



DREXEL UNIVERSITY

Graduate School of

**Biomedical Sciences
and Professional Studies**

College of Medicine

Division of Pre-medical and Pre-health Programs

2015-2016 Policies & Procedures

Division of Pre-medical and Pre-health Programs

The University reserves the right to change any of the provisions, bylaws, rules, regulations, policies or procedures at any time as may be necessary in the interest of the University.

This handbook contains Division of Pre-medical and Pre-health Program-specific policies. Program-specific handbooks or guidelines may contain more detailed information about program policies and requirements. Policies may change over the academic year and such changes will be communicated to the students.

TABLE OF CONTENTS

GOVERNANCE	4
DIVISION OF PRE-MEDICAL AND PRE-HEALTH PROGRAMS EXECUTIVE COMMITTEE	4
DIVERSITY COMMITTEE	4
TUITION AND FEES	4
ACADEMIC POLICIES	5
DEGREES AND PROGRAMS.....	5
TECHNICAL STANDARDS	5
REQUIRED AND ELECTIVE COURSES	7
REGISTRATION	7
REGISTRATION FOR NON-MATRICULATED STUDENTS	7
GRADING SYSTEM.....	7
MINIMUM GPA.....	7
REMEDATION POLICY	7
MAKE UP EXAM POLICY	8
ACADEMIC PROBATION.....	8
REPEAT OF COURSES	8
TERMINATION OF ENROLLMENT	8
ELIGIBILITY FOR PHD STIPEND.....	8
INCOMPLETE GRADES	8
AUDITING COURSES	8
DROPPING COURSES	8
COURSE WITHDRAWAL	9
COURSE WAIVERS.....	9
TRANSFER OF CREDITS	9
PROGRAM LENGTH OF STUDY.....	10
STUDENT STATUS.....	10
LEAVE OF ABSENCE	10
CHANGE IN MATRICULATION AND PROGRAM STATUS	11
GRADUATE STUDENT GRIEVANCE POLICY AND PROCEDURES	11
GRADUATE STUDENT RIGHTS AND RESPONSIBILITIES	13
CENTER FOR ACADEMIC SUCCESS	13
CODE OF ACADEMIC INTEGRITY	14

GUIDELINES FOR STUDENTS	14
ACADEMIC MISCONDUCT	14
CODE OF PROFESSIONALISM.....	15
GUIDELINES OF PROFESSIONAL BEHAVIOR	15
CITATION AND REFERENCING GUIDELINES	16
USING COPYRIGHTED MATERIAL IN A PAPER.....	19
GRADUATION – PRE-MED PRE-HEALTH PROGRAMS	19
GRADUATION REQUIREMENTS	19
COMMENCEMENT	20
GRADUATION REQUIREMENTS, NON-THESIS MS PROGRAMS	20
GRADUATION REQUIREMENTS, CERTIFICATE PROGRAMS	20
GRADUATE STUDENT AFFAIRS	21
GRADUATE STUDENT GOVERNMENT	21
ELECTRONIC COMMUNICATION AND WEB PRESENCE	21
PROFESSIONAL SOCIETIES	21

GOVERNANCE

Division of Pre-medical and Pre-health Programs Executive Committee

The graduate programs within the Division of Pre-medical and Pre-health Programs (PMPH) are governed by the Division of Pre-medical and Pre-health Programs Executive Committee, which has been delegated responsibility by the Board of Trustees to formulate the requirements for graduate degrees and which selects qualified applicants, monitors academic records, makes decisions regarding termination of enrollment, approves students for graduation, reviews proposals for new programs and courses, evaluates existing programs and approves graduate faculty appointments.

The PMPH Executive Committee, acting as the administrative body of the graduate faculty, consists of the PMPH Division Director, who is chair; the program directors or designees of degree-granting programs in Pre-medical Pre-health; two student members in good standing who are appointed by the Graduate Student Association (GSA); and two at-large members elected by the faculty. The Associate Dean of Educational and Academic Affairs and the Directors of the Diversity Committee will serve as non-voting members.

The Roles of the Division of Pre-medical and Pre-health Programs Executive Committee are as follows:

- (a) Conduct reviews of the existing and proposed educational courses.
- (b) Conduct reviews of the existing and proposed programs and recommend creation of new programs.
- (c) Assess the effectiveness of the graduate education courses and educational programs, and make recommendations for appropriate evaluation of all trainees.
- (d) Review and recommend applications of candidates by the various graduate programs and recommend to the Dean of the Graduate School of Biomedical Sciences and Professional Studies decisions on admission and allocation of stipends.
- (e) Review the academic performance of graduate students, make recommendations concerning corrective action to improve a student's academic performance, make decisions concerning termination of a student's status because of academic and/or ethical deficiencies, and recommend students for graduation.
- (f) Advise the Dean of the Graduate School of Biomedical Sciences and Professional Studies on the resource requirements to accomplish the educational goals of the Division.
- (g) Approve the appointments of faculty within its Division.

Diversity Committee

(1) Responsibility

The Diversity Committee is responsible for ensuring recruitment and retention of a diverse graduate student body. The committee coordinates travel to recruiting fairs and HBCU's, for the purpose of identifying high caliber underrepresented minority and socio-economically disadvantaged applicants to the Graduate School of Biomedical Sciences and Professional Studies graduate programs and works to insure the success of matriculated underrepresented minority and socio-economically disadvantaged graduate students. The committee makes recommendations and reports to the PMPH Executive Committee.

(2) Membership

The committee consists of two faculty co-chairs appointed by the PMPH Director and three graduate students in good standing who are appointed by the GSA.

Graduate Offices

The PMPH Graduate Offices are located on the fourth floor of the New College Building (PH 215-762-1420).

TUITION AND FEES

The 2015-16 tuition and fee rates are as follows: <http://drexel.edu/drexelcentral/billing/billing/1516-rates/>
All rates are subject to approval or revision by the Board of Trustees.

ACADEMIC POLICIES

Degrees and Programs

The Division of Pre-medical and Pre-health Programs offers masters and doctoral degrees in specific disciplines in the basic biomedical sciences. The degrees conferred by the Division of Pre-medical and Pre-health Programs are the Master's degree (M.S.) and Certificate degree.

