

**Florida A&M University
College of Pharmacy and
Pharmaceutical Sciences**

**GRADUATE STUDENT
ACADEMIC HANDBOOK
2015-16**

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DISCLAIMER

The statements set forth in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and the Florida A & M University College of Pharmacy and Pharmaceutical Sciences.

While the provisions of this handbook will ordinarily be applied as stated, the College reserves the right to change any provision listed, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any changes. However, it is especially important that each student note that it is his/her responsibility to keep himself/herself apprised of current graduation requirements by regular consultation with his/her advisor.

Table of Contents

Preface/Purpose of the Handbook	5
Mission Statement and Vision Statement	5
Graduate Degrees Offered	6
Policies and Procedures	6
Grading Policy	6
Incomplete Grades	7
Transfer of Credit	7
Continuous Registration	8
Re-admission	8
Leave of Absence	8
Time to Degree Dismissal	9
Academic Probation and Dismissal	9
Research Seminar	11
Laboratory Rotations	11
Care and Use of Vertebrate Animals	12
Human Subjects Research	12
Graduate Student Grievance Procedure	13
University Withdrawal Policy	14
Non-Discrimination Policy Statement	14
Academic Honesty Policy	14
Anti-Hazing Policy	15
Family Educational Rights and Privacy Act (FERPA) Policy	16
Academic Advisement	17
Academic Discipline Advisor (ADA)	17
Major Thesis/Dissertation Advisor	18
Selection of Major Advisor	18
Changing of Major Advisor	19
Program of Study	19
Transiting Between the M.S. and Ph.D. Program	19
Transitioning from Ph.D. to M.S. Degree Program	19
Transitioning into the Ph.D. Program	19
Graduation Checklist	20
Presentations and Manuscripts (M.S. & Ph.D.)	20
Research Presentations	20
Submission of Manuscripts	20
Comprehensive Examinations	21
Written Comprehensive Examination	21
Ph.D. Oral Comprehensive Examination	21

Admission to Doctoral Candidacy	22
Thesis and Dissertation Requirements	22
Thesis/Dissertation Advisory Committee	22
Committee Composition	22
Meetings of the Committee	23
Dissertation Research Protocol	23
Thesis and Dissertation Guidelines	24
Protocol for Thesis/Dissertation Defense	24
Graduation Application	25
Financial Assistance	25
Eligibility Requirements	25
University-Based Funding from External Sources	25
Time Limits for COPPS Support of Graduate Students	25
Responsibilities of Graduate Students Receiving Financial Assistance	26
Curriculum Requirements	27
Environmental Toxicology (Ph.D.)	27
Health Outcomes Research and Pharmacoeconomics (M.S.)	28
Health Outcomes Research and Pharmacoeconomics (Ph.D.)	29
Medicinal Chemistry (M.S. & Ph.D.)	30
Pharmaceutics (M.S. & Ph.D.)	31
Pharmacology/Toxicology (M.S. & Ph.D.)	32
Public Health (MPH)	33
Public Health (MPH Online)	35
Public Health/Behavioral Science and Health Education (DrPH)	37
78 Credit Hours	37
60 Credit Hours	38
Public Health/Epidemiology and Biostatistics (DrPH)	39
78 Credit Hours	39
60 Credit Hours	40

If you require a reasonable accommodation pursuant to the Americans with Disabilities Amendment Act (ADAA), please contact the Office of Equal Opportunity Programs at (850) 599-3076 at least 10 working days prior to the start of the event.

PREFACE

The College of Pharmacy and Pharmaceutical Sciences (COPPS) Graduate Student Handbook contains the rules, policies and guidelines applicable to the COPPS graduate community at Florida A&M University. These rules, policies, and guidelines are reviewed and approved by the COPPS Graduate Council, Assistant Dean for Research and Graduate Studies and Dean. It is regularly updated throughout the year as the Graduate Council creates or revises rules and guidelines.

MISSION STATEMENT

The mission of the COPPS graduate program is to produce graduates who are able to apply their specialized knowledge, analytical skills, and creativity to solving problems regarding the medical and public health needs of society. Since its inception, the program continues to embrace its historic mission of educating African Americans to correct the imbalance of these underrepresented minorities in the pharmaceutical sciences. Although the program strives to engage all relevant research issues in the pharmaceutical, biomedical, toxicological, pharmacoeconomic sciences, and public health enterprises, it has as a natural advocacy component the desire to address those challenging issues pertinent to the minority population.

VISION STATEMENT

The COPPS graduate program will be recognized as a premier land grant graduate program that leads the nation in producing African American scholars in the pharmaceutical and public health sciences who will become educators, researchers, and engaged leaders that, through the quality and innovation of their research interests, can make significant impact in enhancing the quality of life for all citizens in the state, nation, and world.

GRADUATE DEGREES OFFERED

The College of Pharmacy and Pharmaceutical Sciences offers the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Pharmaceutical Sciences with concentrations in the following:

- Environmental Toxicology (Ph.D. only)
- Health Outcomes Research and Pharmacoeconomics
- Medicinal Chemistry
- Pharmacology/Toxicology
- Pharmaceutics

The College also offers the Master of Public Health (MPH) and the Doctor of Public Health (DrPH) with concentrations in the following areas:

- Environmental and Occupational Health (MPH only)
- Health Policy and Management (MPH only)
- Behavioral Sciences and Health Education
- Epidemiology and Biostatistics

POLICIES AND PROCEDURES

Grading Policy

The minimum grade requirements for all graduate programs and degrees include:

1. A cumulative GPA of 3.0 must be maintained regardless of course/credit hour load.
2. Only a grade of “B” or higher is acceptable for required courses. A required course must be repeated if a grade lower than a “B” is received.
3. A grade of “U” in any phase of the thesis/research/dissertation process shall require the student to be placed on probation for one semester. A second “U” grade in the thesis/research/dissertation process may warrant termination of the student’s degree-seeking status.
4. The student’s major advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards.

The following graduate courses should be graded as indicated.

PHA	Course	Grade
6916	Research Internship	S,U
6975	Research & Thesis	*TP
7979	Advanced Research	S,U
7980	Dissertation Research	*DP

8966	M.S. Comprehensive Examination	S,U
8968	Research Protocol	S,U
8969	Ph.D. Comprehensive Examination	S,U
8976	M.S. Thesis Defense	S,U
8985	Ph.D. Dissertation Defense	S,U

PHC	Course	Grade
7946	Public Health Internship	Graded A-F
7965	Comprehensive Examination	Graded A-F
7980	Doctoral Dissertation	*DP
7981	Adv. Res. Public Health Practicum	S,U
8966	DrPH Comprehensive Examination	S,U
8981	Doctoral Research Protocol	S,U
8983	Dissertation Defense	S,U

*TP (Thesis Pending) and DP (Dissertation Pending) are used until the student successfully defends the Thesis or Dissertation at which time the assigned grade must be an “S” (Satisfactory). In the event that a student fails to successfully defend the thesis or dissertation, a grade of “U” will be assigned.

Incomplete Grades

A student who is passing a course, but has not completed all of the required work due to extenuating circumstances, maybe assigned a grade of “I” (Incomplete) by the instructor. It is the student’s responsibility to make arrangements with the instructor for the removal of an “I” grade. All “I” grades must be removed by the last day of classes of the term in which the student is next enrolled or the grade will be changed to “F”.

Transfer Credit

At the discretion of the appropriate academic unit, a maximum of six (6) semester hours for the master’s level and twelve (12) semester hours for the doctoral level of graduate coursework taken prior to the term of admission into a graduate program may be accepted by the University from another accredited graduate school in the United States, provided that the transfer credits are not counted toward a previously earned degree, the grades are “B” or better, and the subjects are acceptable to the department or program concerned, as a part of the student’s graduate program

Transfer credits that are not counted toward a previously earned degree within the Florida A&M University is limited to twelve hours, except when the credit hours requirement for the graduate program exceeds the University-wide maximum requirement of thirty-six (36). In this case, additional transfer credit up to a maximum of fourteen semester hours may be allowed to the extent

of the additional required hours by the program. The University does not accept experiential learning for transfer credit. A student must complete a Transfer Credit Form and approvals must be obtained from the program, and the college/school, and then by the Dean, no later than the end of the second semester that the student is in the program.

