foundations
PHAR 6099   Dissertation
CHEM 5031   Organic Syntheses
CHEM 5032   Organic Spectroscopy
CHEM 5041   Analytical Chemistry
CHEM 5042   Analytical Chemistry

Pharmaceutics Concentration :
PHAR 5000   Molecular Structure and Function of Proteins
PHAR 5013   Pharmacokinetics
PHAR 5014   Advanced Biopharmaceutics
PHAR 5021   Advanced Pharmacology
PHAR 5022   Advanced Pharmacology Laboratory
PHAR 5027   Principles of Drug Action II
PHAR 5033   Drug Information Retrieval
PHAR 5034   Natural Products
PHAR 5035   Natural Products
PHAR 5441 - Pharmacomechanisms
PHAR 5053   Research Methods and Literature Evaluation
PHAR 5058   Advanced Cancer Pharmacology
PHAR 5064   Pharmacogenetics
PHAR 5066   Advanced Medicinal Analysis
PHAR 5068   Advanced Medicinal Analysis Laboratory
PHAR 5069   Concepts in Drug Design
PHAR 5076   Advanced Pharmaceutics
PHAR 5078   Solid-State Chemistry of Drugs
PHAR 5079   Dosage Form Design
PHAR 5083   Surface and Interfacial Phenomena
PHAR 5084   Chemical Kinetics and Stability of Pharmaceuticals
PHAR 5139   Molecular and Theoretical Foundations
CHEM 5032   Organic Spectroscopy
CHEM 5041   Analytical Chemistry

CHEM 5042 Analytical Chemistry

To fulfill the course requirements for the Doctor of Philosophy degree, the candidate shall:
- present an average of not less than B on all graduate work pursued
- all work in the major field, with no grade lower than C and not more than six semester hours of credit with a grade of C.

3.3 Seminar participation requirement
Attendance at all BPTS seminars (graduate student, visiting faculty or guest, thesis defense, etc.) is required for all BPTS Graduate Students. All graduate students will present a seminar each year during either the Fall or Spring semesters (PHAR 5052 Graduate Student Seminar) course as determined by the course director and as explained in the course syllabus. Graduate students who will be defending their doctoral dissertation in the Fall or Spring of a given academic year, will not be required to present a seminar in PHAR 5052 that academic year.

3.4 Degree plan
- Under the direction of the major professor, a degree plan for the Doctor of Philosophy degree must be prepared by the student with the graduate advisory committee no later than the second semester after enrollment into the degree program.
- It will involve a minimum of 30 semester hours of structured coursework, plus a minimum of 30 additional semester hours of seminars, dissertation research and directed study. Of the minimum 30 hours, 80 percent must be in 5000 level courses.
- The degree plan must have the approval of the student's graduate advisory committee, the College of Pharmacy Graduate Studies Committee, and be reviewed by the College Graduate program coordinator.
- Final approval is granted by the Dean of the Graduate School. The forms for filing the degree plan are obtained from the Graduate School form webpage.
- Any changes in the original degree plan, including the dissertation title, are to be submitted in the same procedure as the original plan.

4. Assistantships

4.1 Eligibility
To be eligible for a graduate assistantship, applicants must be regularly admitted to a degree program.

Applicants must also have an undergraduate GPA of 3 or higher; if any graduate coursework has been completed (either at ULM or any other institution), applicants must have a graduate GPA of 3.0 or higher. If any graduate student has a GPA that falls below 3.0, he/she will automatically lose their assistantship.

Assistantships are for a maximum of 4 years and are assigned to faculty in the school of BPTS, who choose a potential candidate to award the assistantship. The assistantships are requested by faculty following written request by graduate program coordinator, and evaluating predetermined criteria during a graduate committee meeting. If a graduate student leaves the supervising faculty's lab, the assistantship will be returned to the pool of the available assistantships and be reevaluated for assignment.