The M.S. degree programs are designed to provide advanced professional and scientific study to prepare students to enter medical school or an allied health profession.

The following is the list of graduate programs offered through the Division of Pre-medical and Pre-health Programs by the Graduate School of Biomedical Science Programs and Professional Studies in the College of Medicine:

Biological Science (M.S.)
Drexel Pathway to Medical School (M.S.)
Evening Post-Baccalaureate Pre-medical Program (Certificate)
Interdepartmental Medical Science (M.S.)
Interdisciplinary Health Sciences (M.S.)
Medical Science (M.S.)

Technical Standards for Admission and Continuation in Good Standing

Technical Standards refer to non-academic requirements that are essential for meeting the academic requirements of our graduate programs in biomedical sciences. Within any area of specialization, students must demonstrate competence in those intellectual and physical tasks that together represent the fundamentals of biomedical research in their chosen discipline.

Some of the M.S. degree programs in the Graduate School of Biomedical Science Programs and Professional Studies in Drexel University College of Medicine require a laboratory-based research experience. Granting of these degrees implies that the recipient has demonstrated a base of knowledge in the field and the ability to independently apply that knowledge to solve a particular problem by forming hypotheses, designing and conducting experiments, interpreting the experimental results, and communicating the results and their interpretation to the scientific community. Thus, a candidate for the M.S. degree in the Division of Pre-medical and Pre-health Programs must possess abilities and skills that allow for observation, intellectual and conceptual reasoning, motor coordination, and communication.

All applicants and graduates must meet the prescribed technical standards, with or without reasonable accommodations. The use of a trained intermediary is not acceptable in many situations in that a candidate's judgment will be based on someone else's power of selection and observation.

Observation

The candidate must be able to acquire knowledge by direct observation of demonstrations, experiments, and experiences within the laboratory and instructional setting. Examples are physiological or pharmacological responses in animals, studies of microbiological cultures and organisms, identification of normal and abnormal cells or tissues through a microscope, and interpretation of results obtained on various instrumentation.

Intellectual/Conceptual Abilities

The candidate must be able to measure, calculate, analyze, reason, integrate and synthesize information to solve problems.

Motor Skills

The candidate must possess motor skills necessary to perform procedures required for experimentation within the chosen discipline. These skills may include, but are not limited to, surgery in animals, handling of animals, transfer of microorganisms to various media, preparing chemical and often toxic materials and solutions, preparation of anatomical specimens for microscopic examination, and manipulating electronic and other complex equipment.

Communication

The candidate must be able to communicate and discuss his or her experimental hypotheses and results with the scientific community, both in scientific journals or directly at scientific meetings, seminars, or in the laboratory to the research team.

Behavioral and Social Attributes

The candidate must possess the emotional and mental health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities inherent in managing a scientific laboratory, the ability to function under the stress inherent in biomedical research, and the ability to understand and comply with ethical standards for the conduct of research.

In accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the ADA Amendments Act, and Graduate School of Biomedical Sciences and Professional Studies policy, no qualified individual with a disability shall, on the basis of that disability, be excluded from participation in Graduate School of Biomedical Sciences and Professional Studies programs or activities. The Graduate School of Biomedical Sciences and Professional Studies will provide reasonable accommodation to a qualified individual with a disability.

During the application process, applicants who have disabilities and feel they may need accommodations must contact the Office of Disability Services for further information. A request for accommodations must be made as far in advance as possible. Accepted students who have a disability and feel they may need accommodations in order to successfully fulfill program requirements must initiate discussions with the Office of Disability Services as soon as the offer of admission is received and accepted. If a matriculated student develops a disability or the impact of their disability changes during their studies and accommodations may be needed to successfully fulfill program requirements, immediate contact with the Office of Disability Services is required. The Office of Disability Services is not able to issue retroactive accommodations. The Office of Disability Services can be contacted at the following:

Office of Disability Services
Drexel University
3201 Arch St., Suite 210
Philadelphia, Pa 19104
PHONE: 215-895-1401
TTY: 215-895-2299
FAX: 215-895-1402
disability@drexel.edu

<http://drexel.edu/oed/disabilityResources/overview/>

Acknowledgement - These Technical Standards are based on the policy of Rowan University Graduate School of Biomedical Sciences, 2013.

(<http://www.rowan.edu/som/gsbstrat/admissions.htm>)

Required and Elective Courses

Major Field is the program in which a student specializes. Courses in a major field are the courses offered by a program in the field of that degree. Courses in a major field may include both required and elective courses.

Required Courses are the courses specifically identified by a program that students must take to fulfill the requirements for a specific degree.

Elective Courses are the non-required courses that students may take for a specific degree program. Elective courses may be inside or outside the major field. Program guidelines may require that students select from a choice of specific elective courses.

Registration

Registration takes place at announced dates prior to the start of each semester. At this time students must register via BannerWeb <http://one.drexel.edu> for all regular courses, seminars and research or be registered by their program.

A two-week Drop/Add period occurs at the beginning of each term. During Drop/Add period registration changes may be made. No course registration changes are permitted after the end of the Drop/Add period for each term. A student may register for a maximum of 20 credits per semester. A student needs to be registered for at least 9 credits to be considered to have full time status.

The PMPH Graduate Office is located in the 4th floor of the New College Building. Office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday. All student academic records for the Division of Pre-medical and Pre-health Programs are filed in this office. Drexel Central is responsible for issuing all transcripts and completing all enrollment and graduation certifications. Please visit www.drexel.edu/drexelcentral for locations and hours of operation.

Registration – Non-matriculated Students

Non-matriculated students must register through the Graduate Office. All students wishing to register as a non-matriculated student must submit a completed application, transcripts, an application fee and a registration form. ***All course registrations must be approved by the course director. Non-matriculated students can register for no more than 8 credits per semester.*** Contact the Graduate Office, 4th floor New College Building for more information.

