



GRADUATE PROGRAM IN THERAPEUTIC SCIENCES GUIDELINES

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I. Overview

The Therapeutic Sciences Graduate Program (TSGP) offers advanced training appropriate for academic and research careers in the fields of biology and medical sciences with a focus on determining disease mechanisms and drug actions, and developing novel therapies. The program has two degrees: a PhD in Therapeutic Sciences; and a Masters degree (ScM or AM) in Biotechnology. The PhD and Masters students share many activities and experiences and function as one community, TSGP. The program also includes MD/PhD students and 5th-year Masters students.

To fulfill the requirements of the PhD, students must earn an A or B in required courses, pass a qualifying examination according to established schedules, produce at least one first-authored, peer-reviewed publication, complete and write and publicly defend a doctoral dissertation, and participate in the undergraduate and/or graduate teaching programs of the Division of Biology and Medicine.

To fulfill the requirements of the AM and ScM degrees, students must complete 8 credits at the 1000/2000 level with a grade of A or B. ScM students also must perform research with a research mentor, participate in thesis modules, prepare a written thesis, and publicly defend the thesis.

II. Governance and Faculty

TSGP is jointly housed in the Department of Pathology and Laboratory Medicine (PLM) and the Office of Graduate Studies (OGS) within the Division of Biology and Medicine. It is administered by the PhD and Masters Program Directors (“directors of graduate studies” or “DGSs”), a standing Steering Committee, a standing Graduate Program Committee, an Admissions Committee, and an *ad hoc* Thesis Committee for each graduate student. A Graduate Program Coordinator handles organizational and administrative issues such as managing events, keeping track of records, expense reimbursement, appointment assignments, website updates, interfacing with the graduate school and registrar, etc.

The Steering Committee is a guiding body involved in policy and resource decisions for the Biotechnology Masters Program. This committee consists of the Senior Associate Dean of Biology, the Senior Associate Dean of Biology for Curricular Affairs, the Associate Dean for Graduate and Postdoctoral Studies, the Associate Dean of Masters and Professional Programs, the Director of Academic Assessment and Evaluation, the Chair of PLM, the PhD and Masters Program DGSs, and three TSGP senior faculty trainers.

The Graduate Program Committee is composed of the DGSs of the PhD and Masters programs, the Principal Investigators of any PhD training grants, the Director for Student Support and Inclusion and one to three other faculty, with broad representation, including at least one junior faculty trainer. The Program Directors are faculty members appointed by the Dean of Biology and Medicine, or their designate, for a term of one year, renewable. The Graduate Program Committee is responsible for decisions related to PhD resource allocations and policy, admissions recommendations to the Graduate School, graduate curriculum decisions, assignment of students to training grants, and designation of faculty as trainers or members within the Graduate Program. Input from Graduate Program faculty and students also is solicited by the Graduate Program Committee.

The Admissions Committee oversees recruitment and admission of students to the PhD and Masters programs. The committee consists of the DGSs and three (senior, mid-level, and junior) faculty. The committee will review all applications and determine the applicants who will be interviewed. In consultation with the Graduate Program Committee and DGSs, the Admissions Committee will admit the predetermined number of PhD and Masters students. For the PhD program, admissions decisions will involve interviews of applicants by the Admissions

Committee and by faculty trainers whose research interests match those of the applicants. Feedback from current students who host and interact with the invited applicants will also be considered in the admissions process.

The Faculty of the Graduate Program are divided, with respect to graduate training, into two categories, “members” and “trainers”. Members have an active research interest in the areas encompassed by the Program. They participate in the activities of the Program by involvement in an upper-level course, or by attending program seminars or journal clubs, or by serving on *ad hoc* committees. They may serve as thesis advisors for ScM students. Trainers are those faculty who may serve as thesis advisors for PhD students. Trainers must conduct an active research program and must be prepared to commit the time and effort required to supervise the student’s research. They are also expected to have the financial resources to support a PhD student and to support the student’s research project. When accepting a graduate student into the lab, trainers must make a commitment to provide funding for stipend, tuition, health insurance and fees until the student’s thesis is completed. Trainers also must commit to providing timely feedback to the student and the Program Directors about the student’s progress. In cases where progress is not satisfactory, this feedback must be documented and shared with the student and Program Directors in writing. As described below, the Program has a mechanism for feedback twice a year once the student has a Thesis Committee. The Program also requires that all students and mentors work together to agree on a Mentor/Mentee Compact on an annual basis and submit this to the Program Coordinator each year as a way to ensure that both students and their mentors are meeting expectations.