Key components:

- The assistantship cannot be transferred between mentors or graduate students, without prior approval by the graduate program coordinator.
- The faculty member may transfer stipend support from the college funds to extramural funding at will. The assigned assistantship to that faculty will be available for re-assignment to the school the following semester, without any guaranty that will be re-assigned to the same faculty member, though that faculty will be prioritized for selection.
- The faculty must secure the graduate program coordinator approval for transferring a student's stipend support from extramural funding to college funds.

4.2 Work policy

- The appointment will be as a full-time graduate assistant in Pharmacy.
- As a full-time Research/Teaching graduate assistant, the candidate's work requirement will be 20 hours/week conducting research and/or teaching.
- Consideration of reappointment will be contingent upon satisfactory progress in his/her graduate degree program and upon satisfactory performance of the graduate assistantship duties.
- The student is also expected to:
  - enroll in and successfully complete a minimum of 9 semester hours per fall and spring semester, and 3 credit hours per summer term, which are a part of the approved degree plan and maintain a 3.0 gradepoint average with no more than 6 credit hours of "C" in courses pursued toward the degree.
  - complete their degree program in a timely fashion, as outlined by the procedures and guidelines by the Graduate School.
  - attend the Graduate Assistant/Work-Study Orientation that is usually scheduled a week prior to the geinning of classes in August . An an online orientation courses held by the Graduate School website is required.

5. Degree - Thesis and Dissertation

A candidate for the Doctor of Philosophy must meet the following requirements for the degree:

(1) Maintain a B average or better on all course work where final grades have been awarded and receive no grade less than C and not more than 6 semester hours of credit with a grade of C.

(2) Successfully complete the comprehensive examinations.

(3) Successfully complete and defend the doctoral dissertation.

Residence Requirements for the Doctor of Philosophy Degree: A student must earn a minimum of 30 semester hours of graduate credit (exclusive of dissertation, seminar, and special problem credit) in continuous full-time residence including not less than two consecutive regular semesters. The 30 semester hours of credit will consist of not less than 80 percent in 5000 level courses.

5.1 Time Limit for the Doctor of Philosophy Degree
After admission to the program leading to the Doctor of Philosophy degree, a student will be permitted six calendar years in which to complete all remaining requirements for the degree. All work applied to degree requirements, including transferred credit and prior the University of Louisiana at Monroe credit, must have been completed within the seven calendar years immediately preceding the date the degree is conferred. This time limit includes work submitted as part of the requirements for a master's degree.

5.2 Requests for Graduate Coursework Time Extensions
To utilize graduate coursework credit taken prior to the seven-year time limit, the student may request a time extension. These requests should be submitted before or during the semester in which the time limit expires. For further information please contact the major Professor, Graduate Program Coordinator or the Graduate School. Time extension will not apply towards assistantship support.

5.3 Advisory committee
- As soon as possible, but not later than the second regular semester of enrollment, the student must file an approved dissertation topic with the College Graduate program coordinator.
- The graduate advisory committee shall consist of not less than four approved members of the graduate faculty and be mutually acceptable to the student and the committee members, including the major professor.
- The graduate advisory committee is composed of faculty members who work closely with their students.
- The committee members must be representative of the general field of study, in which the student expects to perform his work.
- The major professor and the graduate advisory committee must be approved by the College of Pharmacy Graduate program coordinator, the Dean of the Graduate School.
- Faculty with full graduate faculty status currently active with the graduate school can serve as the main advisor for a student.
- The Graduate advisory committee will consist at minimum of 50% ULM faculty, with the major professor being a ULM Graduate faculty.

5.4 CITI and Safety Training
All graduate students and faculty are required to complete the suggested coursework in CITI. The students will need to register at the CITI webpage (https://about.citiprogram.org/), and with their respective supervisor, set up the proper course work. The students are responsible for completing the mandatory training within the conclusion of their first semester at ULM. Failure to do so, the student is at risk of losing their assistantship. ULM-

specific Safety training must be completed and graduate students must stay current with the safety training of the University throughout their studies.