Grading System

Courses are graded in one of two ways. Some courses are graded on a letter grade system (A, A-, B+, B, B-, C+, C, C-, D, or F). These grades have a numerical quality point weight as follows: (A = 4.00, A- = 3.67, B+ = 3.33, B = 3.00, B- = 2.67, C+ = 2.33, C = 2.00, C- = 1.67, D = 1.00 and F = 0.00). Some courses are graded S = Satisfactory or U = Unsatisfactory; S and U grades do not have a corresponding numerical quality point weight and are not included in the calculation of quality point averages.

Minimum Grade Point Average

Graduate students in an M.S. program are required to achieve an overall minimum grade point average of “B” (3.00) for graduation. Graduate students in a Certificate program are required to achieve an overall minimum grade point average of “B-” (2.75) for graduation. No graduate credit is given for a grade of less than C in core courses or required courses taken in the major field. A grade of “D” or “F” in any course will not be accepted for credit.

Remediation Policy

Students who receive a final course grade of C- to D may be eligible to sit for a course remediation exam according to course policies set forth in the syllabus. Students who receive an F in a course are not eligible to remediate. If the student passes the remediation exam, the final letter grade for the course will be changed from their existing grade to a C. If the student fails the remediation exam, their original final grade will remain unchanged. A student cannot earn a grade higher than a C for this course. A student is only allowed one attempt at a remediation exam per course. The remediation exam MUST be administered, taken and graded by the end of the drop/add period of the immediate following term.

Make Up Exam Policy

A Course Director may allow a student to take a make-up exam/quiz for missing an exam/quiz for a medical illness or other extenuating circumstance according to course policies set forth in the syllabus. Documentation for the clinical or emergency reason of absence must be submitted by the student and placed into the student file. The make-up exam must be administered prior to reviewing the original exam with the class.

Academic Probation

Academic standing for M.S. students in the Division of Pre-medical and Pre-Health Programs is achieved by earning both a term and cumulative GPA of 3.00 or higher, otherwise the student will be placed on academic probation.

Academic standing for students in Certificate programs in the Division of Pre-medical and Pre-Health Programs is achieved by earning both a term and cumulative GPA of 2.75 or higher, otherwise the student will be placed on academic probation.

Repeat of Courses

Students must repeat for credit any required course for which they have received a grade of “C-” or below. Students may request to repeat an elective course for which they have received a grade of “C-” or below. If the program allows the repeat, the repeated course must be the exact same course, not a replacement course. The “Request to Repeat a Course” form must be completed by the student and submitted to the Graduate Office. When a course is repeated, both the original grade and new grade remain on the student’s transcript. However, the grade received in the repeated course replaces the original grade in the calculation of the cumulative GPA.

Termination of Enrollment

Any M.S. student whose cumulative grade point average is less than 3.00 for two consecutive semesters (excluding summer sessions) will be subject to dismissal after review by the PMPH Executive Committee. Any Certificate student whose cumulative grade point average is less than 2.75 for two consecutive semesters will be subject to dismissal after review by the PMPH Executive Committee. **Failing the same course twice is automatically grounds for dismissal.** A program may also recommend dismissal for academic deficiencies in programmatic milestones or engagement in unprofessional conduct. The criteria adhered to by individual programs may be more stringent than the minimum standards with regard to continuing status in a program. To be considered for reinstatement, an academic plan, created in consultation with the Program Director, which outlines the proposed steps that will improve academic standing, must be submitted along with a letter of appeal to the Academic Affairs Committee. To undertake additional work to improve academic standing, students must obtain the permission of the program in which they are enrolled for graduate study.

Incomplete Grades

With the agreement of the course director, a student may be assigned the grade of “INC” (Incomplete) at the end of a semester in which all course work has not been finished. A grade of Incomplete will become an “F” or “U” if the final grade is not submitted within the period of one calendar year following the end of the semester in which the course was originally taken. Students who withdraw or are dismissed from the Graduate School may continue to satisfy incomplete grades at the discretion of the course director, who may set the deadline for resolving an incomplete grade to be less than an academic year. Circumstances may prevent a course director from assigning grades to an entire class at the official end of a semester. In such cases the grade of “IP” (In Progress) will be assigned temporarily until final grades are available. Courses with “INC” and “IP” grades are not calculated in a student's grade point average until final grades are assigned.

Auditing Courses

Students may audit one course each semester. Approval must be granted by the chairperson of the department offering the course and the course director. Students may not change from credit to audit status or vice versa after the last day of the Drop/Add period. Students who formally audit a course will be expected to pay tuition at the standard rate determined by the University. Transcripts of students who formally audit a course will reflect this status.

Dropping Courses

A course may be dropped during the Drop/Add period via BannerWeb. If the Drop/Add is performed by the end of the Drop/Add period, no record of the registration for the dropped course will appear on the student's transcript. ***If a***

drop is requested after the Drop/Add period, it is considered a withdrawal. A "W" appears on the transcript and the student is responsible for paying for the course per Drexel guidelines.

Course Withdrawal

Students who withdraw from a course after the Drop/Add period must complete and submit an official Course Withdrawal form to Drexel Central. Note that tuition reduction is only available for withdrawals that occur within the first five weeks of the semester.

If the Course Withdrawal form is received by Drexel Central after the Drop/Add period, but up to the published withdrawal deadline, the student will be assigned the grade of Withdrawn (W).

If the Course Withdrawal form is received by Drexel Central following the published withdrawal deadline, it must be approved by the Associate Dean of Academic Affairs. Grades of W, F, or INC may be assigned in this situation.

Course Waivers

A course taken on a graduate level at an accredited graduate institution may be accepted in lieu of a required course with the approval of the course director and program director. In this case the grade of "EX" will be assigned on the transcript, which will satisfy graduation requirements without contributing to GPA.

Transfer of Credits

Acceptance of transfer credit from approved, accredited institutions is dependent on the pertinence of the work to the degree program being pursued. Coursework that lies outside the scope of the degree program is not necessarily applicable for degree credit. Up to 20 graduate credits may be eligible for transfer into the course requirements for either a master's degree. A grade of B (3.00) or better or Satisfactory is required in each course for which transfer of credits is requested. The usual time a course from another institution may be valid for transfer is 5 years from the completion of the course until the time of matriculation.

Students transferring credits are still subject to all credit and required course requirements of the individual graduate programs. Note that at least 20 credits of any master's degree program and at least 50 credits of any doctoral degree program must be taken at Drexel.