Potential trainers are proposed to the Graduate Program Committee by one of its members. The Committee makes its decision based on quality of the research, mentoring experience, funding status and a general fit of the research area with the focus of TSGP. After approval of the prospective trainer, a Program Director sends them a letter describing trainer responsibilities to the students and the Program. The trainer list is reviewed by the Committee at least every three years, or more often as needed. New trainers must provide to the Graduate Program Committee (via the Program Directors) a summary of the academic and research guidance they provided to their student(s) at the end of their first year as a trainer for assessment of the training environment by the Graduate Program Committee.

III. Requirements for the PhD in Therapeutic Sciences

The University requires 24 course credits for graduation at the PhD level, of which a maximum of 8 can be transferred from other institutions with permission of the Directors of Graduate Studies. Courses must be taken for a grade rather than on a satisfactory/no credit (S/NC) basis. Additionally, students in the MD/PhD program can receive 8 credits for satisfactory completion of the first two years of the Program in Medicine. At Brown, each one-semester course is worth one credit, and the normal full-time load is 4 credits per semester; students must register for a total of 4 credits each semester to be considered full-time. However, graduate independent study (i.e., research, BIOL 2980) can be taken for up to 4 course credits per semester, depending on the number of other courses taken in the same semester.

A. PhD Coursework

- BIOL 2250, Survey of Modern Therapeutics (Year 1, Semester 1)
- BIOL 2170, Molecular Pharmacology & Physiology (Year 1, Semester 2)
- BIOL 2980, Graduate Independent Study, research (All years and semesters)
- Practical Statistics Module
- 3 Therapeutics-related Elective Courses (taken any year) from the following list:
 1. BIOL 2410 Current Topics in Signal Transduction
 2. BIOL 2300 Biomolecular Interactions: Health, Disease and Drug Design
 3. BIOL 2865, Toxicology
 4. BIOL 2260 Physiological Pharmacology
 5. BIOL 2110 Drug and Gene Delivery
 6. BIOL 2010 Quantitative Approaches to Biology
 7. BIOL 2860 Molecular Mechanisms of Disease
 8. BIOL 1290 Cancer Biology
 9. BIOL 2145 Molecular Targets of Drug Discovery
 10. BIOL 2135 Pharmacokinetics and Drug Design
 11. BIOL 2167 *In Vitro* Models of Disease
 12. BIOL 1295 Fundamentals of Cancer Immunotherapy
 13. BIOL 1070 Biotechnology and Global Health

One additional elective course is to be selected by the student to match their research interests and/or career goals, and this elective is not required to be from the list of therapeutics-related courses, but may be if desired. More than one elective is allowed, but not required. Elective courses must have Program approval. Students should consult the Brown Course Catalog (C@B) for a complete list of courses offered each semester.

B. PhD Research

- **Lab Rotations:** Three rotations are required in the first year: one in the fall semester and two consecutive rotations in the spring semester. These are taken as BIOL 2980, in the labs of TSGP faculty trainers. Each student will need to match with a Thesis Advisor (in one of the rotation labs) for their thesis research by the end of the spring semester. Arrangements for the fall rotation are begun in the summer before the start of fall classes, with the assistance of one of the Directors of Graduate Studies and/or the Director for Student Support and Inclusion. The two spring rotations are arranged in the fall, with the help of scheduled breakfast meetings of interested faculty trainers with the entering students.

The approximate timeline of rotations is as follows:

1. Rotation 1: second week of classes in Sept-Dec 20
2. Rotation 2: February 1-March 31
3. Rotation 3: April 1-May 31

This schedule may vary slightly from student to student, and should be decided in consultation with the DGSs and/or the Director for Student Support & Inclusion. In particular, if a student would like to rotate with a trainer in Biomedical Engineering, the rotation schedule will need to be adjusted accordingly to end by April 15th. For each rotation, it is essential that a Rotation Agreement between the trainee and mentor is signed and returned to the TSGP Program Coordinator as well as a final report and grade for the rotation (Rotation Evaluation). The relevant forms can be found on the TSGP website.