5.5 First Committee meeting

Graduate student's research work will be presented to the advisory committee, at least 1.5 years prior to a desired graduation date. The Graduate student will provide a comprehensive presentation to the advisory committee of his/her research work up to that day, and the plans for continuing that research towards completion.

During the presentation and following questions by the advisory committee, the student must demonstrate:

a) Fundamental understanding of experimental execution
b) Fundamental understanding of the theoretical background of the proposed research
c) Integrity and discipline during experimental execution, presenting reasonable argumentation and completion of experimental designs
d) The capacity to conclude the proposed research in a proposed timeline towards graduation
e) Scholarly activity through publications as a first or secondary author.

The advisory committee will also direct the student on his/her progress, discuss potential limitations that the student may encounter, suggest research avenues for future activities, and evaluate the student's proposed timeline.

This activity will take place prior to the student's comprehensive exam.

5.6 Comprehensive examinations

The comprehensive examination provides the opportunity to gauge students' mastery of their chosen fields. Successful completion of comprehensive exams confers the status of doctoral candidate. Comprehensive examinations will be constructed and administered by the student's graduate advisory committee.

5.6.1 Criteria Used to Evaluate Comprehensive Exams

Faculty members evaluate candidate responses to each question based on four criteria:
(1) organization, accuracy and comprehensiveness
(2) consistency with the concepts and ideas found in the current literature
(3) the production of a logical, valid, and persuasive argument, and
(4) the demonstration of scholarly writing.

5.6.2 Eligibility to Take Comprehensive Examinations

- The student must have completed all courses shown on the approved degree plan or be currently enrolled in them.
- All I grades, excluding graduate recital, graduate research, thesis or dissertation must be completed at the time the candidate takes the written comprehensive examination.
- have a GPA of 3.0 at the time of taking the comprehensive exams.

5.6.3 Scheduling and reporting
Scheduling

1. The major professor informs the Program Graduate program coordinator of his/her graduate student's intent to take the comprehensive exam.
2. The Graduate Program Coordinator verifies the eligibility of the student to take the comprehensive exam.
3. Each Faculty will assign topics relevant to his/her field/experience and the student's academic/scholar activities for evaluating the student.
4. The student will have 24 hours per faculty test to complete his/her response.
5. The written comprehensive examinations must be scheduled within the regular semester (Fall, Spring, Summer full terms).

Reporting:

6. The doctoral major advisor/committee chair, must report the results of the comprehensive exams 14 days before the deadline specified by the university calendar (https://www.ulm.edu/academicaffairs/academiccalendar.html).
7. The results of these written examinations are one of the following recommendations:

    1) the student's admission to candidacy
    2) continued study with or without additional course work included in the degree plan followed by re-examination
    3) dismissal from the program.

8. If the student does not pass the comprehensive, one semester or one summer term must elapse before another examination is administered. Only one re-examination is permitted.

5.6.4 Candidate Results – Faculty supervisors' obligations

- Faculty members should record their evaluations for the answers of each candidate.
- Faculty reserve the right to require candidates to rewrite any portion of the exam, before scoring the exam.
- Scores from each committee member will be compiled by the committee chair, and an overall grade of fail, pass, or strong pass will be reported to the doctoral program coordinator.
- This information will then be entered into a program database by the doctoral program coordinator.
- The committee chair will collect and submit the written exams to the doctoral program coordinator for safekeeping. Records of up to 10 years of comprehensive exams will be maintained under the supervision of the doctoral program coordinator.
- The major professor will notify the candidate of the results of the comprehensive examination as soon as possible, within 14 days.
- The major professor will report the candidate's performance on the comprehensive examination as satisfactory or unsatisfactory to the program coordinator, at the latest of 14 calendar days before the university calendar's deadline.
- The program coordinator will report the results to the Dean of the Graduate School as soon as possible, before the deadline set by the university calendar.

