

**Reproductive Clinical Science PhD
Program
Student Handbook**

2022-2025

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WELCOME

The Program Director and Faculty welcome you to the Reproductive Clinical Science PhD Program at EVMS and the Jones Institute for Reproductive Medicine. This student handbook contains information and policies and procedures for EVMS, the School of Health Professions, and is your guide to the specific RCS-PHD program policies and procedures.

BRIEF PROGRAM HISTORY

Eastern Virginia Medical School (EVMS), through its prestigious Howard and Georgeanna Jones Institute for Reproductive Medicine, now known as Shady Grove Fertility Jones Institute, is a pioneer in assisted reproductive technology (ART). In 1981, the first in vitro fertilization baby in the USA was born through the efforts of the Jones Institute. The Jones Institute is widely acknowledged to be an international leader in clinical and scientific research in ART and has trained many prominent physicians and scientists.

EVMS is the largest biomedical research institution in southeastern Virginia as well as the area's largest medical center complex. In addition to the training of medical and health professions students, EVMS has several research institutes and clinical programs that interface with the basic science departments. The integration of clinical and basic sciences is an important component of the Reproductive Clinical Science program.

In 2003 the faculty of the Jones Institute and EVMS launched the online MS in Clinical Embryology and Andrology to meet the training and career development needs of laboratory professionals working in IVF. During the last 18 years more than 200 students have successfully completed this MS program. A new need has emerged for advanced training that will position graduates to be leaders, researchers and lab directors in the field of clinical IVF. The PhD in Reproductive Clinical Science encompassing Embryology and Andrology will provide this advanced training.

EVMS and the Shady Grove Fertility Jones Institute are now offering a Doctor of Philosophy degree in Reproductive Clinical Science. The Reproductive Clinical Science PhD Program is administered from within the School of Health Professions. The Program Director is Liang Yu, PhD.

PURPOSE

MISSION STATEMENT

The mission of the PhD program in Reproductive Clinical Science specializing in Embryology and Andrology at EVMS is to provide excellent graduate education in the preparation of individuals who will direct and manage reproductive laboratories and/or conduct independent research.

GOALS AND OBJECTIVES

This program is designed for applicants who have a Master's Degree in Clinical Embryology and Andrology, or a related field with relevant course work, who are experienced Embryologists or Andrologists who seek to become lab directors and/or independent researchers. This program provides graduate level education in comparative reproductive anatomy and physiology, molecular biology, developmental biology, advanced statistics, laboratory management, experimental design, and clinical laboratory.

GOALS

The graduates of the PhD in Reproductive Clinical Science Program will:

- Establish a focused knowledge base and competencies using evidence-based practices in the reproductive clinical sciences: gamete biology, reproductive medicine techniques (insemination, fertilization, and transfer), semen analysis, embryo development, and gamete/embryo cryopreservation.
- Command interdisciplinary scientific knowledge and skills including comparative reproductive anatomy and physiology, developmental biology, toxicology and infertility, molecular biology, advanced statistics and experimental design.
- Be able to apply scientific methodology to independently investigate complex research problems that meet the ever-changing demands of assisted reproductive medicine.
- Command interdisciplinary scientific knowledge and skills related to comparative reproductive anatomy and physiology, developmental biology, toxicology and infertility, molecular biology, advanced statistics, and experimental design.
- Have gained various competencies for leading an interprofessional clinical team which prepare them for the challenges of directing and managing a laboratory.

OBJECTIVES

To accomplish the program goals, the program has established the following objectives:

- Evaluate advances in molecular biology, comparative reproductive anatomy and physiology, developmental biology, laboratory management as they apply to the clinical reproductive sciences.
- Direct and manage all aspect of clinical reproductive sciences laboratories: in vitro fertilization (IVF), andrology, endocrinology, and gamete cryobanking laboratories.
- Critically evaluate and interpret the current literature as well as federal regulations.
- Develop and implement laboratory processes and procedures to ensure best clinical lab practices, outcomes, and compliance.
- Establish and maintain protocol records and data for practice performance quality control and continuous quality improvement as well as for laboratory inspection and accreditation with state and federal regulatory agencies.
- Design, implement and evaluate laboratory research and practice improvement projects through the development of a dissertation research project.
- Create educational and training procedures for clinical staff, physicians, and laboratory technicians regarding current methods of assisted reproductive laboratory technologies.
- As a member of an interprofessional clinical team evaluate ethical and legal aspects of ART; design procedures, protocols to address clinic and patient related concerns: privacy, safety, and proper legal guidelines.

ACCREDITATION

Eastern Virginia Medical School is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Medicine degree, Masters' degrees, Doctoral degrees, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Virginia Medical School.

KEY PROGRAM CONTACT INFORMATION

The Reproductive Clinical Science PhD Program will be administered according to the policies established in the program handbook. The program will be administered by the Program Director, the Associate Director, the Chairs of the Curriculum and Admissions Committee, the Dean for the School of Health Professions, and the Program Administrator of Reproductive Clinical Science.

Liang Yu, Ph.D. Program Director, Associate Professor	Jones Institute, Room 425 651 Colley Avenue Norfolk, VA 23507	757-446-8421	YuL@evms.edu
Eastern Virginia Medical School Reproductive Clinical Science PhD Program	P.O. Box 1980 Norfolk, VA 23501	757.446.5002	RCSCourses@evms.edu

PROGRAM FACULTY

The graduate faculty of the Reproductive Clinical Science PhD Program will be certified in accordance with the general criteria contained in the policies for the certification of graduate faculty of Eastern Virginia Medical School. These criteria include research, teaching performance at the advanced level, efforts to secure funding, and attainment of necessary graduate degrees.

**EVMS
FACULTY/TEACHERS**

Alfred Z. Abuhamad, MD	Professor /Department of Obstetrics and Gynecology
Gerald Pepe, PhD	Professor/Chair of Physiological Sciences
Eva Forgacs-Lonart, PhD	Associate Professor/ Department of Physiological Sciences
Jacob F. Mayer, PhD	Professor/ School of Health Professions
Minglei Bian, PhD	Assistant Professor/School of Health Professions
Mahmood Morshedi, PhD, HCLD (ABB), CTBS	Professor/ School of Health Professions/Department of Obstetrics and Gynecology
Liang Yu, PhD	Associate Professor/School of Health Professions/Department of Obstetrics and Gynecology

ADJUNCT and COMMUNITY FACULTY

Tina Cunningham, PhD	Associate Professor, EVMS
Marlane Angle, PhD	Laboratory Director, Laurel Fertility Center, San Francisco, CA
Zsolt P. Nagy, MD, PhD	Scientific and Laboratory Director, Reproductive Biology Associates, Atlanta, GA
Hang Yin, PhD	Assistant Professor, Center for Reproductive Medicine and Infertility, Cornell University, New York, NY
Susan Crockin, JD	Georgetown U. Law Center Affiliate faculty in residence, Kennedy Institute of Ethics Georgetown University, Washington, DC Scholar, The O'Neill Institute for National and Global Health Law
Jennifer L. Winters, PhD	Medical Director Cytogenetics Laboratory, Sentara Hospital Systems, Norfolk, VA
Kimball Pomeroy, PhD	Scientific Director, World Egg Bank, Phoenix, AZ
Tom Turner, MS	Laboratory Director, Texas Fertility Center, Austin, TX

TECHNICAL STANDARDS

The abilities and skills candidates and students must possess in order to complete the education and training associated with PhD Program in Reproductive Clinical Science are referred to as technical standards. These abilities and skills are essential for clinical laboratory practice as an embryologist and/or andrologist.