A student seeking to transfer credits should submit a written request to the director of their graduate program with the following documents: 1) the student's official transcript; 2) a clear description of the names of the courses that are to be transferred as well as a course description/syllabus; 3) the name of the courses that will be replaced by the transfer of credits.

The program director provides a written document supporting the credit transfer request and acknowledges that the academic rigor and content of the prior coursework is comparable to that of the Drexel graduate program through consultation with relevant Drexel course directors, where appropriate. The program director should also indicate how the credit transfer impacts the program of study of the student going forward (a timeline is suggested with an outline of the program of study). Extension of the limit beyond 20 credits can be petitioned by the student's Ph.D. graduate program, and should be accompanied by a compelling rationale in the letter from the Program Director.

The request for acceptance of credits taken prior to matriculation to a graduate program at Drexel University College of Medicine must be made at the time of application for admission to the program. The PMPH Executive Committee will make the admission decision and decide whether to accept the transferred credits.

If the student is seeking advanced academic standing of a semester or more, then all the above materials must be submitted to the Chair of the Academic Affairs Committee (AAC). The AAC will evaluate the transfer request and make a recommendation regarding advanced standing to the Dean of the Graduate School.

Grades for courses for which transfer of credits is approved from another institution and not Drexel University, are not recorded on the student's transcript and are not used to compute the grade point average. Only credit will be assigned for these courses and a "T" letter grade will be listed for the course(s) that is/are approved. The "T" letter grade is not factored into the student's term or cum GPA. When necessary, credits from the other institution will be converted to credit equivalents.

Credits taken at Drexel University will already be part of the student's overall transcript and will be applied to the new degree program, if approved, during the degree clearance process. Earned credits from another Drexel program will remain part of the student's cumulative GPA. When necessary, credits from one program will be converted to credit equivalents of another (for example, quarter to semester courses). In cases of transfers across Divisions or from other Drexel Schools, the AAC may lower the overall cumulative GPA requirement for graduation to 2.80, while maintaining the 3.00 term and cumulative GPA requirement for the new program.

If a student's program director gives the student permission to take a course(s) at another accredited graduate school after matriculation, the transfer of such credits is also possible. To be acceptable the credits must meet the requirements as outlined above. The PMPH Executive Committee will decide on the approval of the transfer of the credits with the advice of the director of the student's program and of the department, which offers corresponding courses.

Program Length of Study

The maximum elapsed calendar time allowed for completion of M.S. degrees is four years and for completion of Certificate degrees is three years. The effective starting date for determining the length of study is the date of matriculation. *Time limits continue to run even during a leave of absence.* Exceptions to the time limit are subject to appeal through the PMPH Executive Committee. The program must support the request.

STUDENT STATUS

Maintenance of Matriculation

All matriculated graduate students in full time programs are required to register each semester (excluding summer sessions) in order to continue to be degree candidates, unless they have requested and have received a formal leave of absence approved by the PMPH Executive Committee. Informal leave of absence arrangements are not acceptable and will not be honored retroactively.

Matriculated students in full time programs (not on a leave of absence) who do not register for a semester (excluding summer sessions) will be subject to termination of their matriculated status and may be administratively withdrawn or dismissed from the Division of Pre-medical and Pre-health Programs. Reinstatement to matriculated status for students who are administratively withdrawn will require petition to, and action by, the PMPH Executive Committee. Such students will be treated as new applicants requesting admission with advanced standing. They will be required to file a new application and pay the application fee.

Non-Matriculated Status

If a student fails to meet the standards of the PMPH Executive Committee for acceptance as a matriculated student or fails to meet application deadlines the program may petition the Division Director to admit the applicant as a non-matriculated student.

Non-matriculated students are not guaranteed permission to take any course they choose. Non-matriculated students must obtain the permission of the course director of each course they wish to take. A non-matriculated student may apply for matriculated status at a later date.

Provisional Status

The status of provisional acceptance provides for students whose test scores and GPA fall below accepted standards or who are unable to submit required documents prior to matriculation. Students accepted with provisional status are not guaranteed any financial support from the Graduate School. On the basis of the record of accomplishment in the first semester, the advisor or the temporary advisory committee for the student, through the program director, recommends to the PMPH Executive Committee one of the following:

- That the status be changed to regular student;
- That the status of provisional be continued for second semester;
- That the student be dismissed.

Leave of Absence

On recommendation of the student's major advisor and the director of the program in which the student is conducting his/her major work, and with the approval of the PMPH Executive Committee, a student may take a

leave of absence for up to a maximum of two years for master's or certificate candidates, consecutively or separately, for reasons of 1) military service, 2) serious illness, 3) family leave, or 4) another reason deemed adequate for interrupting graduate studies. All leave of absences are granted without pay. Any financial obligations incurred prior to leave of absence to the University are not waived by a leave of absence. Furthermore, a leave of absence does not extend the time limits allowed for completion of degree. Students on F-1 or J-1 visas are not eligible for a leave of absence (check with the International Office if you have any questions).

At least 30 days prior to the conclusion of a leave of absence, the student must submit a written request to the Program Director and stating his/her desire to renew the leave for another year or the intent to be reinstated. If reinstatement is requested, the program will inform the PMPH Executive Committee in writing whether it supports or does not support the student's return based on whether or not the student has met the program's conditions for reinstatement, if any. If reinstatement is requested, any financial liabilities and other conditions of reinstatement must be completed prior to registration.

After approval of the PMPH Executive Committee, reinstatement will be effective on the first day of the following semester, during which time the student must be registered. In cases where the student is primarily engaged in research, the reinstatement date may be set to be within a semester at the discretion of the PMPH Executive Committee.

A student who neither applies for reinstatement nor requests renewal of the leave of absence after a period of one year will be administratively withdrawn from the Division of Pre-medical and Pre-health Programs.

Programs may have more stringent requirements for leaves and reinstatements.

Change in Matriculation and Program Status

For students changing to a different degree level within a program or between programs which are at the same degree level or below, the program directors involved must notify the PMPH Executive Committee in writing.

When changing degrees (e.g., from a Certificate to an M.S.) the student is held to the requirements that are in effect for that degree at the time of degree change and not at the time of original matriculation.