Continuous Registration

Graduate students must maintain continuous enrollment in at least one credit hour in their respective academic programs and until all degree requirements have been completed. Students are required to enroll in at least one credit hour during the last semester in which they expect to graduate. Students who are not in attendance during two consecutive semesters (exclusive of the summer semester) must re-apply for re-admission to the university.

Re-admission

To request re-admission, a student must complete a Re-admission Application, which must be supported by the Chair of the major department, the Graduate Program Coordinator and the Dean of COPPS, and then approved by the Dean of the Graduate School. There is no guarantee that the student will be re-admitted. The re-admission applications of students with permanent university holds will not be processed.

The policy does not apply to students who have been called to military duty. In this case, the student would be required to submit a copy of the military orders and complete the process as outlined by the Registrar's Office.

Leave of Absence

The College of Pharmacy and Pharmaceutical Sciences (COPPS) graduate students are expected to matriculate in their program of study each semester, without interruption or breaks. If a student is unable to matriculate each semester for good cause, he or she must submit a request for Leave of Absence as described below. Students must be in good academic standing to be eligible to take a leave of absence, having completed at least one semester.

A student who wishes to take a leave of absence must complete a *Leave of Absence Request Form* and submit the form to the COPPS Director of Graduate Programs or his/her designee. Only in extraordinary circumstances (i.e., those involving severe medical problems, military service or death in the immediate family such as a parent, spouse, child, or sibling) will permission be given for a leave to begin during the course of a given semester. In the event a student is incapacitated due to medical/psychological problems, a petition for a leave of absence may be submitted by a parent, spouse or any other person designated by the student in advance.

A student may be asked to meet with the COPPS Director of Graduate Programs, COPPS Graduate Council, COPPS Assistant Dean for Research and Graduate Studies, and/or the COPPS Dean to discuss the circumstances that necessitate the leave. The COPPS Assistant Dean for Research and Graduate Studies or the COPPS Dean may approve or deny the request. A student may take a leave of absence for up to two (2) semesters.

Students who fail to register or fail to attend class after two (2) consecutive semesters and have not been approved for a leave of absence will be presumed to have withdrawn from their program of study and will be placed on inactive status. Students placed on inactive status may be required to reapply for admission.

Any student who has an approved Leave of Absence from the COPPS Office of Graduate Programs shall return, as a matter of right provided he or she was eligible to continue at the time of the leave and has not committed acts or offenses that would prohibit their admissions, under the current graduate admissions standards.

Time to Degree Dismissal

The maximum number of semesters of continuous enrollment in a masters program is 15 semesters (5 years). The maximum number of semesters of continuous enrollment in a doctoral program is 21 semesters (7 years). Students enrolled in a masters or doctoral program who have not completed their degree program and have not withdrawn will be dismissed at the end of the 15 semesters (masters students) or 21 semesters (doctoral students). The Dean of COPPS on request by the COPPS Graduate Council may grant an exception if the student is expected to complete their degree during the following year of enrollment 6th year for masters students, 8th year for doctoral students. Enrollment past the previously stated time periods will NOT be allowed. Semesters on approved Leave of Absences are not included. However, semesters on unapproved leave will be included in the student's time limit towards degree completion.

Academic Probation and Dismissal

Students enrolled in a COPPS graduate program of study are expected to achieve a high level of scholarship. Therefore, the COPPS Office of Graduate Programs has established the following minimal academic standards:

1. A cumulative GPA of 3.0 must be maintained regardless of course/credit hour load.
2. Only a grade of "B" or higher is acceptable for required courses. A required course must be repeated if a grade lower than a "B" is received.
3. A grade of "U" in any phase of the thesis/research/dissertation process shall require the student to be placed on probation for one semester. A second "U" grade in the thesis/research/dissertation process will result in termination from the program.

The student's major advisor is responsible for informing the student of grade requirements and the need to adhere to the grading standards. Students who encounter personal situations that contribute to academic underperformance during a semester should be informed of the option to request a Leave of Absence rather than continuing enrollment with poor performance. The ability to complete graduate assistant responsibilities is not a sufficient basis for remaining enrolled.

An academic program within the College may add requirements for good standing, such as completion of comprehensive or qualifying examinations by a certain time, but may not relax the COPPS Office of Graduate Programs requirements. The faculty are also responsible for evaluating the ability of the student to identify and undertake an original scholarly project at the level of excellence expected for a masters or doctoral degree, as well as whether the student is making timely progress toward completion of the degree. The judgment of faculty on these issues can lead to Academic Dismissal for students who meet other criteria for good academic standing. Divisions are expected to maintain written guidelines that help students understand expectations for satisfactory progress. Such guidelines should be provided to students at the beginning of their academic program, and reviewed with students on a regular basis.

Guidelines for Academic Probation and Dismissal

Except for circumstances justifying immediate dismissal, a student cannot be dismissed on the basis of academic performance without the opportunity to return to good standing during an identified period of probation. The purpose of probation is to: (1) explicitly warn the student of his or her status, (2) provide the student with clear guidelines of the performance that will be necessary to return to good standing, and (3) provide the student with reasonable time to meet these expectations. To meet these objectives, the probation period will be for one semester. A student on probation must receive a detailed letter from the COPPS Office of Graduate Programs stating the reasons for the probation and explicitly identifying the steps necessary for the student to return to good standing by the end of the probation period. A copy of this letter should be sent to the Dean of COPPS and the Dean for the School of Graduate Studies and Research. If a student does not meet all criteria for good academic standing, but the Division does not wish to place the student on probation, an appeal for this exception can be made to the Dean of COPPS by the COPPS Assistant Dean for Research and Graduate Studies.

Notification Procedures for Academic Probation

1. The explanation of academic performance issues leading to probation should be specific (low GPA, failed exam, underperformance, etc.) and contain a clear statement of what must be done within a specified period of time in order for the student to return to good standing. This includes probation associated with faculty judgments of research potential, timely progress toward the degree, teaching performance or professional responsibilities. The expectations will be consistent with those held for all students in the program. This must be communicated in writing, accompanied by the opportunity to meet with the COPPS

Director of Graduate Studies for a clarifying discussion, and copied to the COPPS Assistant Dean for Research and Graduate Studies and the COPPS Dean.

2. If the student does satisfactorily meet the requirements of the probation, a written notice of reinstatement, including the date that the student has returned to good standing, will be provided to the student.

Notification Procedures for Academic Dismissal

1. If the student does not meet the requirements of the probation by the specified time and the Division recommends dismissal, the Division Chair will send a request for dismissal to the Director of Graduate Studies along with supporting documentation. The Director of Graduate Studies will draft a dismissal letter to the COPPS Dean for signature, which will include grounds for dismissal, the effective date of dismissal and advice to the student that voluntary withdrawal from the program is an option.
2. If the student is an international student on a visa, the program should consult with the Office of International Students and Scholars prior to drafting the dismissal letter. It is often advisable for an international student to withdraw ahead of a dismissal to avoid adverse impact on future entry into the U.S.

Appeal Procedures

The appeal of probation or dismissal by a student should follow the guidelines outlined by the FAMU School of Graduate Studies and Research, in that it should begin with the COPPS Director of Graduate Studies. In case of probation or dismissal, a student may appeal in writing within 30 days using a form provided by the academic program's graduate coordinator. Students who have chosen to withdraw from their academic program (as opposed to taking an authorized leave) cannot appeal or seek reconsideration of this decision.

Stipend support is discontinued at the time the student is notified of dismissal. The student is not eligible to receive stipend support during an appeal of dismissal; however, if the student appeal is upheld, the student is eligible for stipend support covering the period of the dismissal appeal process.

Research Seminar

All graduate students, including those who have satisfied the minimum seminar requirement for the masters or doctoral degree program, are expected to enroll and participate in Research Seminar each semester except the semester in which the thesis or dissertation is defended. If the student fails to defend in that semester in which he/she chooses to be exempt from seminar, the student must register for and participate in seminar in subsequent semesters regardless of whether he/she is defending a thesis/dissertation.

Laboratory Rotations

Laboratory rotations are a mandatory experience for all Basic Pharmaceutical Sciences students. The purpose of rotations is to familiarize and expose each student to the research projects and interests of the faculty in the discipline.

