THE ONLINE MASTER OF SCIENCE
IN PHARMACOLOGY & TOXICOLOGY
HANDBOOK
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This handbook provides a detailed description of the MS Program in Pharmacology & Toxicology.

The handbook provides information specific to our program. General information related to academic programs and graduate degrees at Michigan State University can be found in other University documents and online resources. Central among these are:

- **Spartan Life Student Handbook and Resource Guide**
  (http://splife.studentlife.msu.edu/)
  A resource guide that provide information related to campus programs, policies, rules, regulations, rights and responsibilities.

- **Graduate Students Rights and Responsibilities (GSSR)**
  (https://grad.msu.edu/gsrr)
  This specifically addresses student conduct, academic pursuits, keeping of records and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances.

- **Office of the Registrar – Academic Programs – Graduate Education**
  (http://reg.msu.edu/AcademicPrograms/Text.asp?Section=111)

- **Anti-Discrimination Policy (ADP):**
  http://oie.msu.edu/policies-procedures-forms/documents/2015%2009-11%20Faculty%20Guide.docx.pdf

Please check with your Academic Advisor for additional information on any topic of concern.
# TABLE OF CONTENTS

The Online Master of Science in Pharmacology & Toxicology Handbook ......................................................... 3

Table of Contents  ............................................................................................................................................... 5

Program Overview ........................................................................................................................................... 7

The Department of Pharmacology & Toxicology ............................................................................................ 7

Online Masters of Science in Pharmacology & Toxicology ................................................................................ 8

Program Benefits ............................................................................................................................................. 8

Curriculum Choices for the Master of Science Degree in Pharmacology & Toxicology (non-thesis) ............... 8

Program Requirements ..................................................................................................................................... 9

Online Master of Science in Pharmacology and Toxicology – General .......................................................... 9

Online Master of Science in Pharmacology & Toxicology – Pharmacology Concentration ............................ 9

Online Master of Science in Pharmacology & Toxicology – Toxicology Concentration ............................... 9

Program Requirements – by concentration ..................................................................................................... 10

Course Requirement Exceptions ..................................................................................................................... 11

PROGRAM Requirements – UNIVERSITY MANDATORY TRAINING in research and Academic integrity ............ 11

Program Completion ....................................................................................................................................... 12

Example Completion Schedules ...................................................................................................................... 12

Admissions ....................................................................................................................................................... 13

International Applicants ................................................................................................................................. 13

Application Schedules .................................................................................................................................... 14

Admissions Committee .................................................................................................................................. 14

Student Assessment ........................................................................................................................................ 15

Grading .............................................................................................................................................................. 15

Incomplete Grade (I) ....................................................................................................................................... 15

Deferred Grades (DF) ................................................................................................................................... 15

Progress ......................................................................................................................................................... 15

attendance policy .......................................................................................................................................... 16

Evaluation of the Faculty ............................................................................................................................... 16

Program Pricing ............................................................................................................................................. 16

Graduation Process ....................................................................................................................................... 17

PHM 980 Special Problems in Pharmacology and Toxicology ...................................................................... 17

Application for Graduation ........................................................................................................................... 17

Student Involvement ..................................................................................................................................... 18

Online MS in Pharmacology & Toxicology Governance ............................................................................... 18