Change of Non-Matriculated Status

- Non-matriculated students wishing to matriculate in the second semester are presented to the PMPH Executive Committee as new applicants at the earliest appropriate meeting of the committee.
- Non-matriculated students anticipating changing to matriculated status mid-year should not register for non-matriculation for the second semester. If matriculation is approved, the student will be admitted as a new student by the PMPH Executive Committee.
- Up to 20 credits taken at Drexel University College of Medicine as a non-matriculated student may be applied toward any degree, per guidelines for transfer of credit described above.

Withdrawal from the Graduate Program

Any student who wishes to withdraw from a graduate program in the Division of Pre-medical and Pre-health Programs should do so in consultation with his/her major advisor and/or program director. Per Drexel Central policies, the student is eligible for a full or partial tuition refund (depending upon the week), if the withdrawal occurs within 5 weeks of the start of the semester. The student must complete a Withdrawal form and a form to withdraw from all courses registered for that semester. Please see the Withdrawal from Courses policy above for more details.

Graduate Student Grievance Policy and Procedures

Before seeking recourse from the formal Compliant/Grievance Process, a student must first exhaust more immediate means of resolution in the line of authority including any appeals processes provided for under the program or department policy.

Any complaint against a student or student organization should be made directly to Student Conduct and Community Standards, unless it is pertaining to a violation of the academic honesty policy and/or the parking policy. Complaint procedures for academic decisions are outlined below. Students must comply with the timelines and

procedures for submitting complaints, grievances and appeals established under this procedure. Otherwise, the matter is not reviewable.

Resolving Complaints Involving Grades or other Academic Evaluations

Step I: Course Director

Every effort should always be made to resolve an issue directly with the individual course director. When this is not possible and/or did not resolve the issue, individuals must file an appeal, in writing, to the Program Director. If the Program Director is the Course Director then move directly to Step III.

Step II: Appeal to the Program Director

If the student remains dissatisfied, they may appeal to the Program Director, who will communicate with both the student and the course director and send the student a written response on the issue.

Step III: If the student remains dissatisfied, they may appeal to the Academic Affairs Committee. This appeal should be made in writing to the Associate Dean of Educational and Academic Affairs, who chairs the Academic Affairs Committee, and filed within five (5) days of receipt of notification of the decision of the program director's decision. The decision of the Academic Affairs Committee on appeals of grades or other academic evaluations is final and not subject to further appeal.

Resolving Appeals of Decisions made by the PMPH Executive Committee such as Dismissals, Denials of Transfers, or other decisions

A student who has been dismissed is ineligible to continue in his/her program during the appeals process. If the appeal succeeds, the student is reinstated in his/her program.

Step I: Program Director

The student should discuss the situation with his/her Program Director to determine whether the program will support an appeal. To be considered for re-instatement, an academic plan, created in consultation with the Program Director, which outlines the proposed steps that will improve academic standing, must be submitted along with a letter of appeal from the student to the Academic Affairs Committee explaining any extenuating circumstances.

Step II: Academic Affairs Committee

The student may choose to meet with the Associate Dean of Educational and Academic Affairs to discuss the basis for an appeal, prior to submitting a letter of appeal. This appeal should be made in writing to the Associate Dean of Educational and Academic Affairs, who chairs the Academic Affairs Committee, and filed within five (5) days of receipt of notification of the decision of the PMPH Executive Committee. Appeals to the AAC may be made without the program's support, although this will be taken into account with any decision.

Step III: Dean of the Graduate School of Biomedical Sciences and Professional Studies

If the student remains dissatisfied, they may appeal the AAC's decision to the Dean of the Graduate School of Biomedical Sciences and Professional Studies. This appeal should be made in writing and normally filed within five (5) days of receipt of notification of the decision of the AAC, or within an extended timeframe directed by the Chair of the AAC. The AAC will forward all information used to make its decision to the Dean, who may choose to meet with the student alone or with other faculty present, depending upon the circumstances. The decision of the Dean of the Graduate School Biomedical Sciences and Professional Studies on appeals is final and not subject to further appeal.

Resolving Complaints Involving Faculty, Academic Deans, School Directors, Program Directors, or Department Heads, including Academic Policy Complaints and Grievances

Complaints of harassment or discrimination against University employees must be processed through the Office of Equality and Diversity. Throughout this process, students may feel free to contact the Dean of Students, 215 Creese Student Center, University City Main Campus, (215) 895-2501 for advice and consultation. The student must file their written complaint within thirty (30) days after issuance of the grade, evaluation or other academic decision being challenged or within thirty (30) days of the event giving rise to the complaint.

Step I: Faculty Member

Every effort should always be made to resolve an issue directly with the individual faculty member. When this is not possible and/or did not resolve the issue, individuals must file a complaint, in writing, to the Program Director. If the complaint is with Program Director, move to Step II.

Step II: Filing a complaint with the Program Director

Students may discuss the complaint with the Program Director informally or choose to file, in writing, a formal complaint.

Step III: Appeal the Program Director's decision to the Director of their Division of Study

If a student is not satisfied with the decision of the program director and wishes to pursue the matter further, he/she must appeal the decision to the Director of their Division of study, in writing, within five (5) days of receipt of notification of the program director's decision. The student's written appeal should clearly state the basis on which he/she is appealing the program director's decision and the reasons why the decision should be amended.

The Director of their Division of Study will review the written materials related to the appeal and may make any other inquiries he/she deems appropriate to evaluate the appeal. The Director of the Division of Study shall send the student a written response.

Step IV: If the student remains dissatisfied, he/she may appeal the Director of their Division of Study's decision to the Associate Dean of Educational and Academic Affairs. This appeal should be made in writing and filed within five (5) days of receipt of notification of the decision of the Director of the Division's decision.

Step V: If the student remains dissatisfied, he/she may appeal the Associate Dean's decision to the Dean of the Graduate School of Biomedical Sciences and Professional Studies. This appeal should be made in writing and filed within five (5) days of receipt of notification of the Associate Dean's decision. The decision of the Dean of the Graduate School Biomedical Sciences and Professional Studies on appeals is final and not subject to further appeal.

