

**GUIDELINES FOR THE ESTABLISHMENT
OF NEW DOCTORAL
AND MASTERS DEGREE
PROGRAMS IN THE DIVISION OF
GRADUATE MEDICAL SCIENCES**

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I. PH.D. PROGRAMS

OVERVIEW:

The following guidelines govern the establishment new Ph.D. Programs within the Division of Graduate Medical Sciences. At present, Ph.D. degrees awarded a Boston University School of Medicine are granted through he existing Basic Science Departments (Anatomy and Neurobiology, Biochemistry, Biophysics. Microbiology, Pathology and Laboratory Medicine, Pharmacology and Experimental Therapeutics, and Physiology) and the Behavioral Neuroscience Program. A major objective in providing a mechanism for establishing new interdisciplinary and other degree programs is to attract those students who desire a Ph.D. In a field which extends beyond he bounds of an existing discipline. New programs will be associated with the Division's member Departments to provide a stable administrative structure and quality control. Students will thus be admitted into both a Department and a Program by meeting the standards and requirements of each and will receive a degree from a Department and a Program, e.g. "Ph.D. in Physiology, Program in Immunology" (Physiology being the Department and Immunology the Program). Programs will be listed by Program name in the appropriate catalogue as well as under each cooperating Department's listing. In this document the term "Program" will refer to these courses of study.

The following guidelines govern the establishment of a Program. its coordination with the associated Department, and the requirements and administration of the Program.

ESTABLISHMENT OF A DEGREE PROGRAM:

Regular full-time members of the faculty of the School of Medicine are eligible to propose Ph.D. Degree programs. Such a proposal must follow a four-step process.

First, the faculty members should form a committee to formulate a detailed Program Proposal that includes a statement of purpose and need, a detailed training plan, the criteria for faculty participation, and the criteria for admission of students. The training plan must describe the required course work and research training, all of which must meet the general requirements for the Ph.D. degree in the Division of Graduate Medical Sciences.

Second, the Proposal should be submitted to and receive the formal written approval of the Department(s) with which the proposed Program is to be associated. The outline for the Proposal is given at the end of this document.

Third, the Program and cooperating Department(s) should present the Proposal to the Committee on Academic Policy for approval. Determination of approval will depend upon whether the training plan adequately satisfies the requirements of the Division and whether the proposed purpose, faculty and need warrant establishment of the new Program. New courses formulated as part of the training program require separate approval by the Committee on Academic Policy following current procedures for such approval.

Fourth, if the Committee on Academic Policy approves the proposed Program, the Proposal will be submitted to the Steering Committee of the Division for approval or disapproval within two (2) months of receipt. Following approval by the Steering Committee, the Proposal will be distributed to the Faculty, at least two weeks prior to a Special Faculty Meeting of the Division of Graduate Medical Sciences called for discussion of the Proposal. Seven (7) days following this meeting, a mail ballot will be submitted to the entire membership of the Division of Graduate Medical Sciences for a vote. If two-thirds (2/3) of those voting are in favor of the Proposal, the Proposal will be referred for final University approval. The total tally of the mail ballot must consist of 50% of the eligible voting faculty.

ESTABLISHMENT OF PROGRAM COURSE WORK:

Faculty interested in developing a new Ph.D. Program should examine Departmental course requirements and additional courses which might be required by the new Program in order to design an appropriate sequence of courses for students enrolled in both the Department and the Program. Each Program will define its own set of course requirements, taking into account the course requirements or Ph.D. students already in effect in the Departments. This may require modifying the Departmental course requirements for those students in the Program in order to accommodate the additional requirements.

COMMITTEE FOR ADMISSION OF STUDENTS:

Each Program will establish a Committee for Admission of Students to the Program. The applicant must first apply to the Department, meeting all of the Department's established criteria for Ph.D. students. Following acceptance, the application will be considered by the Program's Admissions Committee, in accordance with the Program's admissions criteria.

QUALIFYING EXAMINATION COMMITTEES:

At least 5 faculty members will participate as an examination committee for Ph.D. students. This Committee will consist of at least two (2) members from the Program and three (3) from the participating Department(s) (one (1) of which may be a special service appointment). Examination questions will reflect the course work required by both the Department and the Program but otherwise will simply follow existing Division guidelines.

DISSERTATION ADVISORY COMMITTEES:

The dissertation research advisory committee for students in Programs will generally consist of 5 members: the student's research advisor and 4 other members chosen by the student and advisor in accordance with the rules of the student's Department. Depending upon the requirements of the Department involved, the advisor may be required to be a

member of both the Program and the Department in which the student is enrolled. At least three (3) members of the Dissertation Advisory Committee must be members of the student's Department. At least two different Departments should be represented.

OUTLINE OF PROPOSAL FOR INTERDISCIPLINARY PROGRAMS:

- I. The Proposed Program
 - A. Purpose: Statement of common interests and definition of goals.
 - B. Faculty: List of present faculty and criteria for inclusion of faculty in the program.
 - C. Background:
 - 1. Current research and teaching of each faculty member, and evidence of collaborative interests among faculty.
 - 2. Statement of need for the program.
 - 3. Statement of expected number and source of students for the program.
- II. Requirements of the Program
 - A. Admissions procedures and criteria.
 - B. Degree requirements:
 - 1. Curriculum
 - 2. Qualifying examination
 - 3. Dissertation proposal and committee
 - 4. Dissertation
 - 5. Dissertation oral defense
- III. Administration
 - A. Director: Roles and responsibilities
 - B. Program committee membership: roles and responsibilities
 - C. Governance: Explanation of decision-making mechanisms of the program faculty
 - D. Financial support of courses and students