First year students will participate in three rotations. Typically the duration of each rotation will be 3 weeks with the specifics to be negotiated between the student and faculty member. An exception to these mandatory rotations may be granted for those students entering the program committed to a major professor as a research assistant.

Care and Use of Vertebrate Animals

The value of animal research, both basic and applied, is widely acknowledged and has been explicitly recognized by Congress in the wording of the Animal Welfare Act. In its pursuit of excellence, the Florida A&M University is committed to providing a high quality animal care and use program that meets or exceeds all Federal regulations and guidelines. As a key element of the animal care and use program, the FAMU Animal Care and Use Committee (ACUC) acts as an agent of the University to help investigators meet the federal, state and university requirements for conducting research with vertebrate animals. One of the requirements is that all use of vertebrate animals in research and instructions, whether externally funded, internally funded, or unfunded, be approved by the ACUC before the activity is undertaken. The ACUC is also required to consider specific aspects of the proposed research when the activity is governed by the Animal Welfare Act or subject to the PHS Policy on Humane Care and Use of Animals. Additional information on PHS Policy is available from the Chair of the FAMU, Animal Care and Use Committee.

All students and faculty using vertebrate animals for research or teaching must be properly certified by completing the appropriate Training Module for humane care and use of laboratory animals. Failure to complete the Training Module will prohibit the use of animals in any experimentation.

ANIMAL ORDERS: All vertebrate animal purchases must be made through the FAMU animal facility supervisor. Purchase requests may only be initiated by individuals listed on the approved AUD protocol. AUD protocol members must be used when ordering animals. Any approved method for paying the animal per diem must be made at that time also.

Human Subjects Research

All research conducted under the auspices of Florida A&M University involving human subjects must be reviewed by the Institutional Review Board (IRB) prior to any interaction with research subjects. This includes research involving surveys and questionnaires. The primary duty of this board is to ensure the protection of human subjects. When completing the application for IRB approval, the major professor is the principal investigator and the student is the co-investigator.

Approval to conduct research should be obtained after the advisory committee has approved the student's research protocol. Students must complete the IRB online training (CITI) and application form. The CITI online training is mandatory and must be completed before the application will be approved. Students must take the refresher CITI course module each year until the research has been completed. The approval process may take up to three (3) weeks; however, students may request an Expedited Review approval process that takes up to 7 working days.

Graduate Student Grievance Procedure

It is the goal of Graduate Studies and Research to provide students with an expeditious, fair, equitable, and consistent procedure for resolving their grievances. These grievance procedures are meant to guide the student through the process. Students should make every effort to resolve the issues informally before filing a complaint or seeking redress beyond the Academic Unit in which the alleged offense has occurred.

- The student shall submit his or her grievance package, in writing, within 30 days or 10 days into the next semester. The grievance packet should be stamped by the graduate coordinator or academic dean of the college to indicate the date and time the grievance was initiated.
- The grievance process can start or stop at any level. However, the graduate coordinator should act as the facilitator.
- If the professor and graduate coordinator cannot find a satisfactory solution, then the matter will be forwarded to the graduate committee or graduate faculty within the college.
- The graduate committee, consisting of graduate faculty, will forward a report indicating its decision to the dean of the college.
- If the dean is not able to resolve the matter, the issue is forwarded to the graduate council committee in an effort to resolve the issue..
- The graduate council sub-committee should submit a report to the Graduate Studies and Research dean.
- The Graduate Studies and Research dean will review all of the documents provided on the issue and make a decision.
- If the student is not satisfied with the decision of the Graduate Studies and Research dean, then the student may refer the matter to the provost for a decision.
- The provost shall review the student's grievance and make the final decision.
- A written recommendation is required at each step.
- The student, professor, the graduate coordinator, the dean of the college and the Graduate Studies and Research dean should be provided with copies of the written recommendation at each step.

Time Frame: It is imperative that graduate student academic grievances be handled in an expeditious manner from the initial filing date.

University Withdrawal Policy

A student who desires to withdraw from the University must report to the Director of the Counseling and Assessment Center and explain the circumstances which she/he feels require him or her to withdraw from the University. Upon approval by the Director, the withdrawal form will be completed and signed by the Director and student. The student is required to turn in all keys to the Dean's Office, Room 311 New Pharmacy Building.

When the above signatures have been placed on the withdrawal form, the student then files the form with the University Registrar. This procedure is to be followed by all students. Any student who withdraws from the University during the regular or late registration periods will receive no grades at the close of the term. A student who officially withdraws after the last day to register but during the first eight weeks will receive "W" at the close of the term. For information on refunds, contact the Registrar's Office. A grade of "F" for each course will be given to any student who leaves the University without filing a withdrawal form with the University Registrar.

Non-Discrimination Policy Statement

It is the policy of Florida A&M University to assure that each member of the University community is permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include all applicants for admission to the University and employment.

Questions concerning this policy and procedures for filing complaints under the policy should be directed to Mrs. Carrie M. Gavin (EOP Director/University Title IX Coordinator), located in the Office of Equal Opportunity Programs.

Academic Honesty Policy

1. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.
2. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted

- from any source. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a written assignment.
3. A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student who accepts such assistance.
 4. For procedural information regarding academic honesty violations, students should consult with the academic dean or director in the respective school or college.
 5. The penalties for academic honesty violations shall include: reprimand, reduction of grade; denial of academic credit; invalidation of university credit or of the degree based upon such credit; probation; suspension; dismissal; or expulsion. In addition to any other penalties that may be imposed, the individual or student may be denied admission or further registration, and the University may invalidate academic credit for work done by a student and may invalidate or revoke the degree based upon such application, residence affidavit, or accompanying documents or statements in connection with, or supplemental to, the application for admission to or graduation from the University.

Anti-Hazing Policy

1. It is the policy of Florida Agricultural and Mechanical University that any student(s), group(s) of students or student organization affiliated with the Florida Agricultural and Mechanical University is prohibited from engaging in any form(s) of hazing activities.
2. The term hazing shall include, but not be limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as striking in any manner, whipping, beating, branding, exposure to the elements, forced consumption of food, liquor, drugs, or other substances, or other forced physical activities that would adversely affect the health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contacts, forced conduct that would be demeaning or results in extreme embarrassment or any other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. For purposes of this section, any activity as described above, or any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including, but not limited to, initiation or admission into or affiliation with a university sanctioned organization, shall be presumed to be hazing and a “forced” activity, the willingness or consent of an individual to participate in such activity notwithstanding.
3. Penalties – Any student(s), student group(s), or student organization(s) which are affiliated with the Florida Agricultural and Mechanical University, on campus or off-campus that are found responsible for hazing will be subject to appropriate sanctions by the university, which may include the imposition of fines; withholding of grade(s),

transcripts and/or diplomas pending payment of fines or pending compliance with the current Student Code of Conduct, Regulation 6C3-2.012, F.A.C., of which this regulation becomes a part of; the imposition of counseling, probation, suspension, dismissal or expulsion of said person(s) or organization(s), and/or the rescission of permission for the University sanctioned organization(s) to operate on the Florida A&M University campus or to otherwise operate under the sanction of the University.

4. All penalties imposed by the University do not absolve the student(s), group(s) of students, or student organization(s) from any penalty imposed for violation of criminal laws of the State of Florida, including but not limited to such criminal penalties prescribed in s. 1006.63, Florida Statutes, for penalties imposed in civil proceedings or for violation of any other university Regulation(s) to which the violator(s) may be subject. It shall not be a defense that the consent of the victim to participate was obtained, the conduct or activity that resulted in the death or injury of the person was not part of an official university organizational event or was not otherwise sanctioned or approved by the university organization or the conduct or activity that resulted in death or injury of the person was not done as a condition of membership to a university organization.
5. All existing university sanctioned organizations are required to amend their existing bylaws to include an anti-hazing section, and all future university sanctioned organizations must include the same in their by-laws. A copy of the by-laws shall be kept on file in the Office of Student Activities. Advisors and each member of a university sanctioned organization must attend one Fall semester and one Spring semester hazing workshop each academic year.