1.0 Observation Skills Technical Standard

1.1 Demonstrate sufficient attention and accuracy in observation skills (visual, auditory, and tactile) in the lecture hall, laboratory, and/or online settings. Indicators include but are not limited to accurate visualization and discrimination of text, numbers, patterns, graphic illustrations, and other imaging texts.

2.0 Communication Skills Technical Standard

2.1 Demonstrate effective communication skills with health care professionals, and with people of varying cultures, ethnicities, and personalities.

2.2 Indicators include, but are not limited to, these examples:

- a. Clear, efficient, and intelligible articulation of spoken English language.
- b. Legible, efficient, and intelligible written English language.
- c. Accurate and efficient English language reading skills.
- d. Accurate and efficient, expressive, and receptive communication skills.
- e. Ability to accurately follow directions (oral and written).

3.0 Critical Reasoning Skills Technical Standard

3.1 Demonstrate critical reasoning skills, including, but not limited to, intellectual, conceptual, integrative, and quantitative abilities.

3.2 Indicators include, but are not limited to, these examples:

- a. Demonstrate ability to measure, calculate, reason, analyze, integrate, and synthesize information.
- b. Demonstrate ability to acquire, retain, and apply new and learned information.

4.0 Motor and Sensory Function Technical Standard

4.1 Demonstrate sufficient motor and sensory function to perform typical clinical laboratory duties.

4.2 Indicators include, but are not limited to, these examples:

- a. Functional and sufficient sensory capacity (visual, auditory, and tactile) to use laboratory equipment and perform procedures.
- b. Execute motor movements that demonstrate safety and efficiency in the various learning settings (i.e., classroom, online and laboratories).
- c. Physical stamina sufficient to complete the online didactic and some laboratory study, which will include prolonged periods of sitting.

5.0 Behavioral and Social Attributes Technical Standard

5.1 Demonstrate the behavioral and social attributes vital to participation in a professional program and service as a practicing laboratory professional.

5.2 Indicators include, but are not limited to, these examples:

- a. Possess the emotional health required for full utilization of mental faculties (judgment, orientation, affect, and cognition).
- b. Ability to develop mature and effective professional relationships with faculty, patients, the public, and other members of the health care team.
- c. Possess personal qualities that facilitate effective therapeutic interactions (compassion, empathy, integrity, honesty, benevolence, confidentiality).
- d. Demonstrate impartial motives, attitudes, and values in roles, functions, and relationships.
- e. Ability to monitor and react appropriately to one's own emotional needs and responses.
- f. Display appropriate flexibility and adaptability in the face of stress or uncertainty associated with clinical encounters and clinical environments.
- g. Compliance with standards, policies, and practices set forth in the EVMS Student Handbook and the program handbook.

REGISTRATION

COURSE REGISTRATION

Students will register for courses six weeks prior to the start of a new semester. Go to MyPortal.evms.edu to log in using your EVMS credentials, then click on the MySIS link. Several students have reported that the MySIS link was not found on the portal and if this is the case for you, please use the following link: <https://ahsoka.evms.edu/sss/>. Once at the MySIS login page, you will need to enter your EVMS credentials to access the system. *Helpful hint: You just need to use the part of your username that comes before the @evms.edu. For example, Jordan Foley's credentials are FoleyJ@evms.edu, so he would enter FoleyJ for his username and then the password for this account*

Once you are logged in, you will notice that your account has a HOLD in place. This HOLD prevents you from registering for courses until you review and acknowledge the items listed in the My Documents tab. Go to My Documents and open the Document Center. There, you will find:

- a. AM – Honor Code
- b. AM – Technical Standards for your program
- c. SA – Financial Acknowledgement
- d. AD – Bio Sig

Select the document you want to review and the Click Here link. A new window will open with the Honor Code, Technical Standards, and Financial Acknowledgement. These documents are linked so that the system can move you from one to the next. A new window will open to display the document. Once you have read it, close the window and you will be returned to the acknowledgment screen. To acknowledge the document, check the box indicating you are digitally signing, then click NEXT and you will move to the next document on the list. Please note that each of the forms works in the same way.

Once you have completed the Honor Code, Technical Standards, and Financial Acknowledgement, you will receive a confirmation message. You may then close the confirmation window and return to My Documents/Document Center, refresh your screen, and note that you will have another document to review and acknowledge. Select the Bio Sig document to review and acknowledge. You will get another page to confirm your submission.

Close this page and you will be returned to your Document Center. Refresh your screen again and you should see that all four (4) of the required documents have dropped off the list and your hold has been released.

Navigate to Academics, Registration where you will see the program(s) in which you are currently enrolled. You will need to select the term your respective courses are in. Once the term is selected, click 'Register' to see the appropriate courses. You can either search for a course in the top box of the screen or move down to the middle of the screen and select from the courses available for you.

To select a course, click ADD on the left-hand side, and the course will move under the Selected Courses area. Once you have all the courses you want in the Selected Courses area, click Register/Drop in the upper right-hand corner. *When registering for your course(s), please make sure to register only for the courses listed for the summer term in your approved academic plan. * The screen will refresh with all your selected courses.

To complete your registration, you must click Register/Drop in the lower right-hand corner of the screen. Your screen will refresh with your course schedule displayed at the top. The attendance and withdrawal policy will be visible in the middle of the screen.

If you should need assistance, you may contact the following departments:

For Login Problems

Network Information Center Help Desk

comphelp@evms.edu

For system/Technical Problems (Not Password Related)

Database Center

dbchelp@evms.edu

For questions regarding holds, documents, and registration once you are in the Portal

Registrar

registrar@evms.edu

When contacting the Registrar's Office via email please put 'Registration' in the email subject line.

You may also call the Registrar's office during normal business hours (8:30 a.m. – 4:30 p.m. EST) at 757.446.5805, or additionally at 757.446.5890 (8:30 a.m.-4:30 p.m. EST) on Tuesdays and Thursdays.