Graduate Student Responsibility and Rights

A graduate student is expected to exhibit initiative and responsibility in planning and executing his/her graduate program. The student must be acquainted with the general regulations and administrative procedures governing graduate study and the specific program. The ultimate success of a student's graduate study is dependent on a close liaison between the student and the program.

However the student is expected to assume major responsibility in planning his/her program and complying with the required academic standards of the Graduate School of Biomedical Sciences and Professional Studies.

Center for Academic Success

The following services are available for all Drexel students at the Center for Academic Success (CAS)

- Tutoring for all courses
- Study skills assistance in the form of personal consultations with academic advisors
- Workshops, educational videos and software
- Audio-visual aids, textbooks, and anatomical models
- Computer-assisted instruction and reference texts
- Study rooms

For more information please call (215) 762-8121 or visit the CAS website: www.drexel.edu/cas

Code of Academic Integrity

Guidelines for Students

The goals of Drexel University, Drexel University College of Medicine and the Graduate School of Biomedical Sciences and Professional Studies include providing an educational environment that fosters intellectual pursuits, developing socially responsible individuals, ensuring academic freedom and protecting individual rights. As one aspect of meeting these goals, the University has developed standards for both academic and non-academic matters. All students are expected to act in a manner consistent with these standards. The Code of Academic Integrity reflects the standards for academic matters.

Cheating, plagiarism, forgery, or other forms of academic misconduct are not tolerated at this institution. It is the responsibility of each student to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. Faculty members have the responsibility of conducting their courses in a manner that fosters academic integrity.

Unless specifically exempted, examinations, quizzes, laboratory practicals, case studies, research papers, projects, and other assignments are expected to be the work of the individual student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give such credit is plagiarism. Intentionally aiding another student in such activities is also a violation of the Code of Academic Integrity.

Examinations, quizzes, and laboratory practicals are proctored. Each instructor specifies, as appropriate, what materials students may use during a written or practical exam, where students may sit, or any other instructions. If the exam is an “open book” or “take home” exam, the instructor will clearly define the rules that apply. Unauthorized communication or use of unauthorized materials during an examination constitutes academic misconduct and is a violation of the code.

Academic Misconduct

If during an examination, an instructor/proctor observes suspicious behavior and/or has such behavior reported by another student, he/she may warn the student. Continuation of the same behavior or actions will be regarded as cheating, and the student will be dismissed from the examination at the discretion of the instructor/proctor. In the case of overt cheating, no warning will be given, and the student will be immediately dismissed from the exam. All examination and any unauthorized materials will be confiscated. A student who is dismissed from an examination will receive a grade of “F” or “0” on that exam. If an instructor/proctor suspects plagiarism or other forms of cheating, the student will be notified promptly and all papers, etc. relating to the incident will be retained by the instructor/proctor.

Subsequent Action for Alleged Cases of Misconduct

A matriculated student will have the opportunity to present his/her version of alleged academic misconduct to the course instructor. If the instructor feels that the penalty for the student’s behavior should be beyond receiving a failing grade for the exam or assignment in question, the instructor must make a formal written complaint to the student’s graduate program. If the Program Director feels there has been academic misconduct, he/she will request a review of the incident by the Office of Academic Integrity through the website below:

http://drexel.edu/studentlife/community_standards/overview/

If the alleged misconduct is substantiated, a suitable penalty will be imposed by the program. The penalties may range from the aforementioned failure of the examination or assignment to suspension or expulsion from the program.

A matriculated student has the right to appeal the decision through the procedures established by the Graduate School of Biomedical Sciences and Professional Studies (see the section on Graduate Student Grievance Policy and Procedures above). Recommendations for suspension or dismissal from the program must be confirmed by the PMPH Executive Committee. Especially in cases of misconduct leading to dismissal, a student is ineligible to continue in his/her program during the appeals process. If the appeal succeeds, the student is reinstated in his/her program.

Code of Professionalism

Professionalism

Professional behavior appropriate for faculty and students in an academic research setting is expected and required at all times. Admission to and continued participation in all Graduate Programs is therefore contingent upon the student's understanding of these expectations, and his/her agreement to adhere to the Code's guidelines.

Guidelines of Professional Behavior for Biomedical Graduate Students

Students are expected to:

1. **Reliability and Responsibility**

- a. act at all times in an ethical, responsible, and dependable manner.
- b. admit errors and accept responsibility for one's own actions.
- c. maintain a strictly honest approach to all activities so as to be deemed worthy of trust.
- d. treat fellow students, faculty, administrators, and staff with respect, empathy, compassion and sensitivity.
- e. complete assigned tasks in a timely and responsible manner.
- f. arrive on time for scheduled activities.
- g. maintain composure during difficult interactions.
- h. report inappropriate behavior (academic misconduct, i.e. cheating, plagiarism, forgery, etc).
- i. respond promptly when contacted whether by personal or electronic means.
- j. observe all regulations for good laboratory practice and university compliance including those set forth by IACUC, IRB, and Drexel University Dept. of Safety and Health.

Students who repeatedly violate safety regulations may be sent a letter of warning from their mentor, which will be copied to the Director of the Division of Pre-medical and Pre-health Programs. Any subsequent violations may result in possible dismissal from the program.

2. **Self-Awareness**

- a. demonstrate an ability to identify areas of deficiency in one's own performance; attend to one's own well-being.
- b. accept constructive criticism and modify behavior based on feedback.
- c. project a professional image in interpersonal relationships, manner, dress and communication (including electronic) that is consistent with that expected of a member of the scientific community and the academy.
- d. demonstrate self-motivation and accountability for one's own learning.
- e. request help from appropriate support structures when needed.

3. **Team-building and communication**

- a. facilitate communication among peers, faculty and staff.
- b. provide supportive and constructive feedback.
- c. listen to others respectfully and attentively and resolve conflicts in a collegial manner.
- d. discuss colleagues in a respectful manner.
- e. credit others for their contributions to shared work.

- f. attend classes, journal clubs, seminars and meetings for their full duration, and prepare appropriately for these activities.
- g. Demonstrate accountability when unable to fulfill responsibilities.