Family Educational Rights and Privacy Act (FERPA) Policy

Florida Agricultural and Mechanical University (FAMU) shall comply with the Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment) – 20 U.S.C. ~ 1232g – of 1974, which gives enrolled students the right to:

1. Review and inspect their education records;
2. Challenge and seek to amend education records that the student believes are inaccurate or misleading;
3. Consent to disclosures of personally identifiable information contained in their educational records, except to the extent that FERPA allows disclosures without consent; and
4. Complain to the U.S. Department of Education concerning alleged violations by FAMU of any such rights.

Pursuant to FERPA requirements, some personally identifiable student information, designated by law as “directory information,” may be released to third parties by FAMU without prior consent of a student unless the student files a written request with the FAMU Office of the Registrar to restrict

directory information access.

FAMU has designated the following as directory information:

- The name of a student who is in attendance or who has been in attendance
- The local, home address of a present or former student)
- The telephone number of a present or former student
- Date and Place of Birth of a present or former student
- The major field of study of a present or former student
- Dates of attendance
- Enrollment Status
- Participation in Officially Recognized collegiate sports
- Weight and height of athletes
- Degrees and academic honor awards received and pertinent dates
- Most recent educational institutions attended prior to FAMU

The following information is not considered directory information and may not be released or disclosed in any way (except to a school official with a legitimate interest, or to a third party with signed and dated consent from the student or former student):

- Student Identification Number
- Social Security Number
- Ethnicity/Nationality
- Gender

An enrolled student may select Privacy (refuse to permit disclosure of “directory information”). To do so, the student must notify the Office of the Registrar in writing if he/she refuses to permit the University to disclose such information. The University will not release any further disclosures of directory information about the student without the student’s prior written consent except to the extent authorized by FERPA or other State or Federal laws.

ACADEMIC ADVISEMENT

Academic Discipline Advisor (ADA)

Each academic discipline has designated a faculty member to serve as an academic discipline advisor (ADA) who is responsible for advising new students entering a masters or doctoral degree program. All students MUST meet with their ADA prior to registration to ensure that he/she registrars for core courses. The ADA will counsel each student on course registration until they select a major thesis/dissertation advisor. In addition, the ADA will ensure that each student has completed laboratory rotations (if applicable) in the discipline so that the student can make a

reasonable decision on what area and which professor they wish to guide them through their research career. The ADAs by discipline are:

Environmental Toxicology	Dr. Hernan Flores-Rozas
Health Outcomes Research and Pharmacoeconomics	Dr. Ellen Campbell
Medicinal Chemistry	Dr. Seth Ablordeppy
Pharmaceutics	Dr. Mandip Sachdeva
Pharmacology/Toxicology	Dr. Ebenezer Oriaku
Public Health	Dr. Cynthia Harris

Major Thesis/Dissertation Advisor

The Major Advisor, also known as the Major Professor, is responsible for guiding the academic career of a student pursuing either the master's degree or the doctoral degree. Faculty serving as major advisors and committee chairpersons must have Graduate Directive Status by the end of the student's second academic year.

The role of the major professor is to guide the student through the stages of his/her research only, not to do the research or the writing for the student. The major professor, who serves as the Advisory Committee chair, generally assists in

- directing the student's preliminary examinations;
- finalizing the topic and getting the student started with the research and writing;
- reading and approving each chapter prior to passing it on to the other committee members;
- alerting the student to deadlines and necessary procedures that must be followed throughout the completion and submission of the dissertation.

In the event that a faculty member is on temporary leave, the major professor should coordinate with the Division Director a plan to facilitate the needs of the student. In the event a major professor leaves the University and is willing to continue serving on the student's committee, the major professor then becomes the co-major professor on the committee and another faculty member is appointed as co-major professor. The former major professor must complete the Graduate Faculty Status and Courtesy Faculty Appointment Applications for approval as a co-major professor. Consequently, both co-major professors must sign on paperwork pertaining to the student.

Selection of Major Advisor

First year graduate students must submit in writing (*Program of Study Form*) their choice for a major advisor to the COPPS Office of Graduate Programs as soon as possible but no later than the end of the second semester (ESAP and IPH students no later than the end of the fourth semester). The faculty member selected as the major advisor must also submit in writing (*Program of Study Form*) his/her willingness to serve as advisor to a particular student.

Changing of Major Advisor

Every effort should be made for a student to retain his or her originally selected major advisor. A student who finds it necessary to change advisors must submit a written request along with justification to the COPPS Office of Graduate Programs who will submit it to the COPPS Graduate Council for action. The student must notify his/her major advisor and anticipated major advisor in writing (*Change of Major Advisor Form*) of his/her desire for a change before submitting the request to the COPPS Office of Graduate Programs. Students should be made aware that such a change may delay or adversely decelerate the completion of their program requirements and/or impact their financial status.

PROGRAM OF STUDY

All degree-seeking graduate students should have an approved Program of Study on file with the COPPS Office of Graduate Programs by the end of the student's second semester (ESAP and IPH students must submit their Program of Study by the end of their fourth semester). The Program of Study is to be developed by the student with input from and approval of their Advisory Committee. The Program of Study identifies all graduate courses completed (both required and electives) at FAMU, those that need to be completed including graduate credits transferred from other institutions.

Plan of Study Revisions: Changes to an approved Program of Study require the submission of an approved revised Program of Study. The original or any current modification of the Program of Study on file will be in effect until a revised approved Program of Study is received by the COPPS Office of Graduate Programs.

TRANSITIONING BETWEEN THE M.S. AND PH.D. PROGRAM

Transitioning from Ph.D. Degree to M.S. Degree Program

Unfortunately, unforeseen consequences may arise which interrupts a student's matriculation in the Ph.D. program and prohibits them from completing the degree requirements. Thus, the student in consultation with his/her advisor and advisory committee must petition in writing to the COPPS Director of Graduate Programs to be released from the pursuit of the Ph.D. requirements and be allowed to enroll in the requirements for the M.S. degree. The student's major professor will submit the letter along with the committee's recommendation to the COPPS Office of Graduate Programs, which will forward it to the Graduate Council for approval. Upon approval, the student will modify his/her advisory committee and follow the requirements for the M.S. degree.

Transitioning into the Ph.D. Program

Any student interested in advancing into a Ph.D. program prior to completion of the M.S. degree may petition to continue into the Division's doctoral program. The petition package is submitted to

the Division Director and must include all of the following:

- A letter of intent that outlines the student's plans, goals and reasons for petitioning to enter the Ph.D. program.
- Three (3) new letters of recommendation from faculty within the Division, explicitly addressing the question of the student's suitability for doctoral study.
- A current graduate transcript
- A current curriculum vitae

The Division Director must submit the completed packet to the COPPS Office of Graduate Programs for consideration and decision by the COPPS Graduate Council. The Council expects that an applicant to the Ph.D. program will have at least a 3.0 cumulative GPA in current graduate program of study and have completed all required M.S. core courses.

GRADUATION CHECKLIST

Students must meet with the graduate coordinator, prior to the semester the student plans to graduate, to ensure all requirements on the graduation checklist have been met before submitting an application for graduation. Students are responsible for getting a copy of the graduation checklist from the graduate coordinator the first semester of their first year in the program.

PRESENTATIONS AND MANUSCRIPTS (M.S. & PH.D.)

Research Presentations

Doctoral students in Pharmaceutical Sciences are required to present their research at a minimum of two (2) regional or national scientific meetings. Masters students in Pharmaceutical Sciences are required to present their research at one such meeting. Only presentations derived from the student's thesis or dissertation research will fulfill this requirement. Students must be the presenter and the senior author of the approved research abstract.

Submission of Manuscripts

Doctoral students in Pharmaceutical Sciences are required to submit a minimum of two (2) research manuscripts for publication to a refereed scientific journal. Masters students in Pharmaceutical Sciences are required to submit one. Only manuscripts derived from the student's thesis or dissertation research will fulfill this requirement. Students must be the first author of the manuscript.

COMPREHENSIVE EXAMINATIONS

Students must enroll in the appropriate Comprehensive Examination course for the semester in which they take the written comprehensive examination. It is very important that students enroll for the **correct** comprehensive examination.