When sending an email, please be as descriptive as possible. The more information you provide, the easier it will be for staff to understand what you are experiencing. This is especially important when you are experiencing technical difficulties. Screenshots are very helpful, as well as the URL.

STUDENT FINANCES

The EVMS Financial Services office will mail an invoice one month prior to the start of each semester. Your first invoice will include tuition and student fees less your acceptance deposit. For more details about student finances please read the student finance policy at the following location:

https://myportal.evms.edu/financialservices/accounts_receivable_and_student_billing/

PAYMENTS

Tuition payments for the Reproductive Clinical Science PhD Program must be paid by the first day of each semester, based on the total number of credit hours for which a student has enrolled and is subject to change at any time. Please contact the Finance Office at 757-446-6067 or by email AR@evms.edu if you do not receive a tuition invoice.

TUITION STATEMENTS

You can access your financial statements at any time online using the [student portal](#). If you have any questions or do not receive an invoice, please contact the Finance Office at 757-446-6067 or by email AR@evms.edu.

WITHDRAWING

If you elect to withdraw from courses at EVMS or from the program that you are enrolled in you must first contact your program office, then the registrar's office to obtain the forms to fill out sign and send to your program for their signatures. You must fill out the correct forms and get them turned in promptly even if it is before the semester starts if you have enrolled for courses you will be charged for them. Please contact the Finance Office if you have any questions about this policy AR@EVMS.EDU.

FINANCIAL AID

To receive financial aid in the form of student loans you must be registered for at least six (6) credit hours per semester. Sources of financial aid are available to the Reproductive Clinical Science PhD Program students from the Financial Aid Office at Eastern Virginia Medical School: https://www.evms.edu/education/financial_aid/. Financial aid officers at Eastern Virginia Medical School are approved for processing various Federal and State student loan applications. Regulations and availability of these loans change from year to year; therefore, current information and applications should be sought from the institutional financial aid officers. Students should understand that any awards or loans are given only to full-time students who continue in good academic standing. Financial aid information can be obtained by contacting the Financial Aid Office: 757-446-5804 or email finaid@evms.edu.

FINANCIAL AID AND ACADEMIC PROBATION

If a student is placed on academic probation eligibility to receive financial aid will be affected. For more information, please contact: finaid@evms.edu. Please see section “**RCS PHD ACADEMIC STANDING, WARNING AND PROBATION**” on page 18 for more information about academic standing, probation and warning.

ATTENDANCE

Once the semester begins, the students will be notified of new course openings. It is a requirement for all distance students to log into their new courses the first week of the course. Information about the course schedule, such as start and stop dates, is available in this handbook (Program Schedule), the RCS-PHD Orientation Course and the RCS- PHD Class Calendar. Failure to log into a course and miss important deadlines may lead to withdrawal from a course.

ONLINE PROCEDURES

This section includes the Course Policies and Procedures that explain how different aspects of online courses are handled.

EXAMINATION PROCEDURE

Examinations and quizzes will be taken using ExamSoft software that will be provided to you. Due to the differing time zones, specific time slots will be allocated for each online assessment based on Eastern Standard Time (EST). Each instructor may vary the exam format, e.g., multiple choice questions, short answer, or essay. Your exams may be timed with a limit of 1-3 hours or take home with a limit of 2-4 days. You will be notified in advance of the examination dates and format. Please refer to individual course sites for detailed information.

You are never allowed to use lecture materials, online resources, reading materials, the instructor’s notes, or your own personal notes during examinations or quizzes unless otherwise indicated, you are also not allowed to ask anyone for help during an exam unless it is of a technical nature. Please contact Examsoft technical support by phone (866) 429-8889, website www.examsoft.com or email support@examsoft.com between 8:30am until 8:30pm EST if you have difficulty with your computer or download/upload problems. For clarification of the format or procedural questions of any kind please contact the RCS Program Administrator Office during normal business hours after hours contact Dr. Liang Yu at yul@evms.edu or (757) 446-8482.

Depending on the nature of the a technical issue encountered while attempting to take a timed assessment follow this guideline: 1) cannot open your exam file, wait until the next business day and contact the Distance Learning Office; 2) your computer shuts down during an exam, quickly turn your computer back on you should be allowed back into the exam after the computer boots up; 3) if you are not allowed back in contact the support numbers in the order listed at the start of the exam; 4) cannot upload your exam file, notify your program office course director and contact Examsoft during regular work ours 8:30 am to 8:30 pm Monday thru Friday.

Take home exams are given occasionally; you will be given detailed instruction at the time the exam is released about what resources you should use during the take home exam. Please be aware that you may not ask anyone for help in answering the questions unless it is of a technical, procedural, or clarifying nature. In this type of exam, you will be asked for a detailed bibliography and the document will be checked for plagiarism electronically.

REVIEWING SECURE EXAMS

Because of the secure nature of the exams you will take, they will not be released to you for review. If you have questions or would like to discuss the items you may have answered incorrectly, you must set up a time with the appropriate Course Director to meet in an Adobe Connect Meeting space. This will allow you to review the items you missed and discuss any concerns you may have regarding the correct answers. If this does not resolve the issue, you must set up a time with the Associate Program Director to meet in an Adobe Connect Meeting space.

ASSIGNMENT PROCEDURE

The deadlines for submitting assignments will be posted on Blackboard for each course. The assignments' locations must be used for submission of all projects, reports, and papers. You should never email your assignments. Always submit your assignments in the format requested by the instructor, most typically MS Word; others will be specified. Also, always include your last name in the file name and put your name on every page.

GRADES

Grades for assignments and exams will be posted in the Blackboard course site within two weeks after the assessment or assignment deadline except where indicated. Also, within a two-week period after the end of a course and after the course survey or evaluation has been completed by all students, the course grades will be posted. If you have not received a grade for an assignment, exam, or course within a two-week period, please contact the Course Director to report the problem. If you do not get a response contact the Director of the program YuL@evms.edu.

COURSE SURVEYS AND EVALUATIONS

Students will be sent a link to the course survey about 2 weeks before the end of the course.

INSTRUCTOR RESPONSE TIME

Instructors normally check messages once per day and respond within 48 hours. Feedback on assignments is usually provided within two weeks of receipt. If there are any concerns about missed emails or no response, please contact the appropriate Course Director. For any further concern please contact the Director of the program YuL@evms.edu.

CLASS DEMEANOR

Students are expected to interact in a professional demeanor with classmates, faculty, and staff, be prompt in attending Internet meetings, be patient in online interactions, and follow through on their individual contributions to group assignments. Inappropriate language, dissension, or disruption will be removed from any web posting and disciplinary action may be taken.

EMAIL

Only your EVMS email will be used for the duration of the program. Email may be sent from within Blackboard, but it will use your EVMS email account as the sending account. Information that you need to convey to the instructor or requests for an appointment are best sent via EVMS email.

