

Graduate Student Handbook





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TABLE OF CONTENTS

TABLE OF CONTENTS	3
THE PHARMACOLOGY & TOXICOLOGY OVERVIEW	7
Welcome.....	7
Educational Mission.....	7
Research Mission.....	7
Values	8
Equal Opportunity Policy.....	9
ADMISSION.....	9
Profile of a Successful MS Pharmacology & Toxicology Candidate.....	9
Other Types of Admission.....	9
Admission Procedure.....	10
M.S. PROGRAM OVERVIEW	12
Program Intake	12
Campuses.....	13
M.S. Program Orientation.....	13
Program of Study.....	13
Curriculum.....	13
PROGRAM REQUIREMENTS.....	20
Academics	21
Credit Hour Limit	22
Minimum Grades	22
Grading System	22
Repeat Policy.....	23
Academic Conduct	23
Student Code of Conduct.....	23
Classroom Behavior.....	24
Academic Integrity	25
Plagiarism.....	26
Problems, Appeals and Petitions.....	27

*Items in this handbook may be updated prior to a new publication; therefore, it is in your best interest to follow-up on the WSU webpages.

Resolving an Academic Complaint.....	27
Faculty/Advisor Concern Conference	27
Petitioning for an Exception to a Program Regulation –.....	28
Petitioning for Exception to a Scholastic Regulation – Graduate School.....	28
BioSTAR	28
OTHER DEPARTMENT EDUCATION PROGRAMS.....	28
Ph.D. Education Programs	53
CBRN Defense Certificate Program	53
ACADEMIC CALENDAR.....	55
ACADEMIC ADVISING	56
Academic Advising	56
Role and Responsibilities of the Academic Advisor	56
Advising Appointments	56
Office Hours	57
Official Wright State Email Address	57
REGISTRATION	57
Registration Period	58
Registering for Classes.....	58
Late Registration.....	58
Payment.....	59
Classes.....	59
Types of Classes	60
Open Classes.....	60
Closed Classes	60
Waitlisting for Classes.....	60
Withdrawing from Classes.....	61
TUITION, FEES, AND FINANCIAL SUPPORT	61
Tuition and Fees	61
Residency	61
Full Time and Part Time Tuition.....	61
Other Course Fees.....	62

*Items in this handbook may be updated prior to a new publication; therefore, it is in your best interest to follow-up on the WSU webpages.

Tuition Payment	62
Financial Support.....	62
Graduate Tuition Scholarships (GTS).....	63
GRADUATION	63
APPLICATION FILING PERIODS.....	63
Diplomas	64
Commencement Ceremony.....	64
Alumni Association	64
CAMPUS SERVICES, RESOURCES AND CONTACTS	65
Wright State University Graduate School.....	65
Academics	65
Health and Safety.....	66
Services	68
Multicultural Centers and International Services	70
Other WSU Services and Departments	71
Wright1 (Student ID Card)	72
Barnes and Nobel Book Store.....	72
CHECKLIST.....	73
APPENDIX A.....	74
PROGRAM OF STUDY, Research Track	74
PROGRAM OF STUDY, Leader/Admin Track.....	75
PROGRAM OF STUDY, Clinical Investigation Track	76
PROGRAM OF STUDY, Clinical Trials Track.....	77

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[This handbook was prepared and published by the Pharmacology & Toxicology Education Office and is intended to be used in conjunction with the Graduate School Policy and Procedures Manual for graduate students and all other published policy of Wright State University. The College reserves the right to change or modify any policy at any time. It is the students' responsibility to acquaint themselves, and follow all rules and regulations governing the University, College, Department, and Program.]



Ms. Winslow and the Department of Pharmacology & Toxicology Faculty.

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THE PHARMACOLOGY & TOXICOLOGY OVERVIEW

Welcome

Welcome to the Department of Pharmacology and Toxicology! The Department of Pharmacology & Toxicology is part of the Boonshoft School of Medicine.

Educational Mission

The educational mission of the department is related to teaching in the medical, graduate and undergraduate curricula. Teaching excellence is a priority of the department and the faculty put much effort into their lectures and practical science teaching. The programs of study are in the Master of Science in Pharmacology and



Photographer: Elham Elhshik, MD, MS, and alumna of the Pharmacology & Toxicology MS program.

Toxicology and the Ph.D. programs in Biomedical Sciences and Environmental Sciences. The MS program has a research-based track and a leadership/administration track. The research track recruits students from universities as well as the military and industrial sectors to develop and defend translational research. The leader/admin track prepares students for leadership careers and blends science with leadership and business.

Faculty also participates in BioSTAR, the Initiative for Maximizing Student Diversity Biomedical Scholars Training and Research program, funded by the National Institutes of Health, as well as the Biomedical Training for Underrepresented Minorities program, a biomedical research apprenticeship program with universities in Brazil.

Research Mission

The research foci of the department are:

- Pharmacology of disease processes – hypertension, diabetes, stroke, pain, neurological and others
- Disease Mechanisms – cellular physiology, cell signaling, ion transport, volume regulation, behavior, and wound healing
- Toxicology – behavioral, immunological, cardiovascular and nanoparticles

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The methods used in these experimental approaches are molecular genetics, gene therapy, mass spectroscopy (proteomics), microarray gene expression, integrative cardiovascular biology and confocal microscopy.

Some of the facilities available to the faculty and students are molecular biology, a genomics expression center, a proteome analysis laboratory, an imaging facility, a conference room, student offices and designated space within the Laboratory Animal Resources facility. Research support comes from the NIH, American Heart Association, Office of Air Force Research, Department of Defense, Department of Education, and Colgate-Palmolive.

The department will continue its growth in the coming years with the addition of faculty, postdoctoral fellows, graduate students and visiting faculty and students. There are close ties with the research scientists at Wright-Patterson Air Force Base (Air Force and Navy Research Laboratories) and Battelle Inc. in West Jefferson, Ohio.

Values

We embrace and practice:

- Exceptional teaching and learning, a focus on providing students with a high-quality educational experience
- Ethics and character excellence, a desire to cultivate awareness of the attributes that enable excellence through personal and collective efforts
- Applied relevance, a focus on the practical implication of our work for the members of our stakeholder community
- Collaborative spirit, desire and willingness to initiate work across boundaries in the way we conduct ourselves
- Imaginative thinking, a passion for creative, novel, innovative work across all areas of responsibility—service, research, and teaching
- Global perspective, an acknowledgment that all organizational activities take place in the context of an interconnected, global society
- Appreciation of differences, the willingness to embrace, leverage, and develop distinct perspectives, needs, and points of view

- Service and community engagement, a focus on creating regional economic and social impact

Equal Opportunity Policy

Wright State University, including Boonshoft School of Medicine and the Department of Pharmacology and Toxicology, provides equal educational opportunity. In its educational policies and practices, the University prohibits discrimination against any person or group on the basis of race, sex (including gender identity/expression), color, religion, ancestry, national origin, age, disability, genetic information, veteran status, military status, or sexual orientation. This prohibition extends to admissions, housing, financial aid, health care insurance, employment and all other University services or facilities.

ADMISSION

Profile of a Successful MS Pharmacology & Toxicology Candidate

A successful candidate to the Pharmacology & Toxicology program will have the following qualifications:

- A 4-year bachelor's degree from an accredited institution with a strong grade point average (GPA), minimum 3.0 GPA.
- Proof of English proficiency if the applicant's native language is not English:
(LEAP: Level 4; TOEFL: 213 CBT or 79/120 IBT; IELTS: Band 6)
- 3 Letters of Recommendation
- A statement of Goals
- An acceptable GRE score is preferred but not required
 - Old GRE: minimum of 550 on both Verbal and Quantitative sections of the exam
 - New GRE: minimum Verbal: 156; minimum Quantitative: 146
- Demonstrated professional and ethical integrity

Other Types of Admission

Provisional or Conditional Admission

Currently, the Department of Pharmacology & Toxicology does not accept provisional or conditional admission.



Non-Degree Status

To be admitted into non-degree status, a student must have a minimum of a bachelor's degree from an accredited American institution. All undergraduate and graduate level transcripts must be submitted with the application. Non-degree graduate level students can take all of the 6000 level foundation courses and up to two (2) upper-level (7000 and 8000 level) courses.