M.S. or Ph.D. Students:

PHA 8966 Comprehensive Examination for M.S. students

PHA 8969 Comprehensive Examination for Ph.D. students

MPH or DrPH Students:

PHC 7965 Comprehensive Examination for MPH students

PHC 8966 Comprehensive Examination for DrPH students

Written Comprehensive Examination

The written comprehensive examination is scheduled by the major advisor and is administered by all members of the student's advisory committee. The student must have completed all courses required by the student's advisory committee before taking the comprehensive examination. The examination will be administered two times a year.

Successful completion of the written examination requires unanimous approval of all members of the advisory committee. If a student fails a portion of the exam, he/she is allowed to retake that portion of the exam only once. If the student fails the exam on retake he/she may be dismissed from the program.

Ph.D. Oral Comprehensive Examination

The Ph.D. oral examining committee consists of seven (7) faculty members which includes members of the student's advisory committee plus two (2) additional graduate faculty from the College of Pharmacy and Pharmaceutical Sciences. The student's major advisor serves as chairperson of the examining committee.

At least five (5) of the seven (7) committee members must be in attendance during the oral examination four (4) from the student's advisory committee and at least one (1) of the additional two (2) from the College of Pharmacy. Any member of the graduate faculty may attend the oral examination of a doctoral student and question the student, but only the examining committee may vote on the student's performance. Successful completion of the oral examination requires unanimous approval of all members of the examining committee. If a student fails the exam, he/she is allowed to retake the exam only once. If the student fails the exam on retake he/she may be dismissed from the program.

ADMISSION TO DOCTORAL CANDIDACY

In order to advance to doctoral candidacy, the student must complete all required courses with a grade of “B” or better and all other courses with a grade of “C” or better, accumulating no more than two (2) Cs; and must have a cumulative GPA of 3.00 or better. The student must also have successfully completed both the written and oral comprehensive examinations.

Upon successful completion of the oral comprehensive examination, four copies of the *Admission to Candidacy Document* shall be signed by the student’s major advisor, department chair, and by the Dean of the College of Pharmacy. All four copies of the document are to be submitted to the Dean of Graduate Studies and Research for approval and signature. A copy of the document is forwarded to the Registrar’s Office, a copy remains in the Graduate School Office, a copy is placed in the student’s file, and a copy remains in the Graduate Program Office file in the College of Pharmacy. A student must be admitted to candidacy at least six months prior to being granted the degree.

THESIS AND DISSERTATION REQUIREMENTS

Thesis/Dissertation Advisory Committee

Committee Composition

The faculty members on the thesis or dissertation committee should be individuals with expertise in an area that will advance the student’s dissertation research. The thesis or master’s committee **MUST** consist of at least three (3) members:

- Two (2) full-time faculty members in the student’s major discipline, in which one of them serves as the thesis chair and has master’s directive status.
- One (1) faculty member or expert from FAMU, another credited institution or a nationally/internationally recognized organization involved in research.

The dissertation committee **MUST** consist of at least five (5) members:

- Three (3) full-time faculty members in the student’s major discipline, in which one of them serves as the dissertation chair and has doctoral directive status.
- Two (2) faculty members or experts from FAMU, another accredited academic institution or a nationally/internationally recognized organization involved in research.

All committee members **must** hold at least graduate faculty status. The student should work with their major advisor to select committee members. The committee membership must be approved by the Division Director/Graduate Coordinator, COPPS Dean and the FAMU Graduate Dean using the *Thesis/Dissertation Committee Approval Form* (the form is available on the FAMU School of Graduate Studies webpage). The Division Director must approve changes to the

advisory committee and the appropriate form should be completed and filed with the COPPS Office of Graduate Programs and the FAMU School of Graduate Studies.

Meetings of the Committee

The thesis/dissertation committee will meet at least once a semester to evaluate the student's progress toward the completion of the thesis/dissertation. The report of the each meeting must be submitted to the COPPS Office of Graduate Programs on the *Dissertation/Thesis Committee Progress Report* form at the end of the fall and spring semester. To ensure that committee members have adequate time to review and provide feedback on thesis/dissertation drafts, students must provide a written document to each committee member at least 2 weeks prior to a scheduled meeting.

Dissertation Research Protocol

Students are required to present their Research Protocol to their advisory committee to obtain advice and consent related to their research methodology and concepts. Committee approval is required before the research can move forward as an acceptable Ph.D. research project. Students must enroll in the appropriate Research Protocol course for the semester in which they present their research protocol.

PhD Students: PHA 8968 Research Protocol for Pharmaceutical Science students

DrPH Students: PHC 8981 Research Protocol for Public Health students

Thesis and Dissertation Guidelines

Students must be enrolled in a minimum of 2 credit hours the semester in which they defend their dissertation/thesis. A student who fails to make required revisions and submit a revised thesis/dissertation within the 10 day time will not graduate until the following semester and will receive a grade of TP/DP (thesis pending/dissertation pending) for the end of semester grade. In addition to completing the required revisions, the student will have to apply for graduation in the subsequent semester. The major professor will assign a grade of "S" as the final grade when the advisory committee has accepted the recommended revisions.

Requirement	Deadline
Determine Dissertation/Thesis Defense Date (Defense date must occur six weeks prior to student's anticipated commencement date.)	Beginning of the semester in which the student will defend.
Submit dissertation/thesis to major advisor for review of first draft	Five weeks prior to student's anticipated defense date
Submit dissertation/thesis to advisory committee for review	Three weeks prior to student's anticipated defense date
Submit Defense Announcement Form and the standardized Defense Announcement Flyer to School of Graduate Studies (Retrieve both from School of Graduate Studies and submit a copy to COPPS graduate coordinator)	Ten days prior to defense date
Post Defense Announcement (All posters must have the stamp of the COPPS Dean's Office)	Ten days prior to defense date
Defend Dissertation/Thesis	Six weeks prior to student's anticipated commencement date
Submit Defense Outcome Form to the graduate coordinator	Within ten days after the defense
Submit Safe Assign Report to graduate coordinator	Within ten days after the defense
Make all corrections to dissertation/thesis *	Within ten days after the defense
Submit Final Dissertation through the Electronic Thesis and Dissertation portal via the ProQuest system	Within three weeks after defense

*Please refer to the Thesis and Dissertation Guidelines Manual "[Guidelines for Preparation and Submission of Doctoral Dissertations and Master's Theses](#)" by the School of Graduate Studies and Research on the FAMU website at www.famu.edu .

Protocol for Thesis/Dissertation Defense

- Chair introduces the committee members
- Chair outlines the protocol that will be followed
- Chair introduces the candidate and provides a brief biographical sketch of candidate
- Candidate presents the thesis/dissertation
- After the presentation, Chair entertains questions from the Committee, College Faculty, and audience
- After the questions are exhausted, the defense ends and the candidate and audience are excused while the committee deliberates
- Immediately following the deliberation, Chair will ask the candidate to rejoin the Committee and notify him/her of their decision
- If a student fails to successfully defend their thesis or dissertation, one re-examination is allowed. If the student fails a second defense, they will be dismissed from the program.

GRADUATION APPLICATION

- Students will be permitted to apply for graduation only after successfully completing every item listed on the COPPS Graduation Application Checklist for the graduate program.
- Students must apply for graduation before the deadline for the semester in which they plan to graduate.

FINANCIAL ASSISTANCE

Financial assistance is available to support graduate students through the various colleges, schools and institutes, and the Office of the Graduate Dean. The categories of financial aid include:

Fellowships

Assistantships

Matriculation fee waivers

Out-of-state fee waivers

Travel incentive awards

Health Insurance Reimbursement for Graduate Assistants

Eligibility Requirements

Financial assistance is reserved for full-admitted, full-time, degree-seeking, graduate students who are in good academic standing. Full-time graduate students must enroll for at least nine (9) graduate hours each semester, except in the summer semester when a full load is six (6) semester hours. The student's cumulative graduate GPA must never fall below 3.0, and there can be no grade below "B" in required courses. In addition, the student must be making satisfactory progress toward the degree such as accomplishing research goals. All graduate students should be prepared to pay some of their graduate study costs utilizing their own funds.

University-Based Funding and Funding from External Sources

Funds at the University are insufficient to provide fellowships to all worthy students. Therefore, we strongly encourage students to apply for outside funds. The total amount of funds that a student can be awarded will be based on the Free Application for Federal Student Aid (FAFSA) calculations. The University based award may be reduced if the total funding from all sources exceed the gross financial need as determined by FAFSA.