DISCUSSION BOARD

The Discussion Board, Wiki, Blogs and Journal Postings in Blackboard are types of interactions where students and faculty can communicate with each other. Discussion Boards will be read by everyone in the class. Wiki assignments are typically group projects all members of the class will have access to, Blogs are similar to Discussion Boards where all class members will have access and Journal Postings are only available to you and your instructor. You will be responding to questions posted by the instructor, members of your group or each member of the class. All of these types of assignments will typically have a grade associated with them. Please check to make sure you understand the timing of posts, how many posts, the types and depth of the post being requested so that you may get full credit for the assignment.

Typically, each course will have a general ungraded Discussion Board where you may ask for clarification of the reading materials or ask why a treatment was prescribed in the clinical area. If you have a question related to something you read, chances are someone else in the class does also. If you have posted something and you are not getting a reply, most likely no one is aware that you have posted a question. Please report this to the Course Director and appropriate action will be taken to notify others.

Please be aware of netiquette when making a post. Be respectful of each other and your faculty, avoid texting shorthand, or in all caps and please behave in a professional manner.

TROUBLESHOOTING

If you cannot log into Blackboard, [Student Portal](#), the EVMS Library or access your webmail, contact the Academic Computer Center (ACC), 757-446-5871, comphelp@evms.edu. For Exam Soft support directly: <https://learn.examsoft.com/about/examssoftsupport> or US Toll-Free Phone: 1 866-429-8889; International Phone: 1- 954-429-8889; email: support@examsoft.com. If your computer shuts down while you are in the middle of an exam, restart your computer right away and you will be able to reenter the exam. If when you restart your computer, it asks for a resume code call Dr. Liang Yu at 757-446-8481.

GRADING POLICIES

TRANSFER CREDIT

Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, such as the Southern Association of Colleges and Schools, for courses in which a grade of B (3.0) or higher was received or a passing grade was achieved in a pass/fail course. The RCS PhD programs may accept a maximum of 12 transfer credits. Course grades obtained from another institution will not be counted in the GPA. All applicants seeking to transfer credit(s) should contact the program for special application or credential requirements. Decisions regarding applicability of transfer courses/credits will be made by the Program Director in consultation with the faculty as deemed appropriate. Please contact the RCS office to enquire about the process: DEAdmin@evms.edu.

GRADING POLICY

This section specifies the general grading policies and procedures used by all of the health professions programs. In addition to the policies listed here, each program may have additional requirements that are communicated to students in writing at the initiation of their first semester. Final grades at the end of each term are assigned according to the EVMS School of Health Professions grading scale.

MAKE-UP POLICY

If you are unable to meet the time frame for submission of exams or other work, you must make prior arrangements with the Course Instructor or Course Director. Failure to do this will result in a zero grade for that test or assignment. It is important to post Discussion Board assignments in a timely manner because your classmates need your information and feedback to complete their assignments. You must discuss prioritization of submissions with your individual instructor.

LATE ASSIGNMENTS

Assignments must be submitted on or before their due date. Contact the course director if you have a medical or personal emergency that interferes with submitting assignments on time. Typically, a doctor's note is required when asking for an extension.

INCOMPLETE POLICY

When an instructor assigns a grade of "I," a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Course Director and Program Director for extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the "I" will convert to either an "F" or the grade as specified in the written agreement after the mid-point of the semester. An "I" grade may not be changed to a "W" under any circumstances.

GRADE DISPUTE

To better understand how your grades were calculated please carefully review the syllabus for the course. If it appears that the grade has not been calculated correctly please contact the course director to discuss your final grade in the course and to get clarification. If there is no resolution of the grade and further clarification is needed contact the program Associate Director to discuss the course grade and calculation or to review any aspect of the course. If there is still further need to discuss the course, please contact the Dean of the School of Health Professions.

STUDENT PROGRESS

Student progress in this program is monitored at the individual course and semester levels. Progress is evaluated at the course level during and at the end of a course by the Course Director. If student performance falls below a level that is acceptable, the Course Director will issue a written warning which is sent to the Program Director as well as the student. This warning should alert the student to problems that should be remedied immediately. Once a student has been issued a warning, they must contact the Associate Program Director to discuss ways to remedy the situation. Communication between the Course Director, Program Director and the student will be established to discuss options. The Program Director will meet in the middle and at the end of each semester with individual Course Director as needed to evaluate student progress at the course level. At the end of the semester, the student GPA will be evaluated by the Program Director. Since the students in the Reproductive Clinical Science PhD Program will be required to achieve a cumulative GPA of 3.00 or better to obtain a graduate degree, this standard must be met each semester.

ACADEMIC AND NON-ACADEMIC GRIEVANCE AND APPEAL PROCEDURES

Students in the School of Health Professions have the right to due process involving grievances and appeals:

The student should discuss the grievance with his or her Program Director. If the grievance is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within seven days of the student's notification of the Program Director's decision. Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene a Grievance/Appeals Committee composed of Program Director, faculty, students, and/or chairs of departments not directly involved in the grievance. All testimony, evidence, and witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by counsel at these committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten business days of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgment of the Dean concerning the grievance shall be final and binding on all parties, with the exception of recommending the termination of a student's participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the EVMS President/Provost within five business days of the student's notification from the Dean of the School of Health Professions. The President/Provost will review all pertinent material and notify the student within fifteen business days of receipt of the appeal of his/her decision. The decision of the President/Provost is final.

RCS PHD ACADEMIC STANDING, WARNING AND PROBATION

1. Students are considered to be in good academic standing if their term and cumulative GPA is 3.00 or greater.
2. If a student's term or cumulative GPA falls below 3.00, a written warning will be issued. Students who receive a warning must increase their cumulative GPA to 3.00 or higher by the completion of the following semester, or they will be placed on academic probation.
3. Students placed on academic probation must achieve a term GPA of 3.00 or higher by the completion of the following semester, or they will be subject to dismissal. Students on probation who achieve a term GPA of 3.00 or higher, but whose cumulative GPA is below 3.00, may remain on probation for one additional semester.
4. No student may remain on probation for more than two consecutive semesters. Any student who fails to attain a cumulative GPA of 3.00 or higher after two semesters of probation will be subject to dismissal from

the program.

5. Students receiving a grade of C- or below in any course may be asked to retake the course or part of the course based on a decision by the Course and Program Director. Most courses are taught only once a year, which may mean taking the course or a part of the course with the following cohort of students.
6. Any student receiving the grade of a C- in two courses will be subject to dismissal from the program.
7. The Program will make every reasonable effort to notify students of their academic status. A letter is mailed to each student placed on academic warning, probation, or dismissal. However, it is the responsibility of every student to monitor their academic progress, and to check with the Associate Program Director if there are any questions about his or her academic status.
8. A student placed on academic warning or probation will be contacted by the Associate Program Director to devise and discuss an academic improvement plan. This plan will be followed during the coming semester. If warning or probation continues the Associate Program Director and the student will meet to discuss and devise an additional plan until the student is removed from warning or probation or additional actions are taken as described above.