Admission Procedure

Applications

As of August 1, 2013, all Graduate School applicants must apply online. Paper applications are no longer accepted. A \$40 fee for degree-seeking applicants will be assessed to all applications. Please refer to the Graduate School's website for complete application instructions.

<http://www.wright.edu/graduate-school/admissions/apply-now>

Submission of the following documents is required:

- Application
- References, three persons acquainted with your work must submit a Recommendation letter on your behalf. This should explain how the person knows you and evaluates your readiness for graduate school (quality of work, maturity, and motivation). The person making the recommendation can email the form to wsugrad@wright.edu for Domestic applicants and intgateway@wright.edu for International applicants.
- Transcripts
- Statement of Objectives, write a one-page statement. In it, give DETAILS about your:
 - Interest(s) in science

- Accomplishments in Science
- Other interests, aptitudes or accomplishments that indicate you are prepared for graduate study
- Specific interest in this program
- Goal(s)
- A student may be required to submit TOEFL or IELTS scores if English is not their native Language. See Appendix B for more information.

Complete applications are considered by the Admissions Committee beginning in January of each calendar year. All materials are due by April 1 for first consideration for the following academic Fall semester.

Financial aid.

No application for financial support is required. Scholarships are available throughout the course of your program. They are available for both tracks and highly competitive. See Appendix B for policy on scholarships. Wright State University, the International Office/Gateway, and the Graduate School also offer scholarships and applicants should seek those options if tuition assistance is needed. An international student must prove funds are available to complete the course before admission to obtain the Visa. This is an abiding contract; students should remember this when seeking additional funds from the department.

American Citizens, Green Card Holders, and H1B Visa Holders

Applicants fill out the online application at the Graduate School website and submit all supporting documentation (official copies of all transcripts, letters of recommendation, statement of goals) along with the application fee. Applications and documentation should be submitted for an admissions decision no less than one (1) month before the intended start date. Please see the [Graduate School](#) website for more information on admission.



International Students Requiring an F-1 Visa

International students requiring a study visa must also submit all the documents required for the visa application as stated on the Wright State International Gateway (WSIG) website, in addition to all the required academic documentation for admission to the program. All application materials must be submitted to the Graduate School no less than six months before the intended start date. Please see the Graduate School website for more information on international admission.

M.S. PROGRAM OVERVIEW

The M.S. program is designed to develop successful and ethical researchers, educators, and leaders in the field of pharmacology & toxicology.

Students are immersed in a culture of innovation and problem-based learning that will prepare them to embrace and formulate new ideas. They will apply classroom and laboratory theories to workplace challenges; learn to collaborate and work effectively in teams across and within functional areas; enhance communication skills; sharpen critical and analytical thinking; deepen ethical-decision making in an academic or professional context. Students will have the opportunity to build a supportive network of fellow students from different professions, backgrounds, and nationalities.

Program Intake

The department will admit qualified students Fall Semester only. A full-time research track student, who starts in Fall and has no foundation classes to take, can complete the program in only five semesters. A full-time leadership/administrative track can complete the program in only two semesters.

Campuses

The M.S. program is offered only on the main campus. Several classes are available online. This will assist students that cannot make it to classes during the day. However some required classes still meet during the day, and working students must be present.

M.S. Program Orientation

The department holds a mandatory *Department and M.S. Program Orientation* event one week before the start of each academic year where the department and the program are discussed.



Program of Study

The *Program of Study* is a defined program that is negotiated between a student and an academic department offering a program. The institution specifically indicates that it will award the degree sought by the student if the work stipulated in the program is satisfactorily completed. By signing the *Program of Study* form, the graduate student specifically, agrees to his or her responsibilities for completing the requirements of the program. *See Appendix A for Program of Study.*

Curriculum

The M.S. curriculum is comprised of several core and concentration classes, depending on your track.

Foundation Courses

Currently, the foundation classes are regularly offered as short intensive or standard 15 week online classes designed to allow the student to be fully prepared to start their formal training. The three (3) foundation classes include Biochemistry, Cell Biology, and Pharmacology. Any student may choose to take these courses for preparation. A student may be required to one (1), or up

to three (3) foundation courses if his/her recent academic background shows a weakness in basic business competencies.

Research-based M.S. in Pharmacology & Toxicology

Students will learn the historical contexts of these fields and master hands-on technical skills in state-of-the-art laboratories. This program is typically completed in five semesters. *See Appendix A for Program of Study.* Faculty engages students in ongoing studies and students are well-supported when taking on new projects and challenges. For information about specific research areas/projects, see the list of [Pharmacology & Toxicology Faculty](#).

The Program Director will act as an advisor until the student's advisory committee is formed.

Students in this program must:

- Be enrolled as a full-time student unless in their last semester and have permission to write from their advisor/committee and UCIE.
- Complete 30 credit hours of graduate-level courses as shown below
- Give an oral presentation of proposed work to the student's Thesis Advisory Committee. (The oral presentation must be approved by August 31 of the student's first year in the program.)
- Write and defend the Thesis. (See the WSU Graduate School's [Policies and Procedures Manual](#).)
- A public presentation of the Thesis is followed by an oral defense with only the committee members.

Pharmacology & Toxicology Graduate Research. Course descriptions are listed in the [online catalog](#).

Thesis Director

- The student should select a Thesis Director by the end of the Fall semester of the first year by submitting the appropriate form to the Program Director requesting approval of his/her choice. The potential Director must also sign the form indicating agreement to the terms. The student may change Thesis Director once with the approval of the

Program Director. The Thesis Director must be a full member of the program faculty, and be approved by the Program Director and the Dean of the School of Graduate Studies.

- Full program faculty who are not Thesis-qualified may serve as Thesis Director in conjunction with a co-supervisory professor who is Thesis qualified.
- Program faculty will not be assigned as the Thesis Director of more than four students in the M.S. program without the approval of the Program Director on a case-by-case basis.

Supervisory Committee

- Composition
 - The Thesis Director and co-supervisory professor, if applicable.
 - The supervisory committee consists of:
 - The Thesis Director
 - At least **two departmental program faculty members** must be on the committee. These are selected by the Thesis Director and the student. These names are submitted to the Program Director who will document approval of the committee.
 - Appointment of members external to the University may be made subject to the needs of the program. Financial support for external members to travel to WSU for committee meetings is not normally provided by the Program.
 - Any other modifications to the committee are at the discretion of the Program Director.

Functions of the Supervisory Committee

- Advise and support the student and Thesis Director in the design, implementation and interpretation of an appropriate biomedical/translational research project.
- Receive and approve a written and oral proposal for the Thesis research.
- Meet at least once after the proposal meeting to review the student's program of study and research. It is the joint responsibility of the student and the Thesis Director to schedule committee meetings.

- Determine when a Thesis may be officially written (usually three months before the proposed defense date).
- Receive and evaluate the written Thesis, and evaluate the comments provided by the external member, if any.
- Schedule and conduct a public oral examination of the Thesis. The announcement for this must be at least two weeks before the defense date.
- Submit signed documentation of all meetings and outcomes to the Program Director or Assistant Director.
- Recommend the candidate for the M.S. degree to the Program Director by approval of the Thesis.
- For non-milestone committee meetings to review progress, a quorum consists of 2/3 of the voting members and must include the supervisory professor(s).
- For all other meetings (proposal, permission to write, and Thesis defense) the student will provide the committee with a working copy of the proposal, data or Thesis at least two weeks before the event. Once scheduled, ALL voting members of the committee must be present in person or virtual (e.g., teleconference, facetime, skype or tango).
- If a member of the committee cannot be present due to illness or emergency, a substitute may be made by the advisor.
- All meetings of the Supervisory Committee shall be chaired by the advisor on the committee.

Approval by the committee at all steps and stages occurs by the unanimous vote of the committee members. The Thesis Director may protest a single dissenting vote. If necessary, the Program Director will make a final decision after convening an advisory committee.



Guidelines for the Written Thesis

Please refer to the format as detailed in the Graduate Thesis/Dissertation Handbook provided by the School of Graduate Studies. There are specific requirements for margins, page

numbering, etc., which must be followed. In general, however, the most important requirement is that the written document is consistent in all ways (within itself).