Time Limits for COPPS Support of Graduate Students

The following are the maximum allowable times a student may be eligible to receive graduate teaching or research assistantships through the College of Pharmacy and Pharmaceutical Sciences:

MS	3 years
PhD	5 years
MS to PhD	6 years

Responsibilities of Graduate Students Receiving Financial Assistance

Students who receive financial assistance will be responsible for fulfilling assigned duties such as proctoring examinations, teaching labs, conducting research etc. The responsibility of work will correlate with the amount of financial assistance awarded. Those awarded financial assistance are expected to work 20 hours per week.

CURRICULUM REQUIREMENTS

Environmental Toxicology Curriculum Requirements

Core Courses for all Graduate Students (PhD) **Hours**

PHA 6513, 6514	•Graduate General Pharmacology I & II	4
PHA 6570	Biotechnology and Molecular Biology	3
PHA 6527	Analytical Methods in Pharmacology/Toxicology	3
PHA 6715, 6715I	Biostatistics	4

Core Courses for PhD with Specialization in Environmental Toxicology (90 hrs)

PHA 6533	Graduate Toxicology	2
PHA 6538	Toxicokinetics	4
PHA 6534, 6539	Environmental Toxicology I, II	6
CHS 5610	Environmental Chemistry	3
PHA 6532, 6536	Human Health and Environmental Toxicants I & II	6
PHA 6553	Environmental Epidemiology and Human Risk Assessment	4
EVS 5862	Environmental Regulation	2
PHA 6535	Advanced Toxicology	3
PHA 6220	Proposal Preparation and Grant Administration	2
PHA 6938	Seminar	9
PHA 6916	Research Internship	6
PHA 7979	Advanced Research	12
PHA 7980	Dissertation Research	12
	Electives	5

ELECTIVES may be chosen from the following list or any currently offered graduate courses in the College of Pharmacy.

PHC 6018	Environmental Epidemiology (FAMU/IPH)	3
PHC 6316	Environmental Risk Communication (FAMU/IPH)	3
EVS 5027	Environmental Microbiology (FAMU/ESI)	4
EVS 5604	Hazard Materials Management (FAMU/ESI)	3
EVS 5606	Environmental Physiology and Nutrition (FAMU/ESI)	4
URP 5425	Methods of Environmental Impact (FSU)	3
URP 5427	Environmental Legislation & Policy (FSU)	3

•Required only of non-pharmacy graduates: Students must concurrently register for Anatomy and Physiology if they have not previously completed this or an equivalent course in human medical physiology. This physiology course is not available for graduate credit.

**Health Outcomes Research and Pharmacoeconomics
Curriculum Requirements for the M.S.**

<u>Core Courses</u>		<u>Hours</u>
PHA 6715	Biostatistics and Computational Methods Lecture	3
PHA 6715	Biostatistics Lab	1
PHA 6256	Pharmacy in the Health Care System	2
PHA 6710, 6717	Research Methods I, II	4
PHC 6000	Introduction to Epidemiology	3
PHA 6284	Introduction to Health Research Theory and Policy	2
PHA 6938	Research Seminar	4
PHA 6907	Special Problems	3
PHA 6975	Research and Thesis	14
	Required Courses/Electives for Area of Concentration	6
	Total Core Credit Hours	42
<u>Internship</u>		
PHA 6916L	Research Internship	6
<u>Comprehensive Examination</u>		
PHA 8966	M.S. Comprehensive Exam	0
<u>Master's Thesis Defense</u>		
PHA 8976	Master's Thesis Defense	0
TOTAL PROGRAM CREDIT HOURS		48

**Health Outcomes Research and Pharmacoeconomics
Curriculum Requirements for the Ph.D.**

<u>Core Courses</u>	<u>Hours</u>
PHA 6715	3
PHA 6715	1
PHA 6256	2
PHA 6710, 6717	4
PHC 6000	3
PHA 6284	2
PHA 6797	1
PHA 6292, 6293	4
PHA 6259	3
SOW 6495	3
PHA 6938	8
PHA 7979	7
PHA 7980	16
	3
	12
	72
<u>Electives and Research</u>	
	18
<u>Comprehensive Examination</u>	
PHA 8969	0
<u>Dissertation Research Protocol and Defense</u>	
PHA 8968	0
PHA 8985	0
TOTAL PROGRAM CREDIT HOURS	90

Medicinal Chemistry Curriculum Requirements (M.S. & Ph.D.)

<u>Core Curriculum for All Graduate Students (MS & PhD)</u>		<u>Hours</u>
PHA 6570	Biotechnology and Molecular Biology	3
PHA 6517, 6518	•General Concepts in Pharmacology I & II	6
PHA 6715, 6715L	Biostatistics and Lab	4
PHA 6527	Analytical Methods	3
PHA 6433	•Graduate Pharmacomed Chemistry I	2
PHA 6434	•Graduate Pharmacomed Chemistry II	2
<u>Core Curriculum for MS in Medicinal Chemistry (32 hrs)</u>		
CHM 5225 or 5226	Advanced Organic Chemistry	3
PHA 6576	Molecular Pharmacology	3
PHA 6441	Advanced Medicinal Chemistry I	2
PHA 6938	Seminar	2
PHA 6975	Research and Thesis	6
<u>Core Curriculum for PhD in Medicinal Chemistry (90 hrs)</u>		
PHA 6576	Molecular Pharmacology	3
PHA 6578	Biochemical Pharmacology	2
CHM 5225, 5226, 5250	Advanced Organic Chemistry	9
PHA 6380	Special topics in Medicinal Chemistry	2
PHA 6354	Natural Product Chemistry	2
PHA 6441 & 6442	Advanced Medicinal Chemistry I & II	4
PHA 6938	Seminar	9
PHA 7979 & 7980	Advanced/Dissertation Research	30
	ELECTIVES	13

ELECTIVES may be chosen from but are not limited to:

- Organic Qualitative Analysis (FAMU – CHM 4230; FSU – CHM 4230)
- Inorganic Chemistry (FAMU – CHM 4610; FSU – CHM 4610)
- *Macromolecule I & II (CHM 5506 & 5507)
- *Laboratory Methods in Biochemistry. (CHM 5105L)
- *Molecular Biology (BCH 5425)
- *Cellular and Molecular Biology (PCB 5026)
- *Optical Methods of Chemical Analysis (CHM 5151)
- *Chemical and Physical Characterization of Biopolymers (BCH 5745)

All other graduate courses in the College of Pharmacy or other units at FAMU or FSU may serve as electives.

*Offered only by FSU

•Required only of non-pharmacy graduates

Pharmaceutics Curriculum Requirements (M.S. & Ph.D.)

Core Courses for all Graduate Students (MS and PhD) Hours

PHA 6517, 6518	•General Concepts in Pharmacology I & II	6
PHA 6570	Biotechnology and Molecular Biology	3
PHA 6527	Analytical Methods in Pharmacology/Toxicology	3
PHA 6715, 6715L	Biostatistics	4

Core Courses for MS in Pharmaceutics (30 hrs)

PHA 6176	Drug Delivery	3
PHA 6117	Advanced Physical Pharmacy	3
PHA 6938	Seminar	2
PHA 6975	Research & Thesis	6

Core Courses for PhD in Pharmaceutics (90 hrs)

PHA 6740	Proposal Preparation	2
PHA 6176	Drug Delivery	3
PHA 6117	Advanced Physical Pharmacy	3
PHA 6180	•Graduate Pharmaceutics I	2
PHA 6181	•Graduate Pharmaceutics II	2
PHA 6182	•Biopharmaceutics	2
PHA 6175	Pharmaceutical Product Formulation	3
PHA 6121	Advanced Pharmacokinetics	3
PHA 6938	Seminar	9
PHA 7979	Advanced Research	24
PHA 7980	Dissertation	12
	Electives	9

Electives include but are not limited to: Pharmaceutics Graduate Courses

PHA 6174	Sterile Dosage Forms	3
PHA TBA	*Computer Applications in Pharmaceutical Sciences	3
PHA 6105	Unit Operations in the Pharmaceutical Industry	3
PHA TBA	*Industrial Pharmacy	3
PHA TBA	*Pharmaceutical Packaging	3
PHA 6907	Advanced Topics in Pharmaceutical Sciences	3
PHA 6447	Stability and Chemical Kinetics of Drugs	3

All other graduate courses in the College of Pharmacy or other units at FAMU or FSU may serve as electives.