Withdrawals, Terminations ............................................................................................................................. 18
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voluntary Withdrawal During the Semester</td>
<td>18</td>
</tr>
<tr>
<td>Termination</td>
<td>18</td>
</tr>
<tr>
<td><strong>Conflict Resolution</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Student Rights Under the Family Educational Rights and Privacy Act (FERPA)</strong></td>
<td>19</td>
</tr>
<tr>
<td><strong>Academic Honesty and integrity</strong></td>
<td>20</td>
</tr>
<tr>
<td>Academic Honesty</td>
<td>20</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>20</td>
</tr>
<tr>
<td>Independent Work</td>
<td>20</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>21</td>
</tr>
<tr>
<td>MSU Policies</td>
<td>21</td>
</tr>
<tr>
<td>Digital Media and Copyright Act</td>
<td>21</td>
</tr>
<tr>
<td>Electronic Data Security</td>
<td>21</td>
</tr>
<tr>
<td><strong>Research</strong></td>
<td>22</td>
</tr>
<tr>
<td>Research Integrity</td>
<td>22</td>
</tr>
<tr>
<td><strong>Contacts</strong></td>
<td>23</td>
</tr>
<tr>
<td>Department of Pharmacology &amp; Toxicology</td>
<td>23</td>
</tr>
<tr>
<td>University Resources</td>
<td>23</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>23</td>
</tr>
<tr>
<td>The Graduate School</td>
<td>23</td>
</tr>
<tr>
<td>The Registrar’s Office</td>
<td>24</td>
</tr>
<tr>
<td>MSU Office of Financial Aid</td>
<td>24</td>
</tr>
<tr>
<td><strong>Technical Assistance</strong></td>
<td>24</td>
</tr>
<tr>
<td>Distance Learning Help Desk (DLS)</td>
<td>24</td>
</tr>
<tr>
<td>MSU IT service Desk</td>
<td>25</td>
</tr>
<tr>
<td><strong>Additional Support Services &amp; Special Interest Groups</strong></td>
<td>26</td>
</tr>
<tr>
<td><strong>FORMS</strong></td>
<td>29</td>
</tr>
<tr>
<td>Use of Image Permission</td>
<td>31</td>
</tr>
</tbody>
</table>
The Department of Pharmacology & Toxicology at Michigan State University (MSU) is a basic science department with academic and administrative responsibilities to the Colleges of Human Medicine, Osteopathic Medicine, and Veterinary Medicine. The Department provides courses that are presented to graduate students, medical students, nursing students and undergraduate students.

The Department of Pharmacology & Toxicology uses effective leadership, productive collaboration, and expertise in molecular, cellular and integrative pharmacology and toxicology to excel in research, graduate and professional education, and service. Departmental faculty have expertise in biochemical and molecular pharmacology, cardiovascular pharmacology, hepatic pharmacology and toxicology, drug metabolism, immunopharmacology and toxicology, neuroendocrine pharmacology, neuropharmacology, neurotoxicology, gastrointestinal pharmacology, and carcinogenesis.

The Department has special obligations to graduate student trainees. Conversely, trainees have obligations to the Department and to themselves. The most important of these are to maintain an environment in which there is mutual trust, respect, personal integrity and continuous striving toward excellence in scholarship.

The Department will offer students:

1. Program flexibility and course options that allow completion of degree requirements within 5 years.
2. Perspectives on the meaning of being a professional, including training in scientific and business practices and processes.
3. Periodic evaluation of the program and a willingness to make changes as appropriate.
4. Encouragement of free and open communication.

The student has the following responsibilities and goals:

1. To commit the time necessary to achieve superior performance in academic courses.
2. To strive to excel in: knowledge of the literature, experimental design, analysis of data, and clear written presentation of data and conclusions.
3. To produce a scholarly review paper of the literature relevant to a topic of the student’s choice and reviewed by a program faculty committee.
4. To strive for collaborative interactions with faculty, adjunct instructors, staff and other students as colleagues.
5. To maintain academic integrity, honesty, and decorum that facilitates learning within an online environment.
The principal objective of the Online MS in Pharmacology & Toxicology Program is to advance students’ academic credentials in pharmacology and toxicology to facilitate their career development or preparation for further professional academic training in science or medicine.

**PROGRAM BENEFITS**

Graduates of the Online MS in Pharmacology & Toxicology are provided with all the rewards and responsibilities of alumni of Michigan State University. Students may also take advantage of the MSU Career Services and Placement Center, which provides professional career advising and access to recruiters from biotechnology, biomedical, and pharmaceutical firms in the U.S. and abroad.

The program results in a 31-credit MS degree that has received full Academic Approval from Michigan State University and from the Council of Graduate Students. No thesis or defense is required for the Online MS program. However, all students must write a scholarly literature review that could be suitable for publication as judged by the MS academic committee.