- Before submitting the completed Thesis to Ohio Link, the Thesis must have a ‘format check’ from the graduate school. This should be arranged toward the end of writing the Thesis when the page numbers etc. have been added to the table of contents.
- A Thesis will not be finished until this is done.

Guidelines for Thesis Defense

Prior to submitting the completed Thesis to Ohio Link, the Thesis must have a ‘format check’ from the graduate school. This should be arranged toward the end of writing the Thesis when the page numbers etc. have been added to the table of contents. A Thesis will not be finished until this is done. Final copies of the Thesis must be in the hands of the supervisory committee, including the external reader and the Program Director, at least 14 days before the defense.

All voting members of the supervisory committee must attend the defense. Should these conditions not be met for the desired date then the defense should be rescheduled. If a member of the committee cannot be present due to illness or emergency, a substitute may be made by the advisor.



- The Thesis Director is the chair of all proceedings at the defense.
- The Thesis Defense should be focused mainly on the contents of the Thesis, not knowledge of the field in general. It is the responsibility of the Thesis Director to keep the questions directed toward the Thesis.
- The defense will consist of three parts:
 - An oral presentation by the candidate of the Thesis research in a seminar open to the public. All pertinent discussion and questions from anyone in attendance must be

exhausted.

- This is followed by an examination of the candidate by the supervisory committee (including the external member) based on the written Thesis and the oral presentation. Program faculty members may attend this part but are not permitted to participate, ask questions, or make comments. To facilitate faculty program attendance, this second part of the examination should be continued in the same room or a sufficiently large room located nearby.
- The supervisory committee (including the external member) will meet in closed session to decide whether or not to recommend the candidate to the Program Director for approval of the Thesis.
- In the event the Thesis is not acceptable, the committee will provide recommendations for modification of the Thesis, work to be completed, and a timeline for completion so that there is a clear path for final acceptance of the Thesis that is understood and agreed upon by the student and committee.
- Neither the candidate nor other program faculty members may be present during these deliberations.
- After the supervisory committee has unanimously recommended the candidate, the Program Director recommends to the Dean of the School of Graduate Studies that the degree be awarded.

Leadership/Administration M.S. in Pharmacology & Toxicology Requirements

The leadership/administration program requires didactic classes, a scientific review, and a final, oral exam. *See Appendix A for Program of Study.* Students in this program must:

- Complete 30 credit hours of graduate-level courses as shown below
- Submit a critical scientific review (See Literature Research Project below)
- Pass an oral examination. The exam takes place as the final project in the Effective Science Writing Course, Part two (2).

The Program Director will act as an advisor for the Leadership/Administration Track students.

Literature Research Project

A library research project is a requirement of this program. Students are required to write a scientific review on a current topic in pharmacology and toxicology under the supervision of a faculty advisor. The topic will be chosen by the student and advisor. The review paper should be based on information provided and synthesized from primary, contemporary literature. The paper is meant to provide an overview of the topic. It should be 10-15 pages in length with at least 25 references. A desirable goal would be the submission of the review for publication. The Literature Research Project is the objective of the Effective Science Writing Courses, Part one (1) and Part two (2).

Oral Examination

The oral, final exam for this program will be conducted by the advisory committee. The exam will be based on the topic of the literature review. The teaching faculty will judge as to the acceptability of the student's performance.

The schedule allows students to complete the degree in one year. It is not required that students complete in one year. Course descriptions are listed in the [online catalog](#).



Part Time Student

The Graduate School defines a *part-time* student as one who takes less than six (6) hours of graduate credit per semester.

The department defines a *part-time* student as one whose primary focus is not the M.S. program.

These students tend to have full-time jobs and/or family and are progressing through the M.S. program at one (1) to two (2) classes per semester. *All research track students must be enrolled full time.*

Out of Class Time Obligation

The common assumption of graduate level study is that for every one (1) hour of class time, the student should complete a minimum of two (2) hours of school work outside of class. It is highly recommended that students evaluate the time they have outside of class to devote to school work and adjust their course selections accordingly.

Online Courses

Students who register for an online class should be comfortable with technology and the format of online delivery.

There are several core and track courses available online to the students. A list can be found in Appendix B; however, keep in mind that courses are not available every year, and some online sections are available in some semesters, with the classroom section in another.

While there are no scheduled on-campus class meetings, web-only classes are not assumed to be an independent study where students work at their own pace. There will be a course schedule with assignments due, and some online instructors may require students to attend scheduled online class meetings. Testing may be online or on campus as determined by the instructor. There are distinct benefits and challenges for online course instruction. For students taking online classes for the first time, it may require some additional tutorial help with becoming oriented to and comfortable with the online format.

Students who register for an online class should be contacted by the instructor who will give further information on the structure of his or her class and the tools used. Some instructors rely heavily on Pilot, an application available through the *Academics* tab in *WINGS*.

PROGRAM REQUIREMENTS

Transfer Credit

No more than twelve (12) semester hours of equivalent graduate level credit (4 classes) from an AACSB- accredited institution can be transferred. All potential transfer credit must be evaluated and approved by the Department. See the M.S. Program Academic Advisers for more information.

Five (5) Year Time Frame

The M.S. program must be completed within five (5) calendar years from the semester the graduate (6000-7000) course is taken.

Academics

Seminar Requirement

Students enrolled in the P&T MS program are required to attend seminars in the department. A Sign-in sheet will be provided at the beginning of the seminar and removed when the seminar starts. Students who are not present at this time will not receive credit for attending the seminar. In these cases, the student will be required to write a 2-page (two-page) paper on the subject of the seminar. Students from Battelle and WPAFB will be required to attend seminars at their respective institutions. A brief summary or paper authored by the seminar speaker will be expected from these students to ensure that they have met this requirement.

Minimum GPA

Students must achieve a cumulative grade point average of at least 3.0 in all courses taken for graduate credit.

Probation

Students admitted in regular status who have attempted nine (9) semester hours of graduate credit will automatically be placed in probationary status the term their cumulative graduate grade point average drops below a 3.0. Students will continue in probationary status until the end of the term in which the next eight (8) semester hours of graduate course work is completed. At the end of

that period, the following actions will be taken:

Students will be dismissed if their cumulative grade point averages are still below 3.0, or
 Students will be taken off probation if their cumulative grade point averages are 3.0 or
 higher

Dismissed students may be readmitted only by petition. Students who are dismissed will be so informed by the Graduate School.

Credit Hour Limit

Graduate students can normally earn a maximum of eighteen (18) semester hours in a term.

Minimum Grades

No more than three (3) semester hours of “C” grades may be applied toward the degree requirements.

Grading System

Academic achievement is indicated by the following letter grades and points used in calculating grade point averages:

<u>Grade Quality</u>	<u>Level Grade</u>	<u>Points per Credit</u>
A	Highest	4
B	Second	3
C	Third	2
D	Lowest	1
F	Failed	0

W – Withdrawal Given. The student withdrew or dropped during the fourth through fifth weeks of classes or equivalent, or for which the student petitioned for withdrawal.

X – Student failed to complete the course and did not withdraw. The grade X remains on the permanent record and is figured in the grade point average as zero grade points.

I – Incomplete. Given only when part of the required work is missing and arrangements have been made with the instructor complete the work. The "I" grade may remain on the student's academic record for up to two (2) consecutive terms. This policy does not prohibit instructors from awarding an "I" grade for a lesser period of time. The student will have to make up an incomplete grade by the date the instructor has stipulated or if no date was stipulated, no later than the last day of classes of the second term. Failure to make up an incomplete grade will result in it being changed to a grade of "F". Students may not graduate with a grade of "I" on their records.

Repeat Policy

Graduate students may repeat only two (2) courses previously taken for which the grade received was below a "B." Only the hours and grade points earned the second time the course is taken will be included in the computation of the grade point average and the meeting of degree requirements.

The above course repeat policy does not apply to a course for which a grade was issued as a sanction due to a violation of the University Academic Integrity Policy. If such a course is repeated, the course will not be designated as a repeat and both course grades will be averaged into the graduate cumulative grade point average. The course grade received as a sanction will remain on the student's transcript.