When a student is placed on academic probation her/his eligibility to receive financial aid may be affected.

STUDENT SUPPORT

DOCUMENTED DISABILITIES

EVMS is dedicated to providing reasonable accommodations to qualified students with a documented disability. The student must self-identify with the Office of Student Disability Services as having a disability to begin the accommodation process. It is in the best interest of the student to begin the accommodation process as soon as you are aware that you may need them, as accommodations are not retroactive. All students must be able to fulfill the academic and technical standards of their academic program with or without reasonable accommodations; however, accommodations are made available to aid in fulfilling those standards, not to waive them. If you have, or believe you have, a disability for which you wish to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, you must contact the EVMS Disability Officer-StudentDisability@EVMS.EDU . For more information about the disability accommodations process, please visit:

http://www.evms.edu/education/additional_resources/disability_guide_for_students/

PROFESSIONALISM AND SCHOLARLY REQUIREMENTS

RCS-PHD WRITING STYLE

This program uses American Medical Association (AMA) Manual of style formatting and citation for all assignments. If you have a question about formatting that you need help with that is not covered elsewhere, please consult the AMA Style Guide, 10th Edition. (<http://www.amamanualofstyle.com/>).

DISSERTATION WRITING STYLE GUIDELINES

This RCS-PHD EVMS style and format guideline should be followed to construct your dissertation projects, which must be prepared to a professional standard. The final section of this guide includes a copy of the dissertation template to aid you in formatting your final PhD project; a file containing these templates is also available in the RMCT Course site in the PhD Project Folder. As soon as your advisor, course director or the writing tutor recommends, you should start using the template. If you have a question about formatting that you need help with that is not covered in the EVMS manual, please consult the AMA Style Guide, 10th Edition (<http://www.amamanualofstyle.com/>).

THE EVMS HONOR SYSTEM

The students, faculty, and administration of EVMS join together in support of the EVMS Honor Code for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct.

Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics and the Honor Code. Such offenses include, but are not limited to, lying, stealing, engaging in, or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, or knowingly passing off work of another as one's own. Any student who fails to abide by the Honor Code or live up to its principles is subject to disciplinary action by the Honor Court. All students are obligated to support the Honor Code and report any violation thereof to the Honor Council. Each student subscribes to the Honor Code by signing in writing his/her support at the time of matriculation.

As a student in the RCS-PHD program you are required to sign the EVMS honor code document and to abide by the EVMS honor code outlined in the EVMS student handbook. If you are ever in doubt about what is permitted or not permitted in the online program during testing, assignments, writing or take-home exams, please carefully read the instructions for the particular assessment or assignment. If you are still in doubt, email or call your professor or the program associate director for clarification.

To completely understand what we consider plagiarism, the following is our definition: (1) submitting work (or a part thereof) that belongs to another person or has been written by someone other than you; (2) copying from a source without proper acknowledgment, quotation marks, or both, and (3) paraphrasing from a source without proper acknowledgment.

The simplest way to prevent plagiarism is to maintain proper attribution and citation techniques. As you write academic papers, you must remember to conscientiously attribute ideas and quotes when referring to the writings of others. The format in which you refer to another's work will depend on the style guide preferred by the department offering your course. Your instructor will verify the style guide you should be using.

Since each student, has signed an honor pledge, it follows that each piece of work submitted by a student during the program is to be his or her own work unless prepared under alternate conditions specified by the faculty member in charge of the course. Enforcement of the Honor Code in the classroom and online is a responsibility which is shared by faculty and students. Instructors may, at their discretion and with the help of the student, exercise the option of identifying proctors for examinations.

PLAGIARISM/ TURNITIN PROGRAM POLICY

Plagiarism can best be defined as stealing and passing off the ideas and/or exact words of another as your own. Unintentional plagiarism, where the plagiarism is the result of ignorance, poor writing skills, or mistakes in writing up citations in early drafts, is forgivable.

Basically, if you submit a final draft to an instructor or to a journal for publication with the words or ideas of another person consciously copied with or without citation, then you are guilty of plagiarism.

Thus, students in this program will be trained to:

- Understand proper ways to cite and use material from others' work.
- Know the differences between citation, quotation, and plagiarism.
- Be able to use the program Turnitin to assess and correct unintentional plagiarism before submitting their final drafts.

GRADUATION REQUIREMENTS

LENGTH OF TIME TO COMPLETE THE PHD DEGREE

It is possible that students in the Reproductive Clinical Science PHD Program will be able to complete their requirements in three (3) calendar years. Because of the nature of dissertation research, it may take longer to finish projects according to program requirements. If the student has not completed the degree requirements at the end of three-year period and they anticipate non-completion by the 90-day post-graduation cutoff in August of their graduation year, the student must submit a written plan for completion of the outstanding requirements which is due by the third week in May of their graduation year. This petition must be approved by the student's advisor and the program director. While completing their requirements students must maintain continuous enrollment in the program. This process is started by registering for an additional research courses by the 3rd week in May of their original graduation year. All requirements for the Reproductive Clinical Science PhD Program must be completed within six (6) calendar years from the time the student is matriculated into the program. In unusual circumstances, extensions may be granted by the Program Director.

GRADUATION

EVMS confers formal academic degrees at an annual graduation ceremony to students in degree granting programs. All candidates for academic degrees, who qualify during a given academic year, will be graduated at this ceremony regardless of the actual completion date of the degree requirements. Students may participate in commencements while still completing requirements however they will be presented with an empty diploma folder during the ceremony. The diploma will be sent after all degree requirements are completed. To participate in graduation all degree requirements must be completed within 90 days after the date of graduation. The Program Director and the dissertation advisor must see that all requirements have been completed or that adequate progress has been made (including the PhD project) one month prior to graduation or the student will not be approved to attend commencements. The student must petition for approval to attend graduation one month prior in the third week of April if all requirements have not been met. (See appendices for appropriate forms).

The ceremony is conducted on the third Saturday in May. Caps and gowns for distance learning students are distributed at the day before graduation at the graduation practice session at Scope Auditorium. A line-up sheet will also be given to inform graduates of the order of procession. Assistance will be provided for any questions or concerns.

Commencement exercises are part of a larger academic tradition. Commercial activity is incompatible with these exercises. Such activities are appropriately conducted during the rehearsal or at class banquets. Any public displays of graduation information and events must be approved by both the Chief Marshal and the Office of Institutional Advancement.