Citation and Referencing Guidelines

Guidelines

The following guide is based on the approved standards of the *Publication Manual of the American Psychological Association, 5th Edition* (Washington, D.C.: American Psychological Association, 2001) style of referencing and is meant as a supplemental resource for research graduate students.

This guide is written for graduate students, by graduate students, and is certified by the biomedical graduate faculty.

I. What types of materials should I reference?

- ✓ Direct quotes from a book, journal article, film, letter, email, lecture, etc.
- ✓ Single words, short phrases, sentences and longer passages quoted from books, journal articles, lectures, etc.
- ✓ Ideas you draw from a source but present entirely in your own words.
- ✓ Paraphrases and summaries of books, journal articles, pamphlets.
- ✓ Comments made by professors in lectures.
- ✓ Statistics.
- ✓ **Websites:** In most of the take-home exams or any kind of written scientific documents, materials from personal websites or online encyclopedias are not preferred. It is always better to go to the primary literature/published paper for the information. In case of talks or presentations, it is reasonable to take figures from websites but they must be referenced at the bottom of the slide. One can copy the website from the page and paste it.
- ✓ **Books/Text books:** Detailed information obtained from textbooks should be cited in your documents. In this case, it is important to give the name of the book, the publishers and the page number.
- ✓ **Published paper:** Direct quotes from any articles should have the first author, year and page number at the end of the sentence in parenthesis and the direct quotes should be in quotation marks. Any information or idea or hypothesis taken from articles should be referenced even if they are paraphrased in the text.

II. Referencing a given concept, idea, methodology and/or results.

Examples:

Journal article

[Original text taken from the *Journal of Neuroscience Methods* **54** (1994) 205-218.]

Original text: *The light path is mounted on a computer-controlled XYZ stage that allows the position of the spot to be easily moved in small increments. We then photostimulate at various sites in the slice. The brief pulse of glutamate causes a small group of neurons to fire action potentials. If a photo-activated neuron is presynaptic to the neuron from which we are recording, a synaptic potential is produced in the recorded cell. By placing the motorized XYZ stage under computer control, the pattern of inputs onto a single cell can be mapped with exquisite precision [1].*

Summary/Paraphrasing:

In Text - A laser light beam allows “uncages” glutamate so that it may activate a small group of neurons which will in turn fire action potentials within a spatially confined area. This process can then be repeated at various sites within the slice preparation and computer software can be used to better control the movement of the laser light allowing the precise mapping of the inputs onto a single recorded neuron (Katz & Dalva, 1994)*.

- *For one author (Waterhouse, 2005)
- *For two authors (Katz & Dalva, 1994)
- *For three to five authors (Simmon, Cappella, Lands, Rosen, & Bysby, 1976)
- *For six or more authors (Simmon et al., 1976)
- *Subsequent references (Simmon et al., 1976)
- *Subsequent references in the same paragraph (Simmon et al.)

Direct Quoting:

In Text - As the authors point out, “if a photo-activated neuron is presynaptic to the neuron from which [they] are recording, a synaptic potential is produced in the recorded cell” (Katz and Dalva, 1994, pg 207).

Reference - Katz, L.C. & Dalva, M.B. (1994). Scanning laser photostimulation: a new approach for analyzing brain circuits. *J Neurosci Meth*, 54, 205-218.

Book:

In-Text

One author - (Kendel, 2005)

Two authors – (Kendel & Howland, 2005)

Three or more – (Kendel, Howland, Smith, & Basso, 2005)

Subsequent – (Kendel et al, 2005)

Reference: Kendel, L., & Howland, D. (2005). *The new brain*. New York: Franklin Koss.

Internet:

In-Text - (American Psychological Association [APA], 2006)

Subsequent - (APA, 2006)

Reference - Electronic reference formats recommended by the American Psychological Association. (2000, October 12). Retrieved May 9, 2006, from <http://www.apa.org/journals/webref.html>

[1] Katz, L.C. & Dalva, M.B. (1994). Scanning laser photostimulation: a new approach for analyzing brain circuits. *J Neuro Methods*, 54, 205-218.

Research report

Sex-related differences in MAPKs activation in rat astrocytes: effects of estrogen on cell death

Lei Zhang^a, Beng shing Li^d, Weqing Zhao^d, Yoong H. Chang^b, Wu Ma^c, M. Dragan^b, Jeffery L. Barker^b, Qian Hu^b, David R. Rubinow^{a,*}

In order to study possible sex-related differences in effects of E₂ on cell proliferation in astrocytes, we first analyzed DNA synthesis ([³H]thymidine incorporation) in male and female astrocytes in the presence and absence of E₂. We observed decreased [³H]thymidine incorporation in astrocyte DNA after exposure to E₂ (10 nM–1 μM) in female astrocytes (Fig. 3A). At 100 nM, E₂ decreased [³H]thymidine incorporation by 60±6%, compared with controls; no further decrease was seen at the 1 μM concentration. No effect on [³H]thymidine incorporation was seen in female astrocytes at E₂ concentrations ≤10 nM or in male astrocytes at any concentration of E₂ (Fig. 3A).

When using as a direct quote:

“At 100nM, E₂ decreased [³H] thymidine incorporation by 60±6%, compared with controls; no further decrease was seen at the 1μM concentration.” (Zhang et al 2002, p.6)

When paraphrasing:

[³H] thymidine incorporation was decreased upon E₂ application in the nanomolar concentration, but not at the micromolar concentration, when compared to the control. (Zhang et al 2002).

For the Reference Page:

Zhang L, Li B, Zhao W, Chang YH, Ma W, Dragan M, Barker JL, Hu Q, and Rubinow DR. (2002). Sex-related differences in MAPKs activation in rat astrocytes: effects of estrogen on cell death. *Molecular Brain Research*, 103, 1-11.

Using Copyrighted Material in Your Papers

As a general rule, copyrighted material cannot be used in your papers without the express written permission of the copyright holder. Examples of copyrighted material may include written passages, figures, survey instruments, or tables from a published paper or book, for which you are not an author or copyright owner. Note that even material you publish may require permission (see below) for use in a paper.

How do you obtain permission?

Many journal publishers have online methods that you can use to obtain permission to use copyrighted material from an article. If you cannot find instructions, contact the journal staff directly.