Academic Conduct

Student Code of Conduct

As part of its educational mission, Wright State University established the *Code of Student Conduct* and student conduct system. The Code and related system serves to educate students as to their civic and social responsibilities as members of the campus community as well to provide students with the opportunities for service and leadership; to resolve, disputes in a cooperative, educational, and non- adversarial manner; to facilitate informed participation in the conduct process; and to increase awareness of and respect for differences of culture, gender, religion, race, sexual orientation, and ability.

The Code applies to Wright State University undergraduate, graduate and professional students and all student organizations. A student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree. Students will also be held accountable for their conduct, even though the behavior may have occurred before classes began, after classes ended, or if it was discovered after the student graduates. Additionally, inappropriate behavior during the academic year, between academic terms or during periods of suspension is not permitted. All policies, processes, and procedures outlined in the Code shall also apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

Please see the [Office of Community Standards and Student Conduct](#) for more information.

Classroom Behavior

In order to foster an optimal learning environment, students are expected to behave cordially and respectfully in all courses and course formats (i.e., traditional classroom, online). Disruptive or rude behavior will not be tolerated in any course. Respectful and professional behavior (i.e., Netiquette) is also required in online course environments.



Examples of disruptive/distracting verbal and nonverbal behaviors include, but are not limited to, the following:

- talking and other side conversations while the instructor or another student is speaking to the class
- text messaging, cell phone ringing, vibrating
- sleeping

Should inappropriate behavior occur, it is at the instructor's discretion to ask the offending student to leave and/or to drop the class. Disciplinary action may be taken in accordance with the Wright State University Student Code of Conduct through the Office of Community Standards and Student Conduct (Judicial Services). Hostile or harassing behavior will be handled by the Wright State University Police Department.

Academic Integrity

It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the University to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

Examples of Academic Dishonesty:

Taking credit for the work of others, including submitting as your own work any paper, homework assignment, take-home examination, or other academic product created wholly or in part, by, or obtained from another.

Using external assistance during an examination unless expressly permitted by the instructor, including communicating in any manner with another student during an examination; copying material from another student; permitting another student to copy from you; using notes, calculators, or other devices during an examination without express permission from the instructor; and using the assistance of a third party in completing a take home exam when such assistance is not expressly permitted.

Falsifying information in an assigned paper or exercise, including inventing or altering data for a laboratory experiment or field project; altering the content of a graded paper and resubmitting it to the instructor under the pretense of an error in grading.

Engaging in improper conduct such as obtaining or reading a copy of a confidential examination in advance of the time at which it will be administered without the knowledge and consent of the instructor; submitting a paper or essay prepared for one class in another class without the knowledge and consent of the instructor of the latter; creating or making changes to an academic record or changing grades; stealing, changing, destroying, or impeding the academic work of another student; giving or offering something of value to an instructor for the purpose of affecting a grade or academic evaluation; and helping another student cheat.

Plagiarism

Oxford University's definition of academic plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgment. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offense.

The necessity to acknowledge others' work or ideas applies not only to text but also to other media, such as computer code, illustrations, graphs, etc. It applies equally to published text and data drawn from books and journals, and to unpublished text and data, whether from lectures, theses or other students' essays. You must also attribute text, data, or other resources downloaded from websites.

The best way of avoiding plagiarism is to learn and employ the principles of good academic practice from the beginning of your university career. Avoiding plagiarism is not simply a matter of making sure your references are all correct, or changing enough words so the examiner will not notice your paraphrase; it is about deploying your academic skills to make your work as good as it can be.

The following recommendations are made for Students:

- Be honest at all times.
- Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking, or by looking at other individuals work during exams.
- Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not turn in the same work in more than one class unless permission is received in advance from the professor.
- Unless permitted by the instructor, do not collaborate with others on graded course work, including in-class and take-home tests, papers, or homework assignments.
- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, cite the source(s).
- Know the policy -- **ignorance is no defense**.

Problems, Appeals and Petitions

Resolving an Academic Complaint

In the unlikely event that a student feels that he/she has been treated unfairly while pursuing their academic studies, redress is possible. The student should attempt to discuss his/her concern with the party involved. If the concern is not resolved at that level, the student may wish to discuss the matter with their direct supervisor, Program Director, or department chair. If attempts to resolve the problem at the level department fail, the student may wish to consult with the Associate Dean of the College.

Faculty/Advisor Concern Conference

When any faculty member or advisor has a particular concern about the student's attitude, disposition or behavior that might inhibit the student's professional effectiveness, the faculty member will discuss the said concerns with the student. The emphasis of such a conference will be to resolve any problem which might hinder his/her success. A written record of such a conference, including both the students and faculty member's understanding of the conference, may be forwarded to the department chair and may become a part of the student's permanent record.

Petitioning for an Exception to a Program Regulation –

M.S. Students may petition for an exception to a program policy or procedure such as the application of expired credit or transfer credit, permission to take a substitute course or an increase in maximum allowable credit hours for a semester. Students desiring to appeal a grade given to them by a faculty member must appeal to the faculty member first, and then the department if a higher authority is required to resolve the issue. If the student has questions regarding procedure they can make an appointment with the Program Director to discuss all the options available.

Petitioning for Exception to a Scholastic Regulation – Graduate School

Wright State graduate students in active status may appeal for an exception to an academic policy or procedure. Graduate students who wish to appeal may do so by submitting a petition to the School of Graduate Studies. Petition forms are available in the Graduate School office. Students should include all supporting documents with the petition.



OTHER DEPARTMENT EDUCATION PROGRAM

BioSTAR

BioSTAR, the Initiative for Maximizing Student Diversity (IMSD) Biomedical Scholars Training and Research program, is a National Institutes of Health-supported program to promote science exposure and career development in the biosciences for undergraduates who are members of underrepresented minorities, disabled or economically disadvantaged. The goal is to increase the numbers of such students who enter Ph.D. programs in biomedical and biobehavioral disciplines.

Wright State University's IMSD BioSTAR program offers mentored research opportunities, academic enhancement courses and enrichment activities that include seminars, journal club, visits to area research facilities and travel to regional and local scientific meetings. BioSTAR participants enter the program at the junior or senior year of college and should be available to commit at least one academic year to the program. Participants entering the program as juniors are encouraged to continue the program during the Summer between the junior and senior year.

The BioSTAR program will better prepare eligible undergraduates to pursue a career in the biomedical sciences through an experience that demonstrates the excitement and rewards of clinically-relevant research. To learn more about the program or to apply, please follow the links in the menu to the right.

Program Activities

BioSTAR participants will be involved in the following activities:

- Conducting “hands-on” research with faculty mentors in the Wright State University Boonshoft School of Medicine, College of Science and Math or Department of Biomedical, Industrial and Human Factors Engineering of the College of Engineering and Computer Science.
- Working 15 hours per week during the academic year and 28 hours per week in the Summer.
- Receiving compensation of \$12 per hour. (amount subject to change)
- Maintaining acceptable standards of academic achievement.
- Participating in additional program activities including seminars, journal club, workshops, poster presentations and visits to regional and local research facilities.

BioSTAR Program Eligibility

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- a Wright State University student majoring in a biomedical or biobehavioral science and entering his/her junior or senior year at the time of application;
- a U.S. citizen or permanent resident;
- a member of an underrepresented minority group (i.e. African-American, Native American/Alaskan Native, Hispanic, Hawaiian/Pacific Islander), an individual with a disability or an individual from a disadvantaged background; and
- interested in graduate study (at the Ph.D. level) and research in the biomedical or biobehavioral field upon completion of the undergraduate degree.

Ph.D. Education Programs

Students interested in obtaining a Ph.D. specializing in Pharmacology & Toxicology have two options available to them. The Department of Pharmacology & Toxicology is one of the departments open to Ph.D. students as a concentration, and the students apply directly to those programs; however, the application materials should be submitted to the Graduate School and not the Ph.D. Program. The following programs are interdisciplinary, see their respective websites for more information.

