

**Process for Non-Degree Application and  
Transfer to Degree-Granting Part-time Ph.D. Status  
by Employees of Biogen and Pfizer**

Employees who have been approved by their company for the part-time PhD program through the Department of Pharmacology & Experimental Therapeutics at Boston University should follow the process described below for applying.

The applicant should go into the application portal, <http://www.bumc.bu.edu/busm-pm/admissions/>, of the BUSM Division of Graduate Medical Sciences (GMS) and complete the application for non-degree status. The applicant should provide the following documents:

- Personal statement: rationale for pursuing part-time PhD study, including proposed research direction, and name of proposed advisor
- Undergraduate/graduate university transcripts
- Recommendation from current supervisor(s)
- Graduate Record Examination scores
- Letter of agreement to serve from prospective advisor

Any questions about the application submission should be directed to the GMS Graduate Affairs Coordinator, 617-638-5255.

The applicant should contact the Academic Manager, Nadiyah Shaheed, of the Department of Pharmacology & Experimental Therapeutics ([pharm2@bu.edu](mailto:pharm2@bu.edu)) and indicate submission of the application. The Pharmacology Graduate Education Committee and Department Chair will vet the application, and, if approved, the applicant will be advised as to the appropriate courses for the fall semester. The applicant should then complete a registration form, available from the Division of Graduate Medical Sciences at <https://www.bumc.bu.edu/gms/students/student-forms/>, and send it to Ms. Shaheed, who will obtain signatures of the relevant Course Directors. The Academic Manager, Ms. Shaheed, will send the signed form to the Graduate Affairs Coordinator in order to complete the application for non-degree admission. Completion of the application should occur by June 1 preceding the semester of desired enrollment.

To continue coursework in the spring, the non-degree student should contact the BU Pharmacology Advisor to discuss course selection, inform the Course Director of the intent to enroll, and then upload a Class Adjustment (Add/Drop) Form (available at the url above).

To transfer to a degree-granting program, after two semesters of course work in non-degree status, the applicant should reapply through the application portal, provide BU course grades and any changes in proposed advisor and dissertation research area, and notify the Academic Manager, Ms. Shaheed, of the application. Because the application will be submitted after the usual December deadline for PhD application, the candidate should again apply for non-degree status. The application should be submitted as soon after the end of the second semester as possible, once grades are available, preferably by June 1. Once the application has been vetted by the Pharmacology Graduate Education Committee and Department Chair, the Division will be informed of the decision and, if an approval, instructed to change the application status from non-degree to post-BA PhD (64 cr) or post-MA PhD (32 cr) 'Admit'. Admissions letters, sent from the Department and the Division, will specify the degree program with stipulation of no financial aid from BU.