5.7 Second Committee meeting

Within the second month of the semester that the student and the advisor have concluded that the student will be graduating, the student will set up his/her second advisory committee meeting. The purpose of this second meeting is to re-evaluate the student's progress, as it was defined during the first committee meeting and whether the set goals were successfully met.

- Within two weeks from the second committee meeting, the student must submit the dissertation to the advisory committee for reviewing, and before the deadline defined by the university academic calendar for submission to the graduate advisory committee (https://www.ulm.edu/academicaffairs/academiccalendar.html)

5.8 Defense

- 6 weeks before the university designed deadline for submission of the dissertation with the graduate school, the student must complete their defense.
- The student will present their work in an open forum and defend their research.
- The student will be required to answer questions on their research work to the advisory committee only, following the open forum session.
- Subsequently, the advisory committee will meet alone and discuss the candidates completion of knowledge and work. A successful pass or fail will be informed to the candidate, following the committee's deliberation. If the student fails, the student is removed from the program.
- The successful candidate will need to apply the corrections that the advisory committee requested to his/her dissertation document within the required period before the graduate school deadline. The candidate is required to meet all requirements and complete all corrections requested by the advisory committee.
- If an advisory committee member is not satisfied with the corrections, the existence of a graduate school deadline does not constitute a reason for the candidate not to perform requested corrections. Thus, the candidate must ensure that ample time has been provided to the graduate committee members to review/suggest corrections until the final product meets the standards requested by the members of the advisory committee.

6. General policies and procedures

6.1 Cheating and Plagiarism

ULM's definition of cheating & plagiarism:
http://catalog.ulm.edu/content.php?catoid=21&navoid=2516
I. Definitions:
A. Academic cheating includes the accomplishment or attempted accomplishment of the following:

1. Copying or obtaining information from another student's test paper.*
2. Using, during a test, materials not authorized by the person giving the test.**
3. Collaborating, conspiring, or cooperating during a test with any other person by giving or receiving information without authority.
4. Stealing, buying, or otherwise obtaining all or part of an unadministered test.

5. Selling or giving away all or part of an unadministered test or any information concerning specific questions and items on an unadministered test.
6. Requesting, bribing, blackmailing, or in any other way causing any other person to obtain an unadministered test or information about an unadministered test or a test in the process of being administered.
7. Substituting for another student or permitting any other person to substitute for oneself to take a test.
8. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work prepared totally or in part by another person.
9. Any selling, giving, or otherwise supplying to another student for use in fulfilling academic requirement any theme, report, term paper, essay, or other written work.
10. Submitting artificially produced data or information in the place of descriptive, experimental, or survey results.***
11. Any other devious means of securing an unearned grade in a non-credit course or in a course offered for credit.

* A student looking on another student's paper is considered cheating.
** The presence on one's person (or in close proximity thereto) of a condensation of test information which could be regarded as a "cheat sheet" will be considered adequate evidence to establish cheating.
***If the use of AI is identified, further analysis will be conducted and could result in penalties commensurate with cheating and plagiarism policy.

B. Plagiarism is the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of work not created by the student in one's own work offered for credit.
Further clarification on specifics of plagiarism can be found at https://www.plagiarism.org/article/what-is-plagiarism

All doctoral students are expected to understand and conform to all rules of conduct regarding plagiarism and cheating. Remember, ignorance is not a defense if caught plagiarizing others' work. Plagiarism, broadly defined, is the appropriation and/or presentation of others' words or ideas as your own without proper attribution. Please avoid potentially serious situations by informing yourself as to how to properly attribute sources. For more information about ULM's policy, please read the ULM Student Handbook and the APA Style Manual, 7th edition.