Biomedical Sciences Ph.D. Program

<http://www.wright.edu/academics/biomed/home.html>

Environmental Sciences Ph.D. Program

<http://science-math.wright.edu/environmental-sciences-phd>

CBRN Defense Certificate Program

The Chemical Biological Radiological Nuclear (CBRN) Defense Program is comprised of three courses, all available online. The faculty for the CBRN program are recruited from Battelle, the world's largest nonprofit research and development organization, WPAFB, Wright State's Public Health and the Department of Pharmacology.

Applications to Medical Chemical Radiological Nuclear Defense

This course provides an understanding of the chemical, radiological, and nuclear threat, related toxicology/pathogenesis and medical intervention. The course will also introduce requirements for

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Government and Contract Research standards for working with highly toxic materials, study design, development, and execution to include issues concerning Good Laboratory Practices, Institutional Animal Care and Use Committee, Quality Assurance, and Safety Pharmacology.

Applications to Medical Biological Defense

This course provides an in-depth understanding of biological warfare threat agent pathogenesis, toxicology, and medical intervention. The course will also introduce requirements for Government and Contract Research standards for working with highly pathogenic microorganisms, study design, development, and execution to include issues concerning Good Laboratory Practices, Institutional Animal Care and Use Committee, Quality Assurance, and safety pharmacology.

Case Studies for Chemical Biological Radiological Nuclear Defense


This course provides an opportunity for students to review historical nuclear, chemical and biological scenarios to evaluate means, methods, motivation and effects of such uses. Following the historical review, the students will evaluate a table top scenario whereby they will apply lessons learned from the case studies to determine a reasonable crisis and consequence management approach to mitigate the effects. The students will consider public health implications, allocation of requisite resources, treatment and vaccine plans and programs, and limitations of interoperability between local, federal, and state agencies.

CBRN Defense Application


To be part of this program you can apply to the graduate school as a stand-alone certificate, or join the Pharmacology and Toxicology Graduate program. To receive a certificate documenting completion of the program the student must submit a copy of their transcripts showing a grade of B or better in all three courses, current address, and their UID.

SPECIAL TUITION RATES FOR U.S. GOVERNMENT EMPLOYEES ENROLLED IN THE CBRN DEFENSE CERTIFICATE PROGRAM

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**CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR
CBRN Defense Certificate Program**



The CBRN Defense series of courses at WSU is excellent for students new to CBRN defense and contributes volumes to those who work with CBRN defense in their careers and military jobs. Courses normally taught to Army, Air Force, and Marine CBRNE units typically include the key learning points for the selected threats but rarely peek behind the curtain. Our CBRN defense courses move into graduate-level learning with a wide variety of threats that most military units have never heard of but could likely encounter. Classes are offered online every semester.

Applications to Medical Chemical, Radiological and Nuclear Defense: provides an understanding of chemical threat agent history, toxicology, and medical intervention. The course will also introduce requirements for research for working with highly toxic chemicals, animal models, and medical/environmental countermeasures.

Applications to Medical Biological Defense: offers an overview understanding of the most important biodefense and emerging infectious agents, their epidemiology, pathogenesis, animal models, and medical/environmental countermeasures with reference to regulatory requirements.

Case Studies for CBRN Defense: presents an opportunity for students to review historical chemical and biological scenarios to evaluate means, methods, motivation, and effects of such uses.

These courses greatly enhance CBRN responders' ability to speak confidently about the full spectrum of CBRN threats. As a leader and a scientist within the CBRN community, your completion of the CBRN Defense Graduate Certificate would clearly set you apart from your peers and demonstrate that you are a true CBRN professional.

For more information, contact Kelley Williams, kelly.williams@wright.edu
Apply at wright.force.com/Portal_Login or wright.edu/graduate-school

ACADEMIC CALENDAR

The Registrar's Office produces and maintains the academic calendar for Wright State University. All official deadlines for current and upcoming semesters are listed on the academic calendar including:

- Release date of upcoming semester schedule
- Early Registration and Open Registration Periods
- First day of the semester
- Tuition payment due dates including dates for students on payment plans
- Last day to register online/in person without late registration fees
- Last day to withdraw and receive refunds: 100%, 70%, and 0%
- Last day to withdraw without grade, with grade of "W" (not included in GPA), and with "X" (included in GPA)
- Last day to apply for graduation
- Official holidays
- Last day of classes for the semester

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- Final Examination week
- Grades due (last date for grades to be submitted by the instructor)
- Commencement date

It is the students' responsibility to know and abide by the posted academic calendar.

ACADEMIC ADVISING

Academic Advising

The Director of the MS graduate program is the advisor for all Leadership/Admin track students. This is done with the support of the Assistant Director and the Graduate Program Coordinator

Research track students are advised by the Program Director until they have a laboratory and primary advisor. This advisor will serve as chair of the student's committee

Role and Responsibilities of the Academic Advisor

The Department of Pharmacology & Toxicology will provide access, guidance, and academic support to students in a nurturing, diverse, respectful, and supportive environment that assist students in making successful career decisions.

When a student is admitted to the M.S. Program, the Program Director and the team will process the student's file, evaluate any previous work, and maintain the student's file over the period of their academic study in the department. Advisors are available to discuss degree planning, course progression and sequences, prerequisites, and any other questions concerning College and University policies.

Advising Appointments

Advising appointments with Dr. Oroszi or Ms. Winslow can be scheduled by emailing them directly.

Graduate student advising is done by appointment for graduate students. While in-person advising appointments are strongly encouraged, in the situation where a student is not able to make it to campus for a face-to-face appointment, it is possible that some issues may be resolved with a telephone appointment. In times of high advisor demand (i.e., registration periods)

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appointments may have to be scheduled further in advance. Admitted students will need to provide their University Identification number (UID) when the appointment is made.

Office Hours

Office hours are posted.

Official Wright State Email Address

There is an increasing reliance on electronic communication among students, faculty, staff and administration at Wright State University. Because of this reliance and the acceptance of electronic communication, email is considered the official means of communication. The University will send official communications via email and expects that those communications will be received and read in a timely fashion. Students are expected to check their official email address frequently to stay current with university communications. The University, and in particular, the department is open year round. Check emails for the program and official updates during holiday breaks and Summer semester.

Students should also use their official WSU email address for all communication with faculty and staff at the Department of Pharmacology & Toxicology. WSU email address can be forwarded to a more convenient mail carrier (such as Hotmail, Google, Yahoo), see CaTS for more information.

REGISTRATION

Registration begins months in advance of the semester. Check the *Academic Calendar* for details regarding the registration and payment periods.

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Registration Period

Every student is issued a *registration time ticket* which indicates the earliest date a student can register for the upcoming semester(s). The *Registration Status* link on the *Student and Financial Aid* tab of the student's *WINGS Express* account lists his/her specific registration date. The last date that students are able to register is listed on the *Academic Calendar* for each semester (see *Last day to add classes* in the *Academic Calendar*).



Registering as soon as possible will not only assist the student in securing a spot in their preferred classes, but it will allow the College to assess course demand and therefore enable the College to provide the correct number of sections.

Registering for Classes

There are three (3) ways to register for an open class. The first way is to go to Raider Connect (in the Student Union) and register in person. The other two (2) ways utilize *WINGS Express* >> *Student and Financial Aid* tab. Students can either look up the class or select the empty check-box immediately to the left of a listed class, or they can input the five digit CRN number in the *Add or Drop Classes* worksheet. See the video at WSU's Computer and Telecommunications (CaTS) website for step by step instructions.

Late Registration

The Department of Pharmacology and Toxicology has no obligation to assist students in registering past Wright State University's posted registration period (*Last day to add classes* in the *Academic Calendar*). In some extenuating circumstances, an instructor may be willing to approve late registration in his/her class only if there are seats still available at that time. The instructor will provide the required paperwork (signed *Registration Activity* form) for the student to bring to Raider Connect to register in-person. Fees are associated with late registration. See the

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Academic Calendar for more information.

The Department of Pharmacology and Toxicology does not have the authority to waive these fees.

Payment

If payment is not received by the posted due date students will be dropped from classes. See the *Academic Calendar* or the *Student and Financial Aid* tab in *WINGS Express* for more details. Once a student has been dropped from classes he/she cannot be reinstated. They must register again if the class is open, or in the case where a waitlist has been activated, the student must waitlist for the class. For more information see the *Tuition and Financial Support* section of this handbook, or contact Raider Connect.