RCS-PHD PROGRAM REQUIREMENTS

EVMS LABORATORY SAFETY AND ADDITIONAL TRAINING COURSES

Students working or otherwise participating in research at EVMS must complete the General Laboratory Safety Courses given by the EVMS Department of Environmental Health and Safety Services. The required courses will include:

1. Online laboratory safety training
2. HIPAA training in the first year and refresher training in the second
3. CITI Training

EVMS SCIENTIFIC MISCONDUCT POLICY

Students working or otherwise participating in research or clinical work must be familiar with and follow the EVMS Guide for Scientific Misconduct

(http://www.evms.edu/research/research_administration/office_of_research/research_compliance_integrity/).

Additional copies of the guide are available from the office of research 757-446-8480.

CURRICULUM

The Program Schedule/Calendar included in an appendix in this handbook is color coded, listed by name, course number, course director, number of weeks, and number of credit hours. Important dates are indicated, such as residential course dates for the first and second year as well as graduation dates. Holiday breaks are indicated in red. A summary table of the Curriculum is also included.

The curriculum for the Reproductive Clinical Science PhD Program has been constructed with the input from the Course and Program Director. The curriculum is designed to meet the needs of the Reproductive Clinical Lab Director.

Course work in this program provides a broad base of graduate education in foundational sciences: comparative reproductive anatomy and physiology, developmental biology, toxicology and infertility, molecular biology, advanced statistics, and experimental design. As well as a focused knowledge base and competencies using evidence-based practices in the Reproductive Clinical Science: embryology, andrology, endocrinology and cryobiology laboratories. Preparing the future leaders in the field of IVF and Reproductive Clinical Science.

This is an online program which has been designed for adult learners and working professionals who are in the work force while they are enrolled in this program. This 49 credit hour program is completed in 32 months starting in the fall and ending the spring semester of the third year with graduation. Students take 2 years of graduate level didactic and research development courses and must pass a comprehensive qualifying exam during their 4th semester to advance to doctoral candidacy. The final year of the program focuses on dissertation research. During the final semester, the students will prepare and defend their dissertation projects.

QUALIFYING EXAM, DISSERTATION ADVISORS, AND COMMITTEE SELECTION

The Qualifying Exam is taken during the Fall of Year 2 as determined by the Candidacy Committee. The Exam will assess comprehension and integration of the concepts and knowledge learned in Year 1 courses. Details of the exam will be given to the students in August of year 2. Students who fail the qualifying exam twice will be subject to dismissal from the Ph.D. program. Students in the PhD Program who complete Year 1 coursework with a cumulative GPA of 3.00 or above, and pass the Candidacy Exam, may proceed with dissertation research. A student with a cumulative GPA below 3.00 will be placed on Academic Probation and must increase the GPA to a 3.00 or better within 2 semesters or be subject to dismissal from the Program. During Year 3, students in the PhD Program will engage primarily in Dissertation research. However, students may continue to take additional coursework if the student's advisor agrees.

Dissertation Advisor and Committee: By summer 1 of Year 1, each student will select an EVMS Dissertation Advisor and a Local Advisor. The Dissertation Advisors will assist the student in the selection and assembly of a Dissertation Committee to be completed no later than July 1st, which will be chaired by the Dissertation Advisors. The Committee must include at least 2 members of the Reproductive Clinical Science or affiliated EVMS faculty as well as one to two external faculty members. The student must submit the Program Form “Ph.D. Dissertation Committee” to the Research Course site by July 1st, which must be signed by all committee members. Program forms are posted in the Research Courses site in Blackboard.

Dissertation Proposal and Progress: Students must submit a Proposal for their Dissertation research to their Dissertation Committee, defend and receive approval no later than the end the 3rd semester. The standard format for the dissertation proposal is that used for NIH grant applications.

An Individual Development and Progress Plan (IDPP) must be completed annually by each student in the second and subsequent years. The IDPP form will be submitted by the student to advisors. They will then meet to review the student’s progress. The final plan will be approved by the advisor, and copies will be provided to the student and the Reproductive Clinical Science Program office. The IDPP is due in May (end of spring semester) each year.

An Annual Oral Presentation of student research progress will be presented in a formal online seminar to RCS Program faculty, dissertation committee members and students. This requirement applies to Ph.D. students in their second and subsequent years. Presentations should be documented on the Oral Presentation form, which is to be signed by the student’s advisors and present committee members.

Starting in the 5th semester until the final semester students must register for Research Credits and perform research and submit Semester Progress Report Forms to the Research Course in Blackboard. Please see checklist for Graduation for a detailed description of the process of finishing requirements for the Ph.D. degree, including writing, defending, and submitting the Dissertation.

All requirements for the doctoral degree must be completed within 6 calendar years from the date of matriculation in the doctoral program. Exceptions must be approved by the Program Director and the Dean of the School of Health Professions. Students whose graduate study is interrupted by military service will be granted an extension of this limit for the period of their military service.

PROFESSIONAL MEETINGS, ABSTRACTS AND PAPERS.

EVMS STUDENT PUBLISHING POLICY

Authorization for publishing any or all of your dissertation work as a meeting abstract, meeting poster, book chapter or article in a scientific journal must be sought from your dissertation advisor(s) and the Program Director. All research work done as part of the requirements of completing the PhD in Reproductive Clinical Science must be attributed to EVMS, your advisor and your local institution. Additional details about student publishing procedures will be posted in the Research Dissertation Course.

Upon successful completion of the program, students are awarded the Doctoral of Science (PHD) in Reproductive Clinical Science.

Please note that all policies and procedures within the Student Handbook are subject to change. Changes will be communicated to students as soon as possible.

Year One Semester One Fall		
RCS-801	Advanced Statistics	3
RCS-802	Assisted Reproduction Evidence Based Practice Journal Club	1
RCS-803	Comparative Anatomy and Physiology of Reproduction	3
Year One Semester Two Spring		
RCS-804	Experimental Design	3
RCS-805	Advanced Topics IVF	1
RCS-806	Developmental Biology	3
Year One Semester Three Summer		
RCS-815	Dissertation Research Proposal Development	4
Year Two Semester Four Fall		
RCS-809	Toxicology and Infertility	3
RCS-810	Research Literature Review	3
RCS-811	Advanced Topics Male Infertility Research Literature	1
Year Two Semester Five Spring		
RCS-812	Clinical Laboratory Management	3
RCS-816	Dissertation Research	3
RCS-814	Art and Genetics	1
Year Two Semester Six Summer		
RCS-816	Dissertation Research	3
Year Three Semester Seven Fall		
RCS-816	Dissertation Research	6
RCS-819	The Business of IVF	1
Year Three Semester Eight Spring		
RCS-816	Dissertation Research	7
	Total	49
Program Schedule		
Start Date	End Date	PhD CO 2025
8/22/2022	12/9/2022	Semester 1
1/9/2023	4/28/2023	Semester 2
5/8/2023	7/28/2023	Semester 3
8/28/2023	12/15/2023	Semester 4
1/8/2024	4/26/2024	Semester 5
5/13/2024	8/2/2024	Semester 6
8/21/2024	12/8/2024	Semester 7
1/8/2025	4/26/2025	Semester 8

COURSE DESCRIPTIONS

RCS-801 Advanced Statistics

Advanced Statistics/explores the use of statistics in Basic and Clinical Science Research. Learn what types, when and how to use different analysis tools for qualitative, quantitative statistics and quality assurance calculations. Particular attention will be focused on clinical and laboratory applications as well as basic science research.