Any accusation for cheating or plagiarism will be evaluated by the Director of the school of Basic Pharmaceutical and Toxicological Sciences, the Graduate Program and Research coordinator, and the graduate committee for the School of BPTS. Depending on the severity of the accusation, the student could be disciplined through the following methods:

A) Written reprimand. A record copy will be maintained under the supervision of the graduate program coordinator
B) Interruption of the student's stipend support for at least one semester
C) Expulsion of the student from the program.

6.2 Sexual Harassment Policy

Sexual harassment, like harassment on the basis of color, race, religion, gender orientation, or national origin, has long been recognized as a violation of Section 703 of Title VII of the Civil Rights Act of 1964, as amended. The University of Louisiana Monroe strongly disapproves of sexual harassment and intimidation of its employees and is taking affirmative steps to eliminate and/or prevent such actions.

Harassment on the basis of sex exists when there are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or student's grades, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or grading status thus affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working or learning environment.

Grievance Procedure

All faculty, staff, and students of the program shall follow these policies and shall perform their duties and studies according to the policies of The University of Louisiana Monroe.

Students, faculty, or staff who believe that a student, faculty member, or staff member has not acted according to these policies are encouraged to contact the student, faculty member, or staff member directly to informally resolve the situation.

If the student, faculty member, or staff member cannot achieve an informal resolution of the difficulty, the complainant should notify the Graduate Studies Coordinator in writing. The complaint should include a description of the perceived problem behavior and of attempted solutions. A copy of the complaint will be given to the student, faculty member, or staff member about whom the complaint has been written. The Graduate Studies Coordinator will then meet with the parties involved, separately or together, or convene a faculty or staff meeting to resolve the issue, and/or may request a recommendation from the Graduate Committee. All decisions will be recorded in writing and signed by all parties.

6.3 Use of artificial intelligence (AI) technology

With academic integrity and rigorous scholarship being paramount in our program, the use of artificial intelligence (AI) tools in thesis writing and comprehensive examination is prohibited. These two processes are crucial in allowing the student to demonstrate his/her understanding, critical thinking, and original contributions to his/her field of study. Therefore, the use of AI tools are prohibited.

AI tools, while useful in many contexts, can undermine this learning process. They may generate content that does not truly reflect the student's understanding or original thought. These tools can potentially inhibit student development in critical thinking, problem-solving, and effective communication.

Any tools available for detecting AI generated contents will be used to evaluate thesis/comprehensive exams. AI products that are used for grammar or sentence structure/restructuring are permissible.

6.4 Scholastic performance

The purpose of this policy is to ensure that all graduate students are progressing satisfactorily in their programs of study and research. It is designed to identify any issues early so that appropriate support and resources can be provided.

Annual Evaluation Process

Self-Evaluation: At the end of each academic year, each student will complete a self-evaluation form, reflecting on their academic progress, research achievements, and professional development activities.

Advisor Evaluation: The student's primary advisor will also complete an evaluation form, assessing the student's progress and performance in coursework, research, and professional development.

Committee Review: The completed forms will be reviewed by the Graduate Program Coordinator. The report for any underperforming student will be submitted to the Graduate Program Committee. The committee will provide feedback and recommendations for the next academic year, if necessary.

Procedure for Underperformance

If a student is identified as underperforming during the annual evaluation:

Notification: The student and their advisor will be notified in writing of the areas of concern.

Improvement Plan: The student, in consultation with their advisor and graduate committee, will develop an improvement plan addressing the areas of concern. This plan will include specific goals and a timeline for achieving these goals, which may include:

a) Additional CITI training
b) Additional class scheduling
c) Weekly activity reports to the faculty by the student for improved monitoring of student's activities

Follow-Up Evaluation: The student's progress will be reviewed after a specified period (e.g., one semester or as suggested by advisor and committee). Failure to make satisfactory progress, as reported by the advisor at the end of the supervising period, may result in further action, including the revocation of the graduate assistantship.