Classes

Looking Up Classes

Go to WINGS Express >> Student and Financial Aid >> Registration and Records >> Look Up Classes:

- Select the *Term* and click *Submit*
- Complete the *Required Acknowledgement Service* if prompted
- Select the prefix of the class. Include the course number if a specific class is desired or leave the field blank to see all courses offered with that prefix
- Leave *Title* and *Credit Range* blank.
- Select *Campus* (main); *Course Level* (graduate) and *Part of Term* (according to your preference)
- Feel free to leave the remaining fields at their default unless narrower search fields are preferred.
- Click on *Class Search*

The search results page will list all the pertinent information about the class including title, instructor, day/time, location, class capacity, and a current number of students registered. Click on the five-digit *CRN number* for further information about the class including a class description and

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information on required prerequisites.

Students are required to complete the listed prerequisite(s) in advance of the class.

Types of Classes

Classes indicated with an asterisk * have an extra course fee of \$150 per Credit Hour to aid in laboratory supplies used in the class

Open Classes

Class capacity (CAP) and a current number of registered students (ACT) are indicated on the *Look Up Classes* search results in *WINGS Express*. Remaining seats (REM) indicates the number of available seats left in the class.

If a waitlist (WL ACT) has been started, students on the waitlist are being given the opportunity to register in the available seats first. For further information read the waitlist instructions found at the top of the *Look Up Classes* class search results page in *WINGS Express*.

Closed Classes

The Department of Pharmacology and Toxicology has no obligation to assist students in registering for a closed class. Once a class is closed students have the option of putting their name on the waitlist for that class. Instructors cannot override the waitlist system and instructors are not able to sign students into a closed class.

Waitlisting for Classes

Waitlist instructions can be found at the top of the *Look up Classes* class search results page in *WINGS Express*.

If space opens up in the class, the first student on the waitlist is notified by email to their Wright State email account. The student then has 24 hours from the time the email was sent to follow the instructions in the email and register in the class. If the student does not follow the instructions within the specified time, then he/she will be dropped from the waitlist. If the student wishes to get

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back onto the waitlist, they can do so, but they will be at the bottom of the list.

Withdrawing from Classes

The *Academic Calendar* lists the last date to withdraw online and in person for any given semester. It also lists the refund periods where a 100% tuition refund applies, a 70% refund applies, and a 0% refund applies. It also lists the last date to withdraw with a grade of “W” (not included in the GPA calculation), after which students would receive a grade of “X” (treated like an “F” in the GPA calculation).

TUITION, FEES, AND FINANCIAL SUPPORT

Tuition and Fees

Wright State University’s Board of Trustees reviews tuition and fees on an annual basis. Rates are approved in the Summer for the upcoming Fall term. Wright State University reserves the right to make policy and fee changes.

Official graduate tuition rates can be found at the *Graduate Education Cost* tab on the Graduate School’s website, or at the Bursar’s Office website (or Raider Connect).

For more information regarding any of the topics below, please contact Raider Connect.

Residency

Tuition is charged at a resident rate (Ohio resident) and a non-resident rate (non-Ohio resident and international). Information on residency requirements can be found at the Raider Connect website under Residency Policy.

Full Time and Part Time Tuition

Students registered in 1 to 10.5 credit hours per semester are charged tuition at a per hour rate.

Students registered in 11 to 18 credit hours per semester are charged a flat rate (at approximately the cost of 11 hours).

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Other Course Fees

Some courses will have additional fees. These fees (if any) are described in the course information found in the course description in Wings Express.

Tuition Payment

Students registering for Fall classes during the early registration period can maintain their registration with just a 5% down payment if he/she enrolls in the Payment Plan on or before the due date. The remaining balance will be divided into equal monthly installments with the last payment due in towards the end of the semester. For information on a 3-Payment, or 4- Payment Plan, please contact the Office of [Financial Aid at Raider Connect](#).



Wright State will not defer payment of fees or accept partial payments or postdated checks.

Financial accounts are subject to audit at any time throughout a student's enrollment or academic career. All student payments, regardless of method, must be made by the payment deadline. Students who registered during the Early Registration period will have their classes canceled if payment is not received by the payment deadline for each respective term.

The preferred method for payment on student accounts is online through *WINGS Express*. Information on student fees can be found at *WINGS Express >> Student and Financial Aid >> Student Fees*. When using the online method, payment options include E-Check, Debit Card, and Credit Card (a 2.75% convenience fee is added to all credit card payments). There are also options for international tuition payments. See *Raider Connect Payment Options* for information.

Financial Support

The Department of Pharmacology And Toxicology may have financial assistance available for

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graduate students in the form of graduate assistantships, and graduate tuition scholarships. Those interested in student loans and external scholarships should inquire at the Office of Financial Aid at Wright State University.

Graduate assistantships and scholarships are highly competitive. They are intended for high-achieving students who are granted regular full-time admission to the M.S. program. Applications for assistantships and scholarships must be made directly to the Department of Pharmacology And Toxicology. Preference is given to students with demonstrated academic ability. Please see the Department of Pharmacology And Toxicology website for additional information.

Graduate Tuition Scholarships (GTS)

A fixed number of Graduate Tuition Scholarships are awarded to M.S. students at the start of their second year. Students are selected based proven academic aptitude. Scholarship amounts vary each year.

GRADUATION

Students must submit an application to the Graduate School during the application filing period for the semester in which they intend to graduate. Applications should be submitted online through *WINGS Express >> Student and Financial Aid >> Registration and Records >> Apply for Graduation*. The application fee is \$35.

All courses must be completed before graduation, including any outstanding temporary or incomplete grades. If the degree requirements are not completed as anticipated, it is the responsibility of the student to submit a follow-up application during the filing period for the next appropriate graduation date.

APPLICATION FILING PERIODS

In general, the *Graduation Application* filing period closes the last business day of week 2 of the semester in which the student wishes to graduate, excluding the Summer semester. Please confirm application deadlines at the Graduate School website. Late applications will be considered for the

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next graduation date.

Diplomas

Diplomas will be mailed via Post Office approximately six (6) weeks after conferral of the degree, to the local address on file in the Registrar's Office. It is the students' responsibility to notify the Registrar of any change of address.

Commencement Ceremony

Commencement (graduation) ceremonies occur at the end of Fall semester and Spring semester. Summer graduates are invited to attend the commencement ceremony the following Fall semester. The attire is BSOM, not CoSM.



Attending the ceremony is optional. If a student is interested in attending the ceremony, he/she must register during the same period they submit their application to graduate. Students will be able to indicate their participation on their online graduation application, or they can go to the Commencement website and register online. Students who do not register for the event will not be able to participate in the ceremony. During the registration process, students will be informed about the proper graduation regalia and any other information regarding the ceremony.

Alumni Association

Alumni Relations fosters lifelong relationships with graduates through special alumni services and opportunities to stay connected through the Alumni Association.

By joining the Wright State University Alumni Association graduates will enjoy many benefits such as a 20 percent discount on items at Wright State University's Barnes & Noble Bookstore, discounts on Raider basketball tickets, special discounts on Avis car rentals, and membership privileges from the Wright-Patt Credit Union.

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Not only are there great discounts when students join, but there are other reasons to become a member as well. It is the best way to get connected back to Wright State University and be informed of news and happenings. Members will be able to enjoy great alumni events throughout the month and meet people with common interests.

CAMPUS SERVICES, RESOURCES AND CONTACTS

Wright State University offers many organizations and departments whose sole purpose is to provide support and assistance to students.

Wright State University Graduate School

www.wright.edu/graduate-school

Phone: (937) 775-2976 / 1-800-452-4723

Fax: (937) 775-2453

Location: 344 Student Union

Academics

Academic Success Center

The Student Academic Success Center (SASC) is comprised of several services to enhance students' opportunities for continued and sustained academic success. This center includes the Math Learning Center, Tutoring Services, and Writing Center.