•Required only of non-Pharmacy graduates.

*These classes will not be offered until class numbers are assigned.

Pharmacology/Toxicology Curriculum Requirements (M.S. & Ph.D.)

Core Curriculum for All Graduate Students (MS & PhD) Hours

PHA 6513, 6514	•General Pharmacology	4
PHA 6715 & 6715L	Biostatistics and Lab	4
PHA 6527	Analytical Methods	3
PHA 6570	Biotechnology and Molecular Biology	3

Core Curriculum for MS in Pharmacology/Toxicology (34 hrs)

PHA 6545	Neuropharmacology	3
PHA 6547	Endocrine Pharmacology	4
PHA 6938	Seminar	2
PHA 6576	Molecular Pharmacology	3
PHA 6975	Research and Thesis	6
PHA 6535	Advanced Toxicology	2

Core Curriculum for PhD in Pharmacology/Toxicology (90 hrs)

PHA 6740	Proposal Preparation	2
PHA 6533	Graduate Toxicology	2
PHA 6545	Neuropharmacology	3
PHA 6547	Endocrine Pharmacology	4
PHA 6938	Seminar	9
PHA 6576	Molecular Pharmacology	3
PHA 6519	Advanced Cardiovascular Pharmacology	2
PHA 6578	Biochemical Pharmacology	2
PHA 7979, 7980	Doctoral Research	24
PHA 6535	Advanced Toxicology	3
	ELECTIVES	22

As prerequisites for these courses, all students will be required to have the following:

Calculus – Physiology – Pathology - Anatomy and Neuroscience

ELECTIVES may be selected from other graduate courses offered in the College or relevant graduate courses offered at Florida A&M University (FAMU) or Florida State University (FSU).

•**REQUIRED ONLY OF NON-PHARMACY GRADUATES:** Students must concurrently register for Anatomy and Physiology if they have not previously completed this or an equivalent course in human medical physiology. This physiology course is not available for graduate credit.

CURRICULUM REQUIREMENTS FOR THE MPH

<u>Core Courses</u>		<u>Hours</u>
PHC 6100	Introduction to Public Health	3
PHC 6000	Introduction to Epidemiology	3
PHC 6357	Public Health Perspectives of Environmental and Occupational Health	3
PHC 6050	Biostatistics for Public Health Practice	3
PHA 6050L	Biostatistics Lab	1
PHC 6560	Principles of Behavioral Science and Health Education	3
PHC 6102	Principles of Health Policy and Management	3
PHC 6934	Topics in Public Health (Seminar)	3
PHC 6704	Applied Community-Based Research Methods	3
Total Core Course Hours		25

Public Health Practice Courses

PHC 6945	Public Health Practice I (Rotation)	3
PHC 6910	Public Health Practice II (Special Research Project)	3
PHC 7911	Public Health Practice III (Independent Study)	2
PHC 6187	Professional Development in Public Health	1
Total Public Health Practice Hours		9

Track Courses

Courses in Area of Concentration	9
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Internship

PHC 7946	Public Health Internship	6
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Comprehensive Examination

PHC 7965	Comprehensive Examination	1
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Six credit hours are required for public health internships during the last semester of study.

TOTAL PROGRAM HOURS **50**

Track Courses

Nine credit hours of track courses (concentrated study in one of the five core areas) are required for the MPH.

(Semester 4) Areas of Concentration

Behavioral Science and Health Education

Hours

PHC 6444	Community Organizing and Public Health	3
PHC 6506	Planning and Evaluation of Health Education	3
PHC 6411	Principles of Social Marketing	3
PHC 6532	Current Issues in Women's Health	3
PHC 6441	Health Inequities in American Populations	3
PHC 6419	Principles of Global Health and Contemporary Issues	3

Environmental and Occupational Health

PHC 6018	Environmental Epidemiology	3
PHC 6317	Environmental Risk Communication	3
PHC 6005	Occupational Diseases	3
PHC 6310	Environmental Toxicology	3
PHC 6355	Topics in Occupational Health	3
PHC 6357	Perspectives in Environmental/Occupational Health	3

Epidemiology and Biostatistics

PHC 6011	Advances in Epidemiological Methods	3
PHC 6003	Chronic Disease Epidemiology	3
PHC 6002	Infectious Disease Epidemiology	3

Health Policy and Management

PHC 6160	Economic Aspects of Health Care	3
PHC 6761	Public Health Programs Evaluation	3
PHC 6705	Health Outcomes Research and Health Care	3

CURRICULUM REQUIREMENTS FOR THE MPH (ONLINE)

<u>Core Courses</u>		<u>Hours</u>
PHC 6100DL	Introduction to Public Health	3
PHC 6000DL	Introduction to Epidemiology	3
PHC 6357DL	Public Health Perspectives of Environmental and Occupational Health	3
PHC 6050DL	Biostatistics for Public Health Practice	3
PHA 6050DL	Biostatistics Lab	1
PHC 6408DL	Principles of Behavioral Science and Health Education	3
PHC 6102DL	Principles of Health Policy and Management	3
PHC 6934DL	Topics in Public Health (Seminar)	3
PHC 6704DL	Applied Community-Based Research Methods	3
PHC 6605DL	Foundations of Public Health Ethics and Social Justice	3
PHC 6931DL	Public Health Seminar for Health Professionals	3
Total Core Course Hours		25

Public Health Practice Courses

PHC DL	Public Health Practice I (Rotation)	3
PHC DL	Public Health Practice II (Special Research Project)	3

Track Courses

Courses in Area of Concentration	9
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Internship

PHC 7946DL	Public Health Internship	6
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Comprehensive Examination

PHC 7965DL	Comprehensive Examination	1
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Six credit hours are required for public health internships during the last semester of study.

TOTAL PROGRAM HOURS **50**

Track Courses

Nine credit hours of track courses (concentrated study in one of the five core areas) are required for the MPH.

(Semester 4) Areas of Concentration

Behavioral Science and Health Education

Hours

PHC 6407DL	Understanding Individual Health Behaviors	3
PHC 6444DL	Community Organizing and Public Health	3
PHC 6587DL	Planning and Evaluation of Health Education	3
PHC 6411DL	Principles of Social Marketing	3
PHC 6441DL	Health Inequities in American Populations	3
PHC 6416DL	Contemporary Urban Health	3
PHC 6419DL	Principles of Global Health and Contemporary Issues	3
PHC 6601DL	Public Health Genomics	3

Environmental and Occupational Health

PHC 6018DL	Environmental Epidemiology	3
PHC 6316DL	Environmental Risk Communication	3
PHC 6005DL	Occupational Diseases	3
PHC 6310DL	Environmental Toxicology	3
PHC 6355DL	Topics in Occupational Health	3

Epidemiology and Biostatistics

PHC 6011DL	Advances in Epidemiological Methods	3
PHC 6003DL	Chronic Disease Epidemiology	3
PHC 6002DL	Infectious Disease Epidemiology	3

Health Policy and Management

PHC 6160DL	Economic Aspects of Health Care	3
PHC 6761DL	Public Health Programs Evaluation	3
PHC 6705DL	Health Outcomes Research and Health Care	3