6.5 Graduate Student Laboratory Transfer Policy

Graduate Students requesting transfer to another research laboratory must provide reasons/justification to the Graduate program coordinator (student advocate) and Director

of the School of Basic Pharmaceutical and Toxicological Sciences (faculty advocate). If the reasons are due to harassment and/or a hostile work environment, the student must follow the Student Complaint Policy as outlined in the Graduate Catalog. If the decision after an investigation is to transfer the student to another laboratory, the student will identify the faculty mentor and laboratory that matches their research interests. Upon transfer, the graduate assistantship will remain with the student.

Graduate students requesting transfer based on reasons excluding harassment or a hostile work environment (such as a lack or shift of interest in current research focus, or personality differences, etc.), a meeting between the student, faculty member, Graduate program coordinator and School Director will be conducted to discuss the issues surrounding the transfer request. If a reconciliation cannot be obtained, the graduate student will be allowed to seek transfer to another laboratory under a new faculty member. However, the graduate student stipend will return to the pool of available stipends for redistribution, as described above. The student will have to obtain funding from the new faculty member or be self-funded.

6.6 Graduate Student Personal Travel Policy

Graduate students are not eligible to earn personal leave time, under the status of employment/study at the University of Louisiana at Monroe. The purpose of this policy is to provide guidelines for graduate students to travel during and between academic semesters. This policy ensures that academic and research progress is not compromised.

6.6.1 Travel During Academic Semesters

Graduate students are expected to remain in residence during the academic semesters. Travel during the semester is generally not permitted, except under exceptional circumstances. Exceptional circumstances may include personal or family emergencies, which will need to be documented and supported for permission acquisition. In such cases, students must obtain specific permission from their mentor and the Graduate Program Coordinator. A written request must be submitted to the mentor and the Graduate Program Coordinator with all supported documentation for approval. The mentor, graduate program coordinator and Graduate school will review and accordingly approve or deny the leave. If an extensive period of leave time (i.e., more than 1 week) is requested, a stipend adjustment may take place. Unapproved student absences during the regular semester may result in revocation of the GA position. Regular semester is defined as the first class day up to the semester's commencement day. Advisors may request teaching assistants to arrive up to 3 business days prior to the first day of class of the semester. The dates indicated are determined by the university's academic calendar. Graduating students may not work past graduation.

6.6.2 Travel Between Semesters

Travel between semesters is permitted with prior approval from the student's mentor. Due to the inherent continuous and uninterrupted nature of research, requests for travel between the semesters must be submitted in writing to the mentor and the Graduate Program Coordinator at least two weeks prior to the proposed travel date. For extensive periods of travel beyond 1 week, the student must submit the leave request at least one

month prior to departure. The request should include the reason for travel, the proposed dates of departure and return, and a plan for making up any missed research responsibilities. Students are strongly encouraged to arrange travel plans with sufficient time for returning before the beginning of each semester, to avoid losing their stippend support.

6.6.3 Stipend Support
The decision to pause stipend support will be made on a case-by-case basis by the mentor, Graduate Program Coordinator and Graduate School, considering the nature of the travel, the duration of the absence, and the impact on the student's academic responsibilities, as described above.

6.6.4 Compliance
Failure to comply with this policy may result in disciplinary action, including loss of stipend support. Following recommendation by the Graduate Program Coordinator, a student case on compliance failure will be reviewed by the Graduate Studies Committee, and a recommendation of action will be made. It is the responsibility of the student to understand and adhere to this policy.

6.7 Confidentiality
All student-related information will be considered confidential and protected under FERPA (Family Educational Rights and Privacy Act). Records relating to employees and other records that do not include student information are not confidential.

7. Forms
All students should review ULM website for the latest versions of the documents.

For electronic versions of the documents, you may also reach out to the Graduate Program Coordinator.