<http://www.wright.edu/university-college/academic-help>

Phone: (937) 775-5770

Fax: (937) 775-3942

Location: 023 Dunbar Library

Dunbar Library

Each college has its own librarian who can help students find research material. The Medical

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School librarian is:

Holly Jackson

holly.jackson@wright.edu

228 Dunbar Library

(937) 775-3515

The library also has a Student Technology Assistance Center (STAC). In this Center students have access to and assistance using the latest tools and technology to create or enhance class presentations, create imaging, video production, web design, podcasting, music production and information storage.

<http://www.libraries.wright.edu>

Phone: (937) 775-2525

Fax: (937) 775-2356

Health and Safety

Counseling and Wellness

The Counseling and Wellness Services provides professional counseling services to Wright State

University students for little or no cost.

<http://www.wright-counseling.com>

Phone: (937) 775-3407

Location: 053 Student Union

Student Health Services

The services provided at Student Health Services are comparable to those offered in a family practice setting. All professionals are certified, licensed, or registered in their respective fields. In addition to functioning as caregivers and administrators of treatment, the Student Health Services staff strive to be educators and promote prevention and wellness. They are dedicated to providing primary health care and helping students maintain a healthy lifestyle. The positive

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approach to living emphasizes the total person: social, occupational, spiritual, physical, intellectual, and emotional.

<http://www.wright.edu/student-health-services>

Phone: (937) 775-2552

Fax: (937) 775-2277

Location: 051 Student Union

Campus Recreation

The Office of Campus Recreation is dedicated to providing quality recreational opportunities for the Wright State community. Campus Rec offers facilities for numerous sports as well as fitness classes to help students stay healthy.

<https://www.wright.edu/campus-recreation>

Phone: (937) 775-5505

Fax: (937) 775-5527

Location: 092 Student Union

Public Safety

The Wright State University Police Department is a full-service police department serving the Wright State University campus community including faculty, staff, students, and visitors. The department employs police officers certified through the Ohio Peace Officers Training Commission. Police services are available 24 hours a day, seven days a week.

The Police Department has two (2) locations on campus. The administrative offices and police officer headquarters are located at 118 Campus Services Building and are open from 8:30 a.m.–5 p.m. Monday through Friday.

The Communications Center is located at 060 Allyn Hall and is open 24 hours a day, seven days a week. The Wright State University Police Department offers an S.A.F.E. Escort service which is a free walking escort from one location on campus to another. Plus there are

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emergency telephones installed around campus for reporting emergencies directly to the police department.

<http://www.wright.edu/police> wsupolice@wright.edu

Non-Emergency Telephone (937) 775-2056

Emergency Phone number (937) 775-2111

Services

Disability Services

The Office of Disability Services offers services, programs, and activities that allow students with disabilities to participate in all facets of university life. Students with disabilities are encouraged to develop independence to the fullest extent possible and to assume responsibility for their chosen lifestyles.

http://www.wright.edu/students/dis_services

Phone: (937) 775-5680

TTY: (937) 775-5844

Fax: (937) 775-5699

Location: 023 Student Union

Career Services

The Office of Career Services is dedicated to helping students and alumni develop career and life planning skills, acquire experience, master job search strategies, and seek rewarding employment. They facilitate mutually beneficial relationships between employers, faculty and staff, students and alumni to meet the dynamic needs of today's workplace. They provide the following services to Wright State students; Career Exploration, Part-time Student Employment, Cooperative Education and Internships, and Career Employment Job Search and Development.

<http://www.wright.edu/career-services>

Phone (937) 775-2556

Fax: (937) 775-3381

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Location: 334 Student Union

Computer and Telecommunication Services (CaTS)

This department provides service and support for all campus technology, including Internet access, computer labs, electronic classrooms, telephones, information technology security, and administrative and computing resources. Students having trouble logging into their student's account should contact CaTS for assistance.

<http://www.wright.edu/cats>

helpdesk@wright.edu Phone: (937) 775-4827
or 1 (888) 775-4827

Location: 025 Library Annex



Student Legal Services

Student Legal Services (SLS) is a non-profit law office that has served the students of WSU since 2000. SLS currently employs two (2) full-time attorneys that typically advise and represent over 1,000 students each year. Additionally, SLS promotes educational opportunities for the entire student body that are related to legal issues facing today's students. Students must pay an eleven dollar (\$11) participation fee at the beginning of each semester to use the services.

studentlegalservices@wright.edu

Phone: (937) 775-5857

Location: W015 Student Union

MiniU – Childcare Services

Wright State University's Child Development Center offers a variety of programs for children six (6) weeks to twelve (12) years of age. If the student has dependent children and child care expenses, resources may be available to assist with those expenses or special considerations for child care expenses may be taken into account when determining financial aid awards. Additional funding may be available through the Department of Job and Family Services in the county in which students reside.

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www.miniuniversity.net

Phone: (937) 775-4070

Multicultural Centers and International Services

Bolinga Black Cultural Resources Center

Opened in 1971 as a tribute to Dr. Martin Luther King, Jr., the Bolinga Black Cultural Resources Center promotes cultural diversity through programs, activities, and forums that celebrate the African American experience. The center also provides academic and personal support to students. Individual counseling is available by scheduling appointments with Bolinga Center staff, and some student organizations, such as Black Men on The Move, Black Women Striving Forward, and the McLin Scholars Association offer peer support.

Phone: (937) 775-5645

Fax: (937) 775-2692

Location: 140 Millett Hall

Women's Center

The Women's Center serves as an information clearinghouse on women's issues and services, fostering greater ties between women at Wright State and women in the community. The Center promotes gender equity through educational programs and activities that honor the roles, contributions, and experiences of all women. The center also provides resource support for the Women's Studies program and accommodates meetings, workshops, and other small group gatherings that address the concerns and interests of women on campus.

Phone: (937) 775-4524

Fax: (937) 775-2692

Location: 148 Millett Hall

Asian/Hispanic/Native American Center

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The Asian/Hispanic/Native American Center was created in October 1997 to support the academic, social, and cultural needs of Asian, Hispanic, and Native American students, faculty, and staff at the university. It also serves as an informational resource center regarding the Asian, Hispanic, and Native American experience and creates an appreciation and understanding of the diverse Asian, Hispanic, and Native American cultures represented within the community. The center's programs consist of guest speakers, workshops, film series, and celebrations of the Hispanic, Native American, and Asian Heritage Months.

Phone: (937) 775-2798

Fax: (937) 775-2692

Location: 154 Millett Hall

University Center for International Education (UCIE)

The University Center for International Education seeks to achieve its mission by serving as the focal point of international education on Wright State's campus by:

- Coordinating the efforts to recruit, admit, and advise international students and scholars and assist them in achieving academic and personal success
- Promoting cross-cultural understanding by developing and coordinating exchange and study abroad opportunities for Wright State University students, faculty, and staff
- Collaborating with academic departments and global partners to internationalize the curriculum and seek external funding to support new international initiatives.

Phone: (937) 775-5745

Fax: (937) 775-5776

Location: E190 Student Union

Other WSU Services and Departments

Parking and Transportation

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All students are required to display a valid parking pass when parked on Wright State property. Students must park in designated areas, between the white lines. Students can order a parking permit, manage their parking account and appeal/ pay parking citations at the [Parking and Transportation website](#)

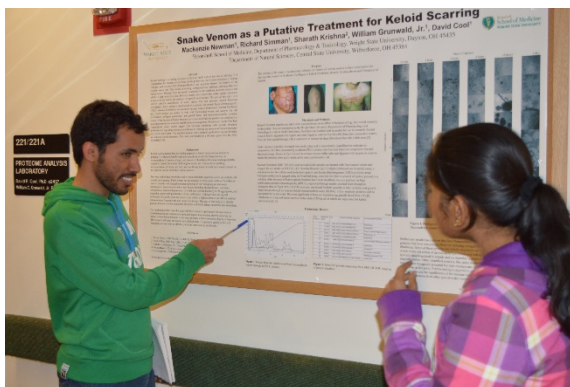
Wright1 (Student ID Card)

The Wright 1 Card serves as the student primary identification card, library card and also gives students access to the fitness center and several specialized labs around campus. It also acts as a pre-paid debit card at campus eateries, the bookstore, vending machines, and select restaurants off campus. Students must be registered for classes before they can request a Wright1 Card in person at the Wright1 Card Center.

wright1card@wright.edu

Phone: (937) 775-5542

Location: E234 Student Union



Barnes and Nobel Book Store

Located in the Student Union Building, the campus bookstore offers spirit wear, school supplies, and snacks in addition to the majority of textbooks required by instructors (for purchase or rental).