**Curriculum Choices for the Master of Science Degree in Pharmacology & Toxicology (non-thesis)**

Students have three (3) options for the degree:

1. MS of Science Degree in Pharmacology & Toxicology – General
2. MS of Science Degree in Pharmacology & Toxicology – Concentration in Pharmacology
3. MS of Science Degree in Pharmacology & Toxicology – Concentration in Toxicology

The Master of Science Degree is appropriate for graduates of biology- or chemistry-related undergraduate programs. Coursework provides freedom to explore those physiological systems that will allow students to continue to expand their knowledge of pharmacology, while providing additional academic qualifications that will facilitate student career and professional development.

The Master of Science in Pharmacology and Toxicology (with concentrations in either pharmacology or toxicology) is exclusively an online program, designed to train individuals in whole animal and organ systems pharmacology and toxicology. Coursework with concentrations in either Pharmacology or Toxicology provides freedom to explore, in depth, areas in either.

In any of the three choices for the degree, students will be able to build upon and expand their current professional endeavors, and allow the opportunity to gain skills in areas including leadership and management.
PROGRAM REQUIREMENTS

(please refer to the table “Program requirements” on the next page)

ONLINE MASTER OF SCIENCE IN PHARMACOLOGY AND TOXICOLOGY – GENERAL

By default, students may complete the Master of Science degree in Pharmacology & Toxicology with no concentration by completing at least 31 credits:

- All core courses: 8 credits
- Science electives: 18-23 credits (Groups 2, 3 & 4)
- Professional electives: up to five (5) credits (Group 5)
- RCR (Responsible Conduct of Research) online modules / CITI within the 1st year

ONLINE MASTER OF SCIENCE IN PHARMACOLOGY & TOXICOLOGY – PHARMACOLOGY CONCENTRATION

Students must complete 31 credits:

- All core courses: 8 credits
- A minimum of 10 credits from Group 2
- A minimum of 8 credits from Group 4
- Remaining credits may be from groups 2, 3, 4, or up to five (5) credits from Group 5

ONLINE MASTER OF SCIENCE IN PHARMACOLOGY & TOXICOLOGY – TOXICOLOGY CONCENTRATION

Students must complete 31 credits:

- All core courses: 8 credits
- A minimum of 10 credits from Group 2
- A minimum of 8 credits from Group 3
- Remaining credits may be from groups 2, 3, 4, or up to five (5) credits from Group 5
# Program Requirements – by concentration