Graduate School
GRADUATE DEGREE PLAN

University of
LOUISIANA
Monroe

NAME: _____
Last   First   Middle/Maiden

DEGREE SOUGHT: _____

ADDRESS: _____

GRADUATE MAJOR: _____

_____

CONCENTRATION: _____

CWID: _____

SEMESTER/TERM AND YEAR OF FIRST ENROLLMENT IN ULM GRADUATE SCHOOL: Select term   Select Year

UNDERGRADUATE DEFICIENCIES	**GRADUATE PROGRAM** List course information for major area:			
Major Area of Study: _____	COURSE	SEMESTER HRS	SEMESTER OFFERED	NOTES
Undergraduate deficiencies to be removed: (List course and semester hours)				
_____ ____				
_____ ____				
_____ ____				
_____ ____				
_____ ____				
_____ ____				
_____ ____				
TOTAL SEMESTER HRS: ____				

TRANSFER CREDIT List all credit to be transferred to graduate program (Courses must be shown as they appear on the official transcript. List course and number, semester hours, institution, semester/quarter and year course taken, and grade received.)

Approved:

_____ _____ _____	_____ _____ _____
Committee Member Signature Date	Major Professor Signature Date
_____ _____ _____	_____ _____ _____
Committee Member Signature Date	Graduate Program Coordinator Signature Date
_____ _____ _____	_Dr. Sushma Krishnamurthy_ _____ _____
Committee Member Signature Date	Dean, Graduate School Signature Date

Graduate School

MAJOR PROFESSOR RECOMMENDATION & GRADUATE ADVISORY COMMITTEE REQUEST

University of
LOUISIANA
Monroe

☐ MAJOR PROFESSOR RECOMMENDATION   ☐ GRADUATE ADVISORY COMMITTEE

GRADUATE STUDENT: _____

    CWID: _____

    Degree/Program : _____

MAJOR PROFESSOR: _____

    Office/Phone: _____

FORMER MAJOR PROFESSOR (IF APPLICABLE): _____

GRADUATE ADVISORY COMMITTEE (Complete this portion once committee is formed)

_____ Committee Member *Type name*	_____ Committee Member *Signature*
_____ Committee Member *Type name*	_____ Committee Member *Signature*
_____ Committee Member *Type name*	_____ Committee Member *Signature*
_____ Committee Member *Type name*	_____ Committee Member *Signature*

Recommended by:

_____   _____
School Director/Program Coordinator   Date

Approved by:

_____   _____
Dean of Graduate School   Date

Distribution:
  Student
  Major Professor
  Graduate Coordinator

The University of Louisiana at Monroe
College of Pharmacy
School of Basic Pharmaceutical and Toxicological Sciences

GRADUATE STUDENT SELF-EVALUATION FORM

Student Name:_____   Student ID:_____

Major Professor:_____   Semester evaluated:_____

	Acceptable	Needs Improvement	Underperforming
Familiarity with pertinent literature			
Experimental design and execution			
Time utilization			
Data evaluation			
Record keeping			
Independence and motivation			

Comments:_____
_____
_____
_____

Faculty Signature: _____

Graduate Student Signature: _____

Date: _____

The University of Louisiana at Monroe
College of Pharmacy
School of Basic Pharmaceutical and Toxicological Sciences

GRADUATE STUDENT EXPECTATIONS AND EVALUATION FORM

Student Name:_____   Student ID:_____

Major Professor:_____   Semester evaluated:_____

Research and classroom performance:
 Coursework: Acceptable: _____
                     Needs Improvement:_____
                     Underperforming: _____

 Research performance:

	Acceptable	Needs Improvement	Underperforming
Familiarity with pertinent literature			
Experimental design and execution			
Time utilization			
Data evaluation			
Record keeping			
Independence and motivation			
Any item marked as underperforming will trigger a Graduate Committee Evaluation and an explanation below is required.			

Comments:_____
_____
_____
_____

Specific Instructions for improvement:_____
_____
_____
_____

Faculty Signature: _____

Graduate Student Signature: _____

                                                            Date: _____