**CURRICULUM REQUIREMENTS FOR THE DrPH
IN BEHAVIORAL SCIENCE AND HEALTH EDUCATION – 78 CREDIT HOURS**

<u>Public Health Core (21 Credits)</u>		<u>Hours</u>
PHC 6100	Introduction to Public Health	3
PHC 6050	Biostatistics for Public Health Practice-I	3
PHC 6357	PH Perspectives of Environmental & Occupational Health	3
PHC 6000	Introduction to Epidemiology	3
PHC 6560	Principles of Behavioral Science and Health Education	3
PHC 6102	Principles of Health Policy and Management	3
PHC 6934	Topics in Public Health	3
TOTAL		21
<u>BS/HE Core Courses (9 Credits)</u>		
PHC 6506	Planning and Evaluation of Health Ed Programs	3
PHC 6444	Community Organizing and Public Health	3
PHC 7716	Advanced Theory in Health Education	3
TOTAL		9
<u>Health Education Concentration (15 Credits)</u>		
PHC 7750	Advanced Health Program Evaluation	3
PHC 7714	Health Education Seminar	3
PHC 7715	Planning & Admin of Health Ed and Promotional Programs	3
PHC 6441	Health Inequities in American Populations	3
PHC 6419	Principles of Global Health	3
TOTAL		15
<u>Electives (3 Credits – Select One)</u>		
PHC 6532	Current Issues in Women’s Health	3
PHC 6411	Principles of Social Marketing	3
PHC 7222	Maternal and Child Health Epidemiology	3
PHC 6601	Introduction of Public Health Genomics	3
TOTAL		3
<u>Research Methods Core (9 credits)</u>		
PHC 6704	Applied Community-Based Research Methods	3
PHC 6051	Advanced Biostatistics for Pub Health Practice	3
PHC or PHA	Additional Biostatistics or Epidemiological Research	3
TOTAL		9
<u>Research and Practicum (21 credits)</u>		
PHC 7981	Doctoral Research in Public Health (minimum)	3
PHC 7945	Practicum in Public Health (minimum)	4
PHC 8981	Doctoral Research Protocol	1
PHC 8966	Comprehensive Examination	0
PHC 7980	Doctoral Dissertation (3x4 credits) (minimum)	12
PHC 8983	Dissertation Defense	1
TOTAL		21

TOTAL HOURS (78) - Includes registered hours for comprehensive examination, proposal defense, dissertation defense (2-3 hours)

**CURRICULUM REQUIREMENTS FOR THE DrPH IN
BEHAVIORAL SCIENCE AND HEALTH EDUCATION – 60 CREDIT HOURS**

<u>Basic Science/Health Education Core Courses (9 Credits)</u>		<u>Hours</u>
PHC 6506	Planning & Evaluation of Health Ed Programs	3
PHC 6444	Community Organizing & Public Health	3
PHC 7504	Advanced Theory in Health Education	3
TOTAL		9

<u>Health Education Concentration (15 Credits)</u>		
PHC 7750	Advanced Health Program Evaluation	3
PHC 7714	Health Education Seminar	3
PHC 7715	Plan & Admin of Health Education Program	3
PHC 6441	Health Inequities in American Populations	3
PHC 6419	Principles of Global Health	3

<u>Electives (6 Credits- Select Two)</u>		
PHC 6532	Current Issues in Women’s Health	3
PHC 6411	Principles of Social Marketing	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6601	Introduction to Public Health Genomics	3
TOTAL		21

<u>Research Methods Core (9 credits)</u>		
PHC 6704	Applied Community-Based Research Methods	3
PHC 6051	Advanced Biostatistics for Pub Health Practice	3
PHC or PHA	Additional Biostatistics or Epidemiological Research	3
TOTAL		9

<u>Research and Practicum (21 credits)</u>		
PHC 7981	Doctoral Research in Public Health (3 hrs. minimum)	3
PHC 7945	Practicum in Public Health (4 hrs. minimum)	4
PHC 8981	Doctoral Research Protocol	1
PHC 8969	Comprehensive Examination	1
PHC 7980	Doctoral Dissertation (3x4 credits; 12 hrs. minimum)	12
PHC 8985	Dissertation Defense	1
TOTAL		21

TOTAL HOURS (60) - Includes registered hours for comprehensive examination, proposal defense, dissertation defense (2-3 hours)

**CURRICULUM REQUIREMENTS FOR THE DrPH IN
EPIDEMIOLOGY AND BIOSTATISTICS – 78 CREDIT HOURS**

<u>Public Health Core (22 Credits)</u>		<u>Hours</u>
PHC 6100	Introduction to Public Health	3
PHC 6050	Biostatistics for Public Health Practice-I	3
PHC 6050L	Biostatistics Lab	1
PHC 6357	Pub Health Perspectives of Environmental & Occupational Health	3
PHC 6000	Introduction to Epidemiology	3
PHC 6408	Principles of Behavioral Science and Health Education	3
PHC 6102	Principles of Health Policy and Management	3
PHC 6934	Topics in Public Health	3
TOTAL		22
<u>Epidemiology Core Courses (9 Credits)</u>		
PHC 6011	Advanced Epidemiology Methods	3
PHC 6003	Epidemiology of Chronic Disease	3
PHC 6002	Epidemiology of Infectious Disease	3
TOTAL		9
<u>Biostatistics Core Courses (12 Credits-Select Four)</u>		
PHC 6051	Biostatistics for Public Health Practice-II	3
PHC 6709	Statistics and Computer Methods in Public Health	3
PHC 6059	Applied Regression Analysis	3
PHC 6708	Statistical Methods for Categorical Data Analysis	3
PHC 7711	Applied Survival Analysis	3
PHC 3536	Techniques of Demographic Analysis	3
TOTAL		12
<u>Epidemiology Concentration (15 Credits-Select Five)</u>		
PHC 7902	Directed Readings in Epidemiology	3
PHC 6902	Directed Readings in Biostatistics	3
PHC 7020	Design, Conduct and Analysis of Clinical Trials	3
PHC 7021	Clinical Epidemiology	3
PHC 6194	Geographical Information Systems in Public Health	3
PHC 7076	Cancer Epidemiology	3
PHC 7077	Cardiovascular Disease Epidemiology	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6018	Environmental Epidemiology	3
TOTAL		15
<u>Research and Practicum (21 credits)</u>		
PHC 7981	Doctoral Research in Public Health (3 hrs. minimum)	3
PHC 7945	Practicum in Public Health (4 hrs. minimum)	4
PHC 8981	Doctoral Research Protocol	1
PHC 8966	Comprehensive Examination	1
PHC 7980	Doctoral Dissertation (3x4 credits) (12 hrs. minimum)	12
PHC 8983	Dissertation Defense	1
TOTAL		21

TOTAL HOURS (78) - Includes registered hours for practicum, comprehensive examination, proposal defense, dissertation defense (6 hours)

CURRICULUM REQUIREMENTS FOR THE DrPH IN

EPIDEMIOLOGY AND BIOSTATISTICS – 60 CREDIT HOURS

<u>Public Health Core (3 Credits)</u>		<u>Hours</u>
PHC 6934	Topics in Public Health	3
TOTAL		3
<u>Epidemiology Core Courses (9 Credits)</u>		
PHC 6011	Advanced Epidemiology Methods	3
PHC 6003	Epidemiology of Chronic Disease	3
PHC 6002	Epidemiology of Infectious Disease	3
TOTAL		9
<u>Biostatistics Core Courses (12 Credits-Select Four)</u>		
PHC 6051	Biostatistics for Public Health Practice-II	3
PHC 6709	Statistics and Computer Methods in Public Health	3
PHC 6059	Applied Regression Analysis	3
PHC 6708	Statistical Methods for Categorical Data Analysis	3
PHC 7711	Applied Survival Analysis	3
PHC 3536	Techniques of Demographic Analysis	3
TOTAL		12
<u>Epidemiology Concentration (15 credits-Select Five)</u>		
PHC 7902	Directed Readings in Epidemiology	3
PHC 6902	Directed Readings in Biostatistics	3
PHC 7020	Design, Conduct and Analysis of Clinical Trials	3
PHC 7021	Clinical Epidemiology	3
PHC 6194	Geographical Information Systems in Public Health	3
PHC 7076	Cancer Epidemiology	3
PHC 7077	Cardiovascular Disease Epidemiology	3
PHC 7530	Maternal and Child Health Epidemiology	3
PHC 6018	Environmental Epidemiology	3
TOTAL		15
<u>Research and Practicum (21 credits)</u>		
PHC 7981	Doctoral Research in Public Health (3 hrs. minimum)	3
PHC 7945	Practicum in Public Health (4 hrs. minimum)	4
PHC 8981	Doctoral Research Protocol	1
PHC 8966	Comprehensive Examination	0
PHC 7980	Doctoral Dissertation (3x4 credits)(12 hrs. minimum)	12
PHC 8983	Dissertation Defense	1
TOTAL		21

TOTAL HOURS (60) - Includes registered hours for practicum, comprehensive examination, proposal defense, dissertation defense (6 hours)