<table>
<thead>
<tr>
<th>1.) ALL OF THE FOLLOWING CORE COURSES</th>
<th>CREDITS</th>
<th>SEMESTER OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 819 - Principles of Drug-Tissue interactions</td>
<td>2</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>PHM 822 - Academic &amp; Research Integrity</td>
<td>1</td>
<td>Fall, Spring, Summer</td>
</tr>
<tr>
<td>PHM 830 - Experimental Design &amp; Data Analysis</td>
<td>3</td>
<td>Fall, Summer</td>
</tr>
<tr>
<td>PHM 980 - Special Problems in Pharmacology &amp; Toxicology (Literature review paper)</td>
<td>2</td>
<td>Fall, Spring, Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.) ELECTIVES FOR BOTH PHARMACOLOGY &amp; TOXICOLOGY CONCENTRATIONS</th>
<th>(minimum of 10 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 461 – Tropical Medicine Pharmacology [new addition]</td>
<td>2</td>
</tr>
<tr>
<td>PHM 483 – Antimicrobial Chemotherapy [new addition]</td>
<td>3</td>
</tr>
<tr>
<td>PHM 813 - Cardiovascular Pharmacology and Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 831 - Endocrine Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PHM 833 - Gastrointestinal &amp; Liver Pharmacology and Toxicology</td>
<td>2</td>
</tr>
<tr>
<td>PHM 840 - Safety Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>BLD 830* - Concepts in Molecular Biology</td>
<td>2</td>
</tr>
<tr>
<td>HM 803* - Epidemiology and Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.) TOXICOLOGY CONCENTRATION ELECTIVES</th>
<th>(minimum of 8 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 450 - Introduction to Chemical Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 817 - Neurotoxicology</td>
<td>2</td>
</tr>
<tr>
<td>PHM 828 - Concepts in Carcinogenesis</td>
<td>2</td>
</tr>
<tr>
<td>PHM 841 - Cellular and Molecular Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>HM 806* - Environmental Factors of Health</td>
<td>3</td>
</tr>
<tr>
<td>VM 812* - Food Safety Toxicology</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4.) PHARMACOLOGY CONCENTRATION ELECTIVES</th>
<th>(minimum of 8 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 430 - Human Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 431 - Pharmacology of Drug Addiction</td>
<td>3</td>
</tr>
<tr>
<td>PHM 829 - Neuropharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PHM 813 - Cardiovascular Pharmacology and Toxicology</td>
<td>3</td>
</tr>
<tr>
<td>PHM 834 - Respiratory Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>PHM 835 - Biopharmaceuticals: from Development to Manufacturing</td>
<td>3</td>
</tr>
<tr>
<td>PHM 837 - Autonomic Pharmacology</td>
<td>1</td>
</tr>
<tr>
<td>HM 833* - Intro to Pharmaceutical Counterfeiting and Public Health</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.) PROFESSIONAL ELECTIVES</th>
<th>(maximum of 5 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHM 850 - Communications for Biomedical Researchers</td>
<td>2</td>
</tr>
<tr>
<td>PHM 851 - Intellectual Property &amp; Patent Law</td>
<td>3</td>
</tr>
<tr>
<td>PHM 854 - Leadership &amp; Team-Building for Researchers</td>
<td>2</td>
</tr>
<tr>
<td>PHM 855 - Business of Biomedical Research</td>
<td>2</td>
</tr>
<tr>
<td>PHM 857 - Introduction to Project Management</td>
<td>2</td>
</tr>
<tr>
<td>PHM 858 - Project Management &amp; Drug Development</td>
<td>3</td>
</tr>
<tr>
<td>BLD 842* - Managing Biomedical Laboratory Operations</td>
<td>2</td>
</tr>
</tbody>
</table>

| Minimum | TOTAL MUST EQUAL | 31 |

* - Please contact our Academic Office (517-884-0409) if overrides are needed for any of the non-departmental courses indicated
COURSE REQUIREMENT EXCEPTIONS

The Department of Pharmacology & Toxicology is strongly committed to maintaining the integrity of the MS program. However, some exceptions may be made to these requirements.

Michigan State University allows for transfer of up to 9 credits earned from other institutions or programs or under Lifelong Education status, providing those courses support the educational objectives of the program. Alternative courses will be considered for transfer credit on a case-by-case basis. Students should notify their advisor at the start of their program if they desire to transfer credits into the Pharmacology & Toxicology program.

Students may take on-campus sections of any of the above courses (if offered). Online students may also request to take another graduate level Department pharmacology or toxicology course as an elective in the program. MS students are expected to adhere to a high level of achievement in the classroom.

Students in the MS of Pharmacology & Toxicology program are fortunate to have several related programs from which to choose supplemental certifications if a student wants to take a few additional courses outside of their program. These include the following:

- Online Certificate in Safety Pharmacology
  https://phmtox.msu.edu/education/online-masters-programs/graduate-certificate-program/
- Online Certificate in Food Safety
  http://www.online.foodsafety.msu.edu/
- Online Certificate in Molecular Laboratory Diagnostics
  http://www.msustatewide.msu.edu/Programs/Details/1365

Students completing the Online Certificate in Safety Pharmacology may transfer all 11 credits earned for that certificate to the MS degree in Pharmacology and Toxicology.