Permission must be granted in writing—a verbal agreement will not suffice, and if you do not receive a response at all from the copyright holder, you must assume permission has not been granted.

If you are the author on a paper, and you plan on using this paper as a chapter in your paper, you must confirm that you have permission to do so. In most cases, authors retain the right to republish material from a paper they authored in a thesis; this right will often be included in the copyright transfer agreement signed by the authors at the time the paper was accepted, but not always. It is the responsibility of the student to provide the relevant written documentation showing that they have received permission to re-use any copyrighted material.

Exceptions

If material is in the public domain, or the copyright has expired, then permission is not required. You should, however, provide documentation to your thesis committee that supports your position.

The fair-use exception allows limited use of copyrighted materials without explicit permission. Thus, for example, small amounts of text may often be quoted without permission (but with appropriate academic citation, of course). Most journals take the position that the fair-use exception does not apply to figures; hence, no figure can be reproduced without permission.

Policy for Professional Editing of Papers

Development of high-level writing skills is considered a key component of training for the degrees offered by the Graduate School of Biomedical Sciences and Professional Studies. In the spirit of this objective, it is not permitted for graduate students to engage the services of professional editors or illustrators in the preparation of papers for courses.

Graduation – Division of Pre-medical and Pre-health Programs

Graduation Requirements

The PMPH Executive Committee sets minimum requirements that are applicable to all graduate programs. Students should consult their program guidelines for the requirements of a particular degree. Students may also wish to contact their program director for further information.

The following conditions must be met in order for a student to receive a degree:

- An application for degree form must be filed via DrexelOne no later than the published deadline.
- The number of credits required for the program in which the student is enrolled must be completed.
- All specific course requirements for the program in which the student is enrolled must be completed.
- The minimum cumulative GPA specified by the program in which the student is enrolled for all coursework undertaken at Drexel University must have been earned.
- At least half of the courses required for a student's specific program must be completed at Drexel.
- A student must be matriculated in his/her school during the last semester in which coursework is taken.
- All grades for required courses must be submitted to the Office of the University Registrar. No student will be approved for a degree while a grade for any course on the academic record remains outstanding.
- A student must receive final academic clearance from their program for graduation.
- Final paperwork and copies of the thesis or dissertation, if appropriate, must be submitted to the Graduate Office by the deadline published in the academic calendar.

A student must satisfy all financial obligations to the University in order to receive their diploma. The name on a student's diploma must match their name on the academic record. A student can change their name, but it must be done before the last day of classes in the semester in which their degree is to be awarded.

If for any reason a student does not meet all requirements for graduation, that student cannot graduate until the semester in which all requirements are met.

If a student completes all requirements for graduation in any semester prior to the spring semester, the degree will be awarded in the semester in which the requirements are met, and the student will be invited to participate in the next spring commencement ceremony.

Commencement

Students are permitted to participate in the College of Medicine commencement exercises if all requirements for the graduate degree have been completed by the deadlines set forth in the academic calendar. Exceptions to this policy are only granted by approval of the Division Director of the Pre-medical and Pre-health Programs or the Associate Dean for Educational and Academic Affairs.

Graduation Exit Survey

Each master's candidate will be required to complete a Division of Pre-medical and Pre-health Programs Graduation Exit Survey. Students will receive an email prompting them to complete the survey online.

Graduation Requirements: Master of Science (M.S.) - Non-Thesis

Each program has a specific plan for implementation of the non-thesis M.S. Detailed guidelines can be found in the program's policies and procedures manual. The minimum requirement is achieving a cumulative GPA of 3.00. Successful completion of the requirements will be verified by the graduate program.

Graduation Requirements: Certificate

Each program has a specific plan for implementation of the certificate. Detailed guidelines can be found in the program's policies and procedures manual. The minimum requirement is achieving a cumulative GPA of 2.75. Successful completion of the requirements will be verified by the graduate program.

Graduate Student Affairs

Graduate Student Government

The Graduate Student Association (GSA) is the student government organization of the Graduate School of Biomedical Sciences and Professional Studies. The overall purpose of the GSA is to promote communication, understanding and intellectual stimulation among graduate students, the University, and the community at large.

All graduate students are voting members and are encouraged to contribute their time and services to the activities of the GSA.

The GSA elects student representatives as voting members for several standing and ad hoc committees of the Division of Pre-medical and Pre-health and the University. These appointments provide an avenue for students to actively participate in all levels of the University's governmental system and ensure that the graduate student body is kept informed of Division of Pre-medical and Pre-health Programs and University policy matters. Graduate students serving on such committees must maintain a minimum grade point average of 3.00.

The GSA sponsors annual events open to all students and faculty. The GSA sponsors and/or participates in inter- and intramural sports, Graduate Student Research Day (Discovery), Commencement and New Student Orientation.

Electronic Communication and Web Presence

All electronic communication regarding academic matters must originate from or be sent to the student's Drexel email. The student is responsible for checking and maintaining their Drexel email mailbox for communication from the Graduate School and Drexel University.

All students must recognize the importance and potential impact of their personal web presence in the public domain.

1. Students may not blog or post to websites ANY information which may breach confidentiality or identify patients.
2. Students are NOT permitted to post information which is defamatory in nature relating to patients, their families, peers, classmates or faculty.
3. A student's web presence on social media sites including, but not limited to Facebook, MySpace, Twitter or other publicly accessed sites may not contain information or references to patients which may identify patients, their diagnoses, treatment plans, potential complications or outcomes.
4. Students may not post information which compromises the academic integrity of the College of Medicine. Such information would be considered to include examination questions and answers to examination questions, which are not uniformly available to all students in the College of Medicine.
5. Violations of these policies will be considered a violation of the Student Honor Code and will be referred to the Office of Academic Integrity for adjudication. Violations of these policies may result in academic sanction including dismissal from the College of Medicine.

Professional Societies

Philadelphia is the location of a large number of colleges, universities, research institutes, industrial research laboratories, and a variety of professional and hospital service laboratories. Local branches or sections of major professional societies hold regular meetings throughout the year. Graduate students are encouraged to become active members of the local societies and to participate in their meetings and discussions.