- **Thesis Committee:** Once in a thesis lab, the student will develop a project and select a Thesis Committee,

with potential members and a Chair to be approved by the Directors of Graduate Studies. The committee will consist of the Thesis Advisor, 3 other members of the Brown Faculty (which may include hospital-based faculty with a Brown affiliation), and an authority in the area of the thesis research from another institution. The Thesis Committee Chair cannot be the Thesis Advisor or the external member. The Thesis Committee will meet: once before the Qualifying Exam to provide feedback on areas to study and on the general research outline; once for the Qualifying Exam; at least twice a year for progress reports (more often as needed if specific issues arise); in a Pre-defense meeting; and at the Thesis Defense. One of the two required progress meetings each year can be via email exchanges, but the other must be in-person or via Zoom or equivalent online platform. The outside member of the committee often only attends the Thesis Defense, but involving them earlier is advantageous for the student. The required forms can be found on the TSGP website. It is the student's responsibility to make sure that all required forms have been submitted to the Program Coordinator immediately following each milestone.

- **Qualifying Examination:** The Qualifying Exam must be passed by the end of the summer after the second year of graduate study. Failure to take the Qualifying Exam by August 31st is grounds for placement on academic warning. This exam consists of both a written Thesis Proposal and an oral defense of the Thesis Proposal. In preparation for the Qualifying Exam, the student and their advisor must select a Thesis Committee, which consists of the Thesis Advisor, three other members of the Brown Faculty (which may include hospital-based faculty with a Brown affiliation), and an authority in the area of the thesis research from another institution.

Thesis Proposal: the student will develop and write a formal Thesis Proposal in close collaboration with the Thesis Advisor. The thesis proposal should be approximately 6-10 single-spaced pages in length, including figures and tables (bibliography is not included in the 10-page limit). This document will be written in the style of an NIH predoctoral research grant proposal, including an abstract and sections on specific aims, background and significance, proposed methods and experimental approaches, interpretation of expected results, pitfalls and alternative approaches, preliminary data (although unlike an NIH grant in that extensive preliminary data is not required), and bibliography. A final draft of the thesis proposal shall be provided to all Thesis Committee members at least two weeks prior to the date of the oral defense of the Thesis Proposal.

Oral Defense of Thesis Proposal: The oral defense (often called the "Prelim") consists of a 20-30 minute oral presentation of the thesis proposal by the student to their Thesis Committee, followed by questioning of the student and discussion of the proposal by the Committee. The Thesis Committee Chair, in consultation with the rest of the Thesis Committee, must complete and submit the Qualifying Examination Report which can be found on the TSGP website. It is the student's responsibility to bring this form to the oral defense and ensure that it is filled out and signed by the committee members. The student must also make sure this form is submitted to the Program Coordinator and DGSs by the Chair of the Thesis Committee. The general format of the oral defense is as follows:

1. The student meets with the Thesis Committee in the absence of the Thesis Advisor to describe their experience in getting to this point, including any obstacles they may have encountered.
2. The Thesis Advisor meets with the Thesis Committee in the absence of the student to present their assessment of the student's progress and any barriers to that progress.
3. The student re-enters and gives the oral presentation of the research plan; the Thesis Committee members ask questions and provide some feedback and discussion during the presentation (the Thesis Advisor does not participate in the questioning, and does not answer the questions for the student, although they may help clarify a question if the student does not seem to understand it).

4. After the presentation, the Thesis Committee provides suggestions for improvement of the research plan (e.g., alternate experimental approaches) and feedback on the written Thesis Proposal.
5. The student leaves the room while the Thesis Committee (with Thesis Advisor present) discusses the student's performance and decides whether the student passes or fails the exam, or whether they pass with stipulations (a "conditional pass").