PROGRAM REQUIREMENTS – UNIVERSITY MANDATORY TRAINING IN RESEARCH AND ACADEMIC INTEGRITY

(Required for students starting spring semester 2017)

Graduate students at MSU will be required to complete four training modules during the first year of their graduate program to provide a foundation for the responsible conduct of research and academic integrity. These training modules (CITI courses) are available online (http://ora.msu.edu/CITI-RCR-registration). This training is required for MSU to receive federal research funding. These course modules are not assigned grades, but completion by every student is required and will be monitored by the University and Department. Further academic and research integrity training, as required by MSU, will be part of PHM 822 Academic Integrity, which may be completed at any time during your graduate program.

Year 1:

Students will complete 4 CITI online modules within their first year of enrollment in the program, as required for all graduate students:

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct
**PROGRAM COMPLETION**

The Department of Pharmacology & Toxicology recognizes that many MS students in the MS Program in Pharmacology and Toxicology are working adults with other responsibilities that prevent committing to a full-time status. The Online MS program applauds and seeks to accommodate students’ efforts to improve their education by taking courses part-time. However, Michigan State University requires program completion within 5 years following the first semester of enrollment. The student’s advisor should be notified immediately if an extension appears necessary.

**EXAMPLE COMPLETION SCHEDULES**

<table>
<thead>
<tr>
<th>Full-Time</th>
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<td><strong>Event</strong></td>
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<tr>
<td><strong>Credits</strong></td>
<td><strong>Credits</strong></td>
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<tr>
<td>Fall Year 1</td>
<td>Fall Year 1</td>
</tr>
<tr>
<td>PHM 819</td>
<td>PHM 819</td>
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<tr>
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<tr>
<td>PHM 829</td>
<td>3 required</td>
</tr>
<tr>
<td></td>
<td>2 elective</td>
</tr>
<tr>
<td>Spring Year 1</td>
<td>Spring Year 1</td>
</tr>
<tr>
<td>PHM 854</td>
<td>PHM 858</td>
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<tr>
<td>PHM 831</td>
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<td>PHM 833</td>
<td>2 elective</td>
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<td>PHM 822</td>
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<td>Summer Year 1</td>
<td>Summer Yr 1</td>
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<tr>
<td>PHM 430</td>
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<td>PHM 450</td>
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<td></td>
<td>3 elective</td>
</tr>
<tr>
<td>Fall Year 2</td>
<td>Fall Year 2</td>
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<tr>
<td>BLD 830</td>
<td>PHM 830</td>
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<tr>
<td>PHM 841</td>
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<td>3 elective</td>
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<td>Spring Year 2</td>
<td>Spring Year 2</td>
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<tr>
<td>PHM 840</td>
<td>PHM 834</td>
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<tr>
<td>PHM 834</td>
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<tr>
<td>PHM 980</td>
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<td></td>
<td>2 elective</td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>TOTAL CREDITS</strong></td>
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<td>31</td>
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</tbody>
</table>

**RCR / CITI –**

4 online modules during your first year
ADMISSIONS

Acceptance into the program is competitive. **Applicants must have completed a bachelor’s degree from an accredited college or university, with at least 3 credits in chemistry and 3 credits in a biological science.** The Graduate Record Exam (GRE) is not required. A Statement of Purpose and two letters of recommendation are required for consideration for admission. Preference will be given to applicants with undergraduate degrees in biology, chemistry or related sciences and who are currently employed in an academic, government, or industrial laboratory.

1. Prospective students should complete an application form for admittance into the program online at [https://admissions.msu.edu/apply.asp](https://admissions.msu.edu/apply.asp) using program code 4176 which will place them under the College of Osteopathic Medicine.

2. Students may submit their Statement of Purpose within the online form or in a separate document, sent directly to the Academic Office. The Statement of Purpose should indicate how completion of the MS program will advance the applicant’s career or educational goals.

3. At least two Letters of Recommendation must be sent directly from the referee to the Academic Office of the Department of Pharmacology & Toxicology.