To search the bookstore website to see the textbooks required for upcoming classes access the portal through *WINGS >> Academics >> Order Books*. The same portal can be found by going directly to the bookstore website.

www.wright.bkstore.com

Phone: (937) 775-5600

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CHECKLIST

Apply to the M.S. Program

Fill out online application at the Graduate School website and pay the application fee.

Submit previous transcripts to the Graduate School.

Take GRE (optional) exam. It may take up to two (2) weeks for the Graduate School to receive the scores.

International students must also submit documents required for a visa application to the Graduate School.

Admission to the Program

Receive your letter from the Graduate School confirming that your application has been received. This letter will also list your *University Identification Number* (UID) and login information.

Receive your acceptance email from the Graduate School and an admission letter from the Department of Pharmacology & Toxicology. International students will receive information and documentation for their F-1 visa application.

Email the Department of Pharmacology And Toxicology Academic Advising Office pharmtoxms@wright.edu to set up an initial advising appointment to discuss the program and sign your *Program of Study*.

Use the course planning guide to map out your required classes and any course sequences. Register for classes.

Order your parking pass online in advance of the semester.

Pick up your student ID card: *Wright1*.

Attend the mandatory *M.S. Orientation*.

Purchase your textbooks and begin your coursework.

Meet with your Academic Advisor if you have further questions about courses or department policy.

Preparing to Graduate

Confirm that you have met all the requirements of your degree with your Program Director the semester before you plan on graduating.

Submit an application to graduate through *WINGS Express* during the application period.

Register for the optional *Commencement Ceremony* if you are planning to attend.

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APPENDIX A

PROGRAM OF STUDY, Research Track

Common core course requirements:	Credit	Total
	s	
PTX 7000: Biostatistics (F/S)	3	
PTX 7001: Cell Pharmacology Toxicology (S)	3	
PTX 7003: Principles of Biokinetics/Biodynamics (F)	3	
PTX 7010: Research Techniques (F)	3	
PTX 7012: Intro to Pharmacology Graduate Research (F)	3	
PTX 7002: Pharmacology Fall Journal Club	1	
PTX 7002: Pharmacology Spring Journal Club (prepare thesis)	1	
PTX 9100: Pharmacology & Toxicology Graduate Research (F/S/Su)	1-10	
PTX 9200: Pharmacology & Toxicology Clinical Research (F/S/Su)	1-10	
<i>Total:</i>		<i>27</i>

Choose electives (If an elective is not listed verify with program director)		
PTX 8000: Leadership Theory & Application (S)	3	
PTX 8001: Lab Safety (F/S/Su) <i>EPA Approved Course</i>	1	
PTX 8002: Principles of Biomedical Research (F)	1	
PTX 8013: Communications in Science (Su)	3	
PTX 8040: Good Laboratory Practices (S)	3	
PTX 8070: Cell Culture Training (F/S/Su)	1	
PTX 8080: Wound Healing (S)	2	
PTX 8110: Eastern Medicine (S)	3	
PTX 8130: NanoMedicine (Su)	3	
PTX 8140: Human Studies Research (F/S/Su)	3	
CBRN Defense Graduate Certification (can take individually for graduate credit):		
PTX 8004: Medical Chemical, Radiological and Nuclear Defense (F/S/Su)	3	
PTX 8005: Medical Biological Defense (F/S/Su)	3	
PTX 8006: Case Studies for CBRN Defense (F/S/Su)	3	
Six Sigma Certifications Available:		
PTX 8060: Six Sigma, Green Belt (F)	3	
PTX 8061: Six Sigma, Black Belt (S) prereq: Green Belt Course	3	

Program of Study Requirements = (minimum 30 credits)
(F – Fall, S – Spring, Su – Summer Semester offering)

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PROGRAM OF STUDY, Leader/Admin Track
100% ONLINE OPTION AVAILABLE *

Common core course requirements:	Credits	Total
PTX 7000: Biostatistics (F/S)	3	
PTX 7001: Cell Pharmacology Toxicology (S)	3	
PTX 7003: Principles of Biokinetics/Biodynamics (F)	3	
PTX 7020: Laboratory Management	3	
PTX 7002: Pharmacology Fall Journal Club	1	
PTX 7002: Pharmacology Spring Journal Club	1	
PTX 7120: Effective Science Writing Part 1 (F)	3	
PTX 7220: Effective Science Writing Part 2 (S)	3	
PTX XXXX: External Journal Club (may substitute 8001/8002/8070 for external JC)	1	
	<i>Total:</i>	21

Choose electives (If an elective is not listed verify with program director)		
PTX 8000: Leadership Theory & Application (S)	3	
PTX 8001: Lab Safety (F/S/Su) <i>EPA Approved Course</i>	1	
PTX 8002: Principles of Biomedical Research (F)	1	
PTX 8013: Communications in Science (Su)	3	
PTX 8040: Good Laboratory Practices (S)	3	
PTX 8070: Cell Culture Training (F/S/Su)	1	
PTX 8080: Wound Healing (S)	2	
PTX 8110: Eastern Medicine (S)	3	
PTX 8130: NanoMedicine (Su)	3	
PTX 8140: Human Studies Research (F/S/Su)	3	
CBRN Defense Graduate Certification (can take individually for graduate credit):		
PTX 8004: Medical Chemical, Radiological and Nuclear Defense (F/S/Su)	3	
PTX 8005: Medical Biological Defense (F/S/Su)	3	
PTX 8006: Case Studies for CBRN Defense (F/S/Su)	3	
Six Sigma Certifications Available:		
PTX 8060: Six Sigma, Green Belt (F)	3	
PTX 8061: Six Sigma, Black Belt (S) prereq: Green Belt Course	3	

Program of Study Requirements = (minimum 30 credits)
(F – Fall, S – Spring, Su – Summer Semester offering)

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PROGRAM OF STUDY, Clinical Investigation Track
(For Boonshoft MD/MS Students Only)

Program Course Requirements:	Credits	Total
SUMMER YEAR 1		
PTX 7000: Biostatistics	3	
PTX 7002: Pharmacology Journal Club	2	
PTX 7022: Effective Science Writing Part 1	3	
PTX 9200: Pharmacology & Toxicology Clinical Research	3	
SUMMER YEAR 2		
PTX 7021: Effective Science Writing Part 2	3	
PTX 7002: Pharmacology Journal Club	2	
PTX 8000: Select Topics-Capstone	2	
PTX 9200: Pharmacology & Toxicology Clinical Research	3	
Waived Courses:		
PTX 7001: Cell Pharmacology Toxicology (Substituted with Medical Curriculum)	3	
PTX 7003: Principles of Biokinetics/Biodynamics (Substituted with Medical Curriculum)	3	
PTX 7020 Laboratory Management (Substituted with Medical Curriculum)	3	

Program of Study Requirements = (minimum 30 credits)

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PROGRAM OF STUDY, Clinical Trials Track
DRAFT, THIS TRACK IS NOT YET APPROVED!

Semester	Program Course Requirements:	Credits	Total
Fall	PTX 6001: Intro to Biochemistry or PTX 6002: Intro to Cell Biology	3	
Spring	PTX 6003: Intro to Pharmacology	3	
Spring	PTX 7000: Statistics for Health Professionals	3	
Fall	PTX 7002: Pharmacology Journal Club 1 (Clinical Research Focus)	1	
Spring	PTX 7002: Pharmacology Journal Club 2 (Clinical Research Focus)	1	
Fall	PTX 7020: Laboratory Management	3	
Fall	PTX 7021: Effective Science Writing Part 1	3	
Spring	PTX 7022: Effective Science Writing Part 2	3	
Spring	PTX 8040: Good Laboratory Practices	3	
Fall	PTX 8140: Human Studies Research	3	
Fall/Spring	PTX 9200: Pharmacology & Toxicology Clinical Research	4	
		Total:	30

Program of Study Requirements = (minimum 30 credits)

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Notes Page:

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