Potential Outcomes of the Qualifying Examination:

1. Pass: If the Thesis Committee recommends that the student “passes” the exam, no revisions to the Thesis Proposal are required and the student immediately advances to candidacy upon submission of the Qualifying Examination Report to the TSGP Program Coordinator and DGSs.
2. Pass with Stipulations: If the Thesis Committee recommends that the student “pass with stipulations,” the Committee will devise a plan and a timeline for the student to correct all deficiencies and a means by which to assess that the deficiencies have been corrected. If the Committee deems the deficiencies “minor,” the student will remain in good academic standing. If the deficiencies are deemed to be “major” and/or the student does not correct the deficiencies according to the timeline, the student may be placed on academic warning with possible dismissal from the program. Once the stipulations have been met and approved by the Committee, the student will advance to candidacy upon submission of the updated Qualifying Examination Report to the TSGP Program Coordinator and DGSs.
3. Fail: If the Thesis Committee recommends that the student “fails” the exam, the Committee will decide if the student will be re-examined at a later date, require remedial action, or request the student be dismissed from the program immediately. The final decision must be submitted to the Program Coordinator and DGSs by the Chair of the Committee.

In all cases above, the Chair will communicate the outcome to the student, summarize the Committee’s decision, and submit the Qualifying Examination Report to the TSGP Program Coordinator and DGSs immediately following the Examination.

- **Semi-annual Progress Reports & Student/Mentor Compacts**

Semi-Annual Progress Reports: After satisfactory completion of the Qualifying Exam, the student is required to discuss their progress with the Thesis Committee twice per year and submit progress reports (forms are on the TSGP website) to the Program Coordinator and DGSs. One of the two annual meetings can be via email exchanges (and is not required to be in-person), and the other must be in-person or via Zoom or similar platform. The purpose of the progress reports is to make sure all Committee members are aware of the student’s progress on their thesis project and to ensure the student stays on track. It is the responsibility of the student to make sure these meetings occur.

Student/Mentor Compact: All students are required to complete and submit (to the Program Coordinator) a Mentor/Mentee Compact in consultation with their Thesis Advisor. This document outlines the expectations of the student and the expectations of the mentor. In summary, all faculty mentors are expected abide by the following (the full Mentor/Mentee Compact can be found on the TSGP website):

Scientific Training: The mentor will provide suitable conditions for high level scientific training. Laboratory space and resources, feedback and direction.

Financial Support: The mentor will commit to funding the student for the length of their

degree. In addition, the mentor will help the student search for and apply for relevant external funding.

Support and Administration: The mentor will work to support the student through overseeing project design, direction, and financial support. For publications, the mentor will ensure all relevant program funding and support are acknowledged (e.g., TSGP, T32). The mentor will advocate for the student, help solve problems and help the student interpret requirements of the program, select coursework and committee members as needed.

Guidance: Under the guidance of the mentor, the student will learn how to plan, design and conduct high-quality scientific research, and how to present and document scientific findings.

As a professional scientist, the mentor will lead by example, and strive to be supportive, equitable, encouraging and respectful.

Availability: The mentor will be available for regular meetings and informal conversations, although there may be time limitations due to other teaching, administrative and scientific obligations.

Expectations: The mentor will manage expectations regarding publications and authorships by communicating clearly and regularly.

- **Doctoral Dissertation and Defense**

The Written Dissertation and Doctoral Defense are the final requirements for the doctoral degree. All TSGP students are required to have a **pre-defense meeting** with their Thesis Committee at least one month but up to three months prior to their final defense. The thesis should be in near final form by this point and the student will make an oral presentation to the committee and be questioned about the project, thesis and relevant background. If the Committee decides the student is ready to finish the Thesis and defend, the student will schedule the Defense in preparation for graduation. It is crucial that the student work with the Program Coordinator on making final arrangements to defend and graduate. The student is responsible for abiding by the policies of the Brown University Graduate School for graduating with a PhD. Students should refer to the TSGP checklists located on the [TSGP website](#) for more information.