4. An official copy of all undergraduate and/or graduate college transcripts must be sent unopened from the granting institution to either the Academic Office of the Dept of Pharmacology & Toxicology. **All electronic transcripts must be sent to: phtm@msu.edu (Academic Program Coordinator, Pharmacology & Toxicology).**

5. Prospective students may also submit a copy of a research paper they authored or co-authored.

INTERNATIONAL APPLICANTS

**Please note: that this is a completely online program.** Unlike many on-campus degree programs, international students are not required to provide proof of travel, residency, visa, or proof of financial support with your application. There are no visa requirements, as there is no travel involved. Courses in both programs are delivered online, and thus tuition rates are equitable across resident, non-resident and international students. All transcripts must be mailed directly from the issuing institution.

Per the [MSU Office of Admissions website](https://admissions.msu.edu/apply.asp);

- “In applying, applicants must certify that all documents submitted as part of the application for admission are authentic. Any falsification of academic records through omission or misstatement may result in cancellation of admission and/or other disciplinary action by Michigan State University.”
- “Provide proof of English proficiency (sent directly from the testing agency) if your first language is not English (TOEFL, IELTS, SAT, MSUELT, or MELAB accepted). MSU’s TOEFL and SAT code is 1465.”
- “APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university transcript with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly to the MSU Office of Admissions by the CDGDC, rather than by you or any third party.”

Please ensure that original, authorized transcripts (in English) will be available. We suggest utilizing the services of an educational evaluation service such as: [Education Credential Evaluators](https://www.ece.com) or [World Education Services](https://www.wes.org). The translation (if needed) can be sent separately along with the student’s application. All financial obligations with the university (tuition, fees, etc) are the responsibility of the student, and are handled electronically via their online student account.
APPLICATION SCHEDULES

Students may be accepted into the Online MS program three times per year. The following schedule applies:

<table>
<thead>
<tr>
<th>Due Date for All Application Materials</th>
<th>Admissions Determination Letter</th>
<th>Semester Admittance</th>
</tr>
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<tbody>
<tr>
<td>June 1, 5 p.m. (EDT) or the 1st business day of June</td>
<td>Mid-July (15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Fall (starts end of August)</td>
</tr>
<tr>
<td>October 1, 5 p.m. (EDT) or the 1st business day of October</td>
<td>Mid-November (15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Spring (starts early January)</td>
</tr>
<tr>
<td>February 1, 5 p.m. (EST) or the 1st business day of February</td>
<td>Mid-March (15&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Summer (starts mid-May)</td>
</tr>
</tbody>
</table>

Acceptance to the MS program in Pharmacology and Toxicology represents a recommendation for admission to MSU. Once reviewed and approved, academic credentials are forwarded to the MSU Office of Admissions for final approval before admission to the University is complete.

Graduate students enrolled in fewer than 5 credits per semester are not eligible for financial aid. Please refer to: **How enrollment affects financial aid levels**: [http://www.finaid.msu.edu/enrlchrt.asp](http://www.finaid.msu.edu/enrlchrt.asp)

ADMISSIONS COMMITTEE

Application materials are reviewed by the Academic Committee for the Department.

Factors which determine the applicant's acceptance are:

- Academic record that shows background and future aptitude for the coursework
- Professional goals which would be furthered by the coursework and eventual degree
- Recommendations from academic and/or work references which indicate the likelihood of success in the program and/or support for the student in completing program requirements
- Evidence of past perseverance, ability to commit to the program given the extended timeframe
- The Department's ability to give personal direction to the prospective applicant's program and goals

In all areas of graduate education pertaining to admission or academic rights and responsibilities, there shall be no discrimination on the basis of age, race, color, creed, ethnic origin or sex. Members of minority groups are encouraged to apply. The rights and responsibilities of graduate students as itemized in this document do not nullify the rights and responsibilities of students as stated in the publication **Graduate Student Rights and Responsibilities** at [http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities).
Direct inquiries and application materials to:

Academic Programs - Online Master of Science
Department of Pharmacology and Toxicology
Michigan State University
B442 Life Sciences Building
East Lansing, MI 48824-1317
Email: phmtox@msu.edu
Tel: 517/884-0409

STUDENT ASSESSMENT

GRADING

Course grades in all Departmental courses will be based on the instructor's professional and objective evaluation of the student's academic performance. Students are given a numerical grade of 0.0 to 4.0. Grades below 2.0 are considered failing, and a 4.0 indicates the highest level of achievement in all learning objectives.