RCS-802 Assisted Reproduction Evidence Based Practice Journal Club

Using the best evidence from the literature learn how to interpret and formulate best practices in IVF. This course will utilize the principles of Evidence Based Medical Practice and adapt them to the clinical IVF environment.

RCS-803 Comparative Anatomy and Physiology of Reproduction

Knowing which type of animal model and how they may be used in research is an essential component of interpreting and applying study outcomes to humans. This course will illustrate the uses and limitations of these animal models in the study of human reproduction.

RCS-804 Experimental Design

Essential skills for a researcher are how to design a study and how to apply advanced experimental modeling techniques. These are both combined here leading to best practices development in experimental design.

RCS-805 Advanced Topics IVF

Using the literature students will present current topic areas in IVF, laboratory, and clinical research. How to conduct research in this area will also be covered in this course.

RCS-806 Developmental Biology

The origin and development of form and patterns in organisms. Recent investigations and recent research methodology on the processes of growth and differentiation are stressed.

RCS-809 Toxicology and Infertility

Environmental factors influence fertility during development, gametogenesis, fertilization, and embryogenesis. This course explores the current technology, theories and research surrounding toxins and fertility.

RCS-810 Research Literature Review

During this course students learn the best techniques for reviewing the literature, summarizing previous data, and writing a review of a topic area. Students will produce their own topic literature review by the end of this course.

RCS-811 Advanced Topics Male Infertility Research Literature

Using the literature students will present current topic areas in Male Infertility, treatment, and research. How to conduct research in this area will also be covered in this course.

RCS-812 Clinical Laboratory Management

All aspects of the management of a clinical lab will be presented in this course. Students will develop new protocols, write risk management reports, develop QC guidelines, as well as design and justify the design of an IVF facility as a lab director.

RCS-814 Art and Genetics

Using the literature students will present current topics in female infertility, focused mainly on clinical research. How to conduct research in this area will also be covered in this course.

RCS-815 Dissertation Research Proposal Development

The primary objective of this course is to develop a dissertation plan and write a dissertation research proposal, present to the department faculty, dissertation committee and students in a live online seminar. The defense of the dissertation proposal will take place after the presentation with committee members.

RCS-816 Dissertation Research

Students will give a seminar about the dissertation progress for all of the faculty and students. Each student is required to participate in all presentations.

RCS-819 The Business of IVF

Management of the IVF facility from the business perspective is the main goal of this course. Students will construct an analysis of a laboratory business plan and propose phased changes to make improvements.

PROFESSIONAL SOCIETIES

SOCIETY OF ASSISTED REPRODUCTIVE TECHNOLOGY (SART)

SART is the primary organization of professionals dedicated to the practice of assisted reproductive technologies (ART) in the United States. ART includes the practice of In Vitro Fertilization (IVF). The mission of our organization is to set up and help maintain the standards for ART to better serve our members and our patients.

One of the most important functions of our site is to help patients locate and contact infertility clinics and view national and individual clinic IVF success rates.

AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE (ASRM)

The Vision of the American Society for Reproductive Medicine (ASRM) is to be the nationally and internationally recognized leader for multidisciplinary information, education, advocacy, and standards in the field of reproductive medicine. The ASRM is a non-profit organization whose members must demonstrate the high ethical principles of the medical profession, evince an interest in infertility, reproductive medicine, and biology, and adhere to the objectives of the Society.

AMERICAN ASSOCIATION OF BIOANALYSTS (AAB)

American Association of Bioanalysts is a national professional association whose members are clinical laboratory directors, owners, supervisors, managers, medical technologists, medical laboratory technicians, physician office laboratory technicians and phlebotomists. AAB also has three specialized membership sections for laboratory professionals: The College of Reproductive Biology (CRB), the Environmental Biology and Public Health Section (EBPH) and the National Independent Laboratory Association (NILA).

AAB is committed to the pursuit of excellence in clinical laboratory services by enhancing the professional skills of each of its members; promoting more efficient and productive operations; offering external quality control programs; collaborating with other professional associations and government agencies; promoting safe laboratory practices; and educating legislators, regulators, and the general public about clinical laboratory tests and procedures.

FAQS

How many students are accepted each year?

▶▶ 6-8.

Is this program geared toward professionals?

▶▶ The program is designed for clinical embryologists and andrologists, physicians, and others involved in the practice of assisted reproduction technologies.

Is this program accredited?

▶▶ Eastern Virginia Medical School is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award PHD degrees, doctoral degrees, and certificates in medicine and the health professions.

Are the courses conducted in a university in addition to the online program?

▶▶ The didactic courses of the program are completely online. During the PhD you will travel to Norfolk VA to EVMS to undergo laboratory proficiency assessment and participate in the residency weeklong training program for the RCS MS program.

What are the methods employed to deliver distance learning?

▶▶ Courses are taught by experienced basic science and clinical faculty using the Blackboard learning platform. Lectures are typically either streamed or voiced over PowerPoint presentations.

How much time is required to participate?

▶▶ We estimate that you will need to dedicate at least 10 to 15 hours every week to reviewing lecture materials, reading textbooks, and working on projects.

Is the program available to students outside of the United States?

▶▶ Yes, this program is available outside the U.S. and may be considered an international program.

Will the ILETS score be acceptable instead of TOEFL?

▶▶ Yes.

I have not passed the TOEFL but have passed the ECFMG exam. Is this accepted?

▶▶ No, they are not interchangeable. You must pass either the TOEFL or the ILETS to be admitted to EVMS.

What is the tuition payment schedule?

▶▶ Tuition is due prior to the beginning of each semester. Invoices will be mailed from the EVMS Finance Office (Accounts Receivable).

Is financial aid available?

▶▶ Yes.

Are scholarships available?

▶▶ Not currently.

Is there any discount for former fellows?

▶▶ No.

Would a Bachelor of Science in Nursing and four years of experience as an IVF/infertility nurse be acceptable for entry?

▶▶ No. Those who want to apply for the PhD must have a Master Degree in a field related to reproduction.