Dissertation: The student will write a Dissertation which consists of several chapters including an Abstract, Introduction, Methods, Results and Discussion. The results chapters can be intact published papers or submitted manuscripts, formatted for the thesis, with a first page of the chapter giving a complete citation and stating what contributions to the paper were made by the student and by other authors. If papers are used in lieu of results chapters, the other sections listed above (i.e., abstract, introduction, etc.) are still required but may be abbreviated. It is the responsibility of the student to follow all University guidelines for Dissertations which can be found on the Graduate School Website at: <https://graduateschool.brown.edu>. The written thesis must be provided to the Thesis Committee members at least two weeks prior to the Defense. Each student is expected to have at least one first-authored publication accepted in a peer-reviewed journal before graduation. The student must also submit a Dissertation Information Form to Barbara Bennett with copy to Kimberly Elber and Co-DGSs at least 2 weeks prior to the date of the Defense. Once approved, the student and/or their Thesis Advisor will receive official paperwork from the Graduate School for the Defense.

Oral Defense: The Defense is held as a public seminar, followed by a closed-door examination, with

required attendance by the Thesis Committee, including its external member ("outside reader"). The format of the closed-door examination is similar to that of the Oral Defense of the Thesis Proposal during the Preliminary Exam. Once the closed-door examination of the candidate has ended, the candidate will be asked to leave the room so the Thesis Committee can determine the outcome. If all Committee Members are satisfied that the student has "passed" the Defense, they will sign at least two copies of the signature page, which has been provided to them by the student. A student can "pass" even if minor revisions to the written dissertation are requested by the Committee. If the Committee determines that the student has "failed" the Defense due to significant shortcomings in either the written thesis or oral defense, the Committee will provide the student with an explanation of the shortcomings and the student will be dismissed from the Program.

When the Dissertation is in its final form, the student must work with the Program Coordinator to ensure that all of the required paperwork has been submitted for graduation. Students are responsible for knowing the deadline(s) for submission in a given semester. The list includes:

- Submit the signed copy of the signature page to Barbara Bennett and copy the Graduate Program Coordinator (ruth_mattson@brown.edu)
- Submit the thesis electronically at <https://library.brown.edu/etd/>. Send the Graduate Program Coordinator (kimberly_elber@brown.edu) an electronic copy of the final thesis.
- Obtain a Letter of Clearance from the Bursar indicating that all outstanding debts have been paid.
- Complete the Exit Documentation required by the Graduate School, which can be found on the Grad School's Dissertation Guidelines page under "Submission of the Final Copy".
- If the student is leaving Brown, turn in building keys, lab notebooks, electronic files that are property of the lab, and anything else they need to leave behind.

C. Other Required PhD Activities

- Attend Monthly TSGP Data Club
- Attend Monthly TSGP seminars and mandatory lunch with the speaker.
- Teaching assistantship
- Present research results at scientific conference(s)
- Give 1st and 3rd year student talks.
- Have at least one first-authored, peer-reviewed paper accepted for publication by graduation
- Attend TSGP Orientation (1st & 2nd year students only)
- Attend Annual TSGP Retreat
- Attend and Pass RCR/R&R/IDP/Lab safety trainings
- Attend Fall Student/Trainer Breakfasts (1st year students only)
- Submit Mentor/Mentee Compacts annually

D. PhD Financial Support

All students offered admission into the Division of Biology and Medicine graduate programs are guaranteed financial support including stipend, health insurance, and tuition and fees, contingent on making satisfactory progress toward the PhD degree. This support comes from a combination of resources including teaching assistantships, Division fellowships, predoctoral training grants, research grants, and individual fellowships awarded both extramurally and/or through Brown. The Division of Biology & Medicine provides a transitional stipend to aid in relocation expenses in September of the first year. Furthermore, each student who obtains a competitive extramural individual fellowship (e.g., from NSF, NIH, Ford, etc.) is awarded an extra \$3,000 per year in Divisional stipend support as a reward for obtaining the external funding. In addition, the Division supports \$650

per year to cover travel expenses for scientific meetings beginning in a student's second year (applications due a month before the conference), and TSGP provides some travel support for any student who is presenting their work in a poster or talk at a scientific conference (regardless of their year in the program). The Graduate School also provides up to \$1,000 per year for students presenting at international conferences. The Directors of Graduate Studies and Graduate Program Coordinator can provide more detailed procedural information.

IV. Overview of the Masters Degrees in Biotechnology

The Therapeutic Sciences Graduate Program offers Masters of Science (ScM) and Masters of Arts (AM) degrees in Biotechnology. Students may enter through the 5th Year Masters Program or the external degree program, which may require 1 to 2 years of study depending on the student's background. In both pathways, students may elect to fulfill the requirements of a thesis (ScM) or a non-thesis degree (AM). Every student admitted into the Masters programs (ScM/AM) is considered for a partial scholarship to increase excellence and diversity. However, private funds (loans, outside scholarships, etc.) make up the majority of funding.

For the 5th Year Masters Program, a student must apply prior to the end of their last semester of undergraduate study at Brown. Admission for Brown students in good standing to the 5th Year Masters Program will ordinarily be a matter of course, as long as the student has applied by the required process and in the allowed time frame. For students fulfilling the requirements of research and a thesis, a letter of recommendation from a Brown faculty member willing to host the student in their lab is preferred. To be eligible for the 5th Year Masters Program, students must have successfully completed and fulfilled all requirements of an undergraduate concentration at Brown. As many as two graduate-level courses taken at Brown as part of the student's undergraduate degree may be applied towards the requirements of the graduate degree as long as they were not used towards fulfillment of the student's undergraduate concentration and are approved by the Program Directors.

Non-Brown students must apply by completing the standard Graduate School application and indicate their interest in the Biotechnology Masters (ScM or AM). Transfer of credit towards the ScM and AM Program from other institutions is not allowed.

Masters students are invited to attend the TSGP monthly meetings and many other activities described above for the PhD students such as seminars, faculty-student meetings, journal and data clubs.

The Masters Program supports an additional \$500 per year in travel support for any student who is presenting their work in a poster or talk at a scientific conference.

A. Masters of Science (ScM) Degree Requirements

To satisfy the requirements of the ScM degree, students must complete an approved program of study consisting of a minimum of eight semester-long courses (eight tuition units). No more than three of the eight courses are to be for thesis research credit (Graduate Independent Study, BIOL 2980). Students must complete at least five structured, advanced-level (1000/2000 level) courses in biology or other sciences. These courses must be approved by the Program Directors. All students (5th year and non-Brown) pursuing an ScM degree must select a thesis advisor by the end of their first month in the program and will perform research for the duration of their

time in the program. Students are encouraged to have open conversations with their thesis advisor about the amount of time that should be dedicated to their thesis research and general expectations before joining a lab. It is expected that students are performing thesis research even if they are not signed up for graduate independent study. Thesis research progress will be evaluated each semester by the student's thesis advisor. If a student is not making satisfactory progress on their thesis, their Thesis Advisor may recommend to the Program Directors that the student be put on academic warning. In these cases, the Program Directors, Thesis Advisor, and the student will work together on a plan for the student to return to good standing.

In their terminal semester, students, in consultation with their thesis advisor, must choose a thesis committee which will consist of two members of the faculty and the thesis advisor. The list of faculty serving on the committee should be communicated to the Program Directors. Students must prepare a written thesis according to the Graduate School guidelines. The written thesis is due to the student's committee two weeks before the scheduled thesis defense. The final written thesis must follow all the guidelines specified by the Graduate School and be submitted to the Graduate School by the deadline corresponding to the date of their degree conferral. The thesis defense will be an open presentation with the requirement that the entire thesis committee is present. The thesis defense does not require a closed examination session.

All students must attain a grade designation of B or better on their courses /credits counting toward their degree requirements. Courses/credits may not be taken on an S/NC basis. If a student does not pass their courses with a grade designation of B or better they will be put on academic warning and must take another credit to ensure they have passed eight credits. Students must also complete the Responsible Conduct in Research (RCR) course. Students who cannot attend the course will be required to complete a replacement RCR course. If the RCR requirement is not fulfilled by the end of their first semester, the student will be placed on academic warning.

B. Masters of Arts (AM) Degree Requirements

Students who elect to fulfill the requirements of a non-thesis degree will receive the AM degree. The AM degree consists of a minimum of eight semester-long courses (eight tuition units). These courses must be 1000/2000 level structured courses in biology and the other sciences. These courses must be approved by the Program Directors. All students must attain a grade designation of B or better on their courses /credits for the courses to count toward their degree requirements. Courses/credits may not be taken on an S/NC basis. If a student does not pass their credits with a grade designation of B or better they will be put on academic warning and must take another credit to ensure they have passed eight credits.