APPENDICES

PHD DISSERTATION COMMITTEE FORM
Reproductive Clinical Science PhD Program

Student Name		Student ID #	
--------------	--	--------------	--

Dissertation Title

Dissertation Committee Signatures	Date
Student	
PhD Dissertation Local Advisors	
PhD Dissertation EVMS Advisors	
Committee Members	

- The student will contact each committee member to obtain signatures, these may be accumulated on different copies of this form, scan and submit to the RCS Program Office for approval; RCScourses@evms.edu, electronic signature may also be used.
- By signing this form, you agree to be a member of the Dissertation Committee for the student listed above.
- For general committee members: please provide the Program Office with your email and physical address you will be sent a packet from the program office to describe general committee member duties.
 - Briefly as a committee member you will be expected to meet online for committee meetings and to observe student progress seminars 1 to two times a year for 1 to 2 hours. You will also be expected to read and critique the proposal, drafts, and final dissertation.
- For Local Dissertation Advisor: please provide the Program Office with your email and physical address you will be sent a packet from the program office to describe advisor duties.
 - Briefly as the local advisor you will be contacted by the student more often for consultation to offer advice, read progress report and to confer with the EVMS Advisor and Program Director about the student progress. You will also be expected to read and critique the proposal, drafts, and final dissertation.

Program Approval	Date
Program Director Signature	

**RESULTS OF PHD DISSERTATION WRITTEN AND ORAL DEFENSE
Reproductive Clinical Science PhD Program**

This is to certify that on _____, _____,
(Date) (Student's Name)

_____, who is enrolled in the PHD: Reproductive Clinical Science Program, has
 _____ the requirements checked below.

(Passed / Failed)

DESIGNATED REQUIREMENTS
<input type="checkbox"/> PhD Dissertation Written
<input type="checkbox"/> PhD Dissertation Oral Defense
<input type="checkbox"/> Coursework

SIGNATURES		Date
PhD Dissertation Local Advisors		
PhD Dissertation EVMS Advisors		
Committee Member		
Program Director		

PhD Dissertation Title

Remarks

REQUIREMENTS HAVE NOT BEEN MET
Petition to Attend Graduation or Graduate with Your Cohort
Reproductive Clinical Science PhD Program

This form must be completed and returned one month prior to graduation (the third week in April). This form is required by all graduates who have not completed all degree requirements who have approval from their Dissertation Committee to attend graduation. Not only must the form be filled out and signed by you, but you must also email and obtain the appropriate signatures for approval to attend graduation as indicated below.

By completing this form and signing it, you are indicating that your PhD Project will be completed, as well as any outstanding requirements, by the end of the third week of August of your graduation year. Any others signing this form must agree that you will likely finish within the 90-day post-graduation cutoff.

If you will not be able to complete the requirements within the 90-day cutoff you will receive further instructions from the program director.

Student Name		Student ID #	
Student Signature		Date	

List of Requirements Not Met

SIGNATURES		Date
PhD Dissertation Local Advisors		
PhD Dissertation EVMS Advisors		
Course Director		
Program Director		

PHD PROJECT / DIPLOMA DELIVERY
Reproductive Clinical Science PhD Program

This form will be completed during the final semester and submitted with the three printouts of the PhD Project that you submit for binding.

Student Name		Student ID #	
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Allow four (4) to eight (8) weeks for binding and processing.

If you will be in the Tidewater area, please give your address and telephone number so that you may be informed that your PhD Project is ready to be picked up.

Local Tidewater Address					
Street Address					
City		State		Zip	
Telephone		Telephone			

If you will not be in the Tidewater area, please give your contact information (address/phone) to which your PhD Project should be sent by insured mail.

Alternate Address					
Street Address					
City		State		Zip	
Telephone		Telephone			

- Please contact the program office for questions deadmin@evms.edu.

**PHD PROJECT ACCEPTANCE AND PROCESSING
Reproductive Clinical Science PhD Program**

PART A			
Student Name		Student ID #	

This is to certify the above-named student has submitted the Dissertation and that it has been accepted by the committee as satisfactory.

Dissertation Project Title

Authorization Signatures	Date
PhD Dissertation Local Advisors	
PhD Dissertation EVMS Advisors	
Committee Members	
Program Director	

PART B RCS Program Office Use Only	
<input type="checkbox"/> Rag Cotton & Printer Paper of Project Received	Date:
<input type="checkbox"/> Receipt(s) for binding and other fees	Date:
<input type="checkbox"/> Project sent to bindery	Date:
<input type="checkbox"/> Project returned from bindery	Date:
<input type="checkbox"/> Project distribution	Date:

This form will be filled out during your final semester and submitted with the final draft of your project.

PhD in Reproductive Clinical Science Program Certification for Graduation

This form will be completed and submitted by the Program Administrator; after student evaluation and signature are obtained the student will be allowed to graduate.

To be completed by RCS-PhD Office

Name: _____
Last Name
First Name
Middle Initial

Student ID #: _____

Entry Year _____ Track _____

Degree Option Dissertation

Indicate the status of the following:

	Pending	Completed	Not Applicable
PhD Dissertation Presentation	_____	_____	_____
Final GPA	_____	_____	_____
Graduation	_____	_____	_____
PhD Dissertation for Printing	_____	_____	_____
Total Hours Needed for the Degree	49		_____

Please check all of the required courses that must be completed prior to graduation:

	Course No	Course Name	Credit Hours
<input type="checkbox"/>	RCS-801	Advanced Statistics	3
<input type="checkbox"/>	RCS-802	Assisted Reproduction Evidence Based Practice Journal Club	1
<input type="checkbox"/>	RCS-803	Comparative Anatomy and Physiology of Reproduction	3
<input type="checkbox"/>	RCS-804	Experimental Design	3
<input type="checkbox"/>	RCS-805	Advanced Topics IVF	1
<input type="checkbox"/>	RCS-806	Developmental Biology	3
<input type="checkbox"/>	RCS-815	Dissertation Research Proposal Development	4
<input type="checkbox"/>	RCS-809	Toxicology and Infertility	3
<input type="checkbox"/>	RCS-810	Research Literature Review	3
<input type="checkbox"/>	RCS-811	Advanced Topics Male Infertility Research Literature	1
<input type="checkbox"/>	RCS-812	Clinical Laboratory Management	3
<input type="checkbox"/>	RCS-816	Dissertation Research	3
<input type="checkbox"/>	RCS-814	Art and Genetics	1
<input type="checkbox"/>	RCS-816	Dissertation Research	3
<input type="checkbox"/>	RCS-816	Dissertation Research	6
<input type="checkbox"/>	RCS-819	The Business of IVF	1
<input type="checkbox"/>	RCS-816	Dissertation Research	7
	TOTAL CREDIT HOURS		49

Upon completion of the above, this student will have completed all requirements for the PhD degree.

Program Director Date