The Biotechnology Masters Program does not accept students into Brown's concurrent baccalaureate and Masters program.

C. Transitional Masters Degree

The Therapeutic Sciences Graduate Program does not offer transitional masters degrees on the way to a PhD.

I. MD/PhD Degree

Students in the MD/PhD Program may participate in the Therapeutic Sciences Graduate Program. These students must complete all of the TSGP requirements specified for the PhD degree, except that they are not required to serve as teaching assistants, and may receive course credit for the first 2 years of medical school, in lieu of the required didactic courses. MD/PhD candidates may complete their research lab rotations in the summers preceding their first year in TSGP.

VI. Student Support Resources

The TSGP Graduate Program Directors should be informed of any disability or other condition that might require accommodation or modification of any of course procedures or other graduate program requirements. Students with this concern should register with Student Accessibility Services (SAS) and provide the relevant Graduate Program Directors with an academic accommodation letter from them. For more information, contact SAS

<https://www.brown.edu/campus-life/support/accessibility-services/>

Numerous other student support resources are listed on the Graduate School website and the website of the Office of Graduate Studies.

VI. Leaves of Absence

For leaves of absence, the Therapeutic Sciences Graduate Program follows the guidelines of the Brown University Graduate School: <https://graduateschool.brown.edu/>

Applications for leaves of absence should be sent to the TSGP Graduate Program Directors for approval using the forms provided by the Graduate School. The Program Directors will consult with the Graduate Program Committee in evaluating the request. Students must use the standard form to request a leave and should attach a separate note explaining the reason for their request. The Graduate Program Directors should sign the form to indicate approval and forward it to the Graduate School for approval by the Dean. The guidelines and timelines of leaves of absence, and returns from those leaves, are provided at the above Graduate School website. If the student fails to appropriately inform the Graduate School of an intention to take a leave of absence, they will be considered still active and will be billed for tuition.

VIII. Academic Warning and Dismissal

Failure to fulfill any Program requirements in a timely fashion will result in a student being placed on warning. A student on warning may be dismissed from the Graduate Program. This dismissal may be for academic or non-academic reasons. The Program Directors will review each case and place their recommendation before the Graduate Program Committee convened by the Program Directors. Two thirds of the Graduate Program Committee will constitute a quorum and a decision to accept the Directors' recommendation will require a favorable majority vote. Appeal of such decisions is to the Dean of the Graduate School. Procedures relating to dismissal for academic misconduct are addressed separately in the Graduate School Handbook.

Reasons for being placed on warning status by the Program include, but are not limited to:

- Earning a grade that is lower than a B in any credits, including independent study (PhD and Masters).
- Failing the PhD TSGP Biostatistics module twice.
- Failure to take the PhD Qualifying Exam by the end of the summer after the second year of graduate study (i.e., August 31st), unless an extension has been approved by the Graduate Program Committee.
- Failure of a PhD student to be accepted into a thesis lab after 5 rotations.
- Failure of a PhD student to complete 3 full lab rotations during the first academic year.

- Unsatisfactory progress in the thesis research, as determined by the Thesis Committee (PhD), or thesis advisor (Masters)
- Failure to submit final undergraduate transcript(s) to the Graduate School (PhD and Masters)
- Failure to meet the expectations of the required TA-ship

Each warning letter will describe the problems and specify requirements for return to good academic standing, as well as deadlines for meeting those requirements. If the designated requirements are not met by the specified deadlines, the student will be dismissed from the program.

In addition, the following specific circumstances, among others, can lead to dismissal:

- Failure to meet the requirements of a warning letter within the deadlines provided (PhD and Masters).
- Failure to be accepted into a PhD thesis lab after 6 rotations.
- Failing the PhD Qualifying Exam or failing to meet the requirements and deadlines to pass the Qualifying Exam after receiving a pass with stipulations.
- Failure to find a new lab within 2 months after leaving one's original thesis lab (PhD and Masters).
- Failing the PhD Doctoral Dissertation and/or Defense.

Grievance Procedures:

If a student believes a warning or dismissal is unjust, they may appeal the process according to the Graduate School grievance procedures: <https://graduateschool.brown.edu/>