Students have the right to know all course requirements, including clearly stated learning objectives, assignment deadlines, assessment dates and procedures, grading criteria, and grading scales at the beginning of the course.

Online courses rely on assessing student learning through a combination of participation (through online discussion forum postings and/or online live chats), summary and analysis of content (primarily as shown through discussion forum postings and submission of written papers through drop box and/or email), online quizzes and exams (typically with multiple-choice and short answer questions), and written reports.

INCOMPLETE GRADE (I)

If a student met the majority of course requirements, but for unforeseen and extenuating circumstances was not able to complete all of a course requirements, the instructor may issue an “I” instead of a numerical grade. This is a temporary grade issued when the instructor expects satisfactory completion of required work by the middle of the next semester. See required agreement form at http://www.reg.msu.edu/read/pdf/I_Agreement.pdf

DEFERRED GRADES (DF)

The required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U (unfinished) and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

STUDENT PROGRESS

Students will be considered in acceptable academic standing and making satisfactory progress toward a degree if they are maintaining a minimum 3.0 grade point average (GPA) on a 4.0 scale and show commitment to continuing the program. Students whose cumulative GPA falls below 3.0, will be placed on academic probation. These students must bring their GPA up to 3.0 or higher within 2 semesters. Student will not be granted the MS degree with a cumulative GPA less than 3.0. Students who fail to bring their GPA above a 3.0 within 2 semesters will be considered for dismissal.
Students are not required to take a course every semester, but must show consistent progress that will allow completion within 5 years. The program may allow a student to apply for an extension if it appears the program requirements are still achievable. This exception would be appropriate if there have been extenuating circumstances that required a break from the program or if the student is still making progress in obtaining the credits, but still needs a short extension beyond the 5 year deadline.

ATTENDANCE POLICY

In compliance with federal regulations governing financial aid and veterans education benefits, instructors are required to report students who stop attending or who have never attended class. Attendance is defined as physical attendance or participation in an academically-related activity, including but not limited to the submission of an assignment, an examination, participation in a study group, or an online discussion.

If a student does not log into the course in the first two weeks or if a student stops attending at any point in the course without prior excuse (for at least a two week period), the instructor can drop the student without notice.

Grief Absence Policy

It is the responsibility of the student to: a) notify the Associate Dean or designee of their college of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the Associate Dean, and c) complete all missed work as determined in consultation with the instructor. It is the responsibility of the Associate Dean or designee to: a) determine with the student the expected period of absence - it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) notify the faculty that the student will be absent, and c) receive verification of the authenticity of a grief absence request upon the student's return. It is the responsibility of the instructor to work with the student to make reasonable accommodations.

EVALUATION OF THE FACULTY

To aid the faculty in its responsibility for maintenance of the quality of graduate education, student confidential instructional rating reports shall be used in each graduate course in accordance with the stated policy of the Academic Council. Such reports shall be considered carefully when graduate course teaching assignments are made.

PROGRAM PRICING

Tuition and fees are subject to change on an annual basis. Students should consult with the Program’s Academic Office (phm@msu.edu) and the Michigan State University website for the most up to date tuition and fees (http://www.ctlr.msu.edu/COSTudentAccounts/Tuition_Fees_MainMenu.aspx ).
GRADUATION PROCESS

Students are ultimately responsible for monitoring their degree completion progress and should stay in contact with their Academic Advisor to ensure they graduate on time.

MS students must earn a minimum of 31 credits as described above in the Course Requirements that includes the following:

PHM 980 SPECIAL PROBLEMS IN PHARMACOLOGY AND TOXICOLOGY

No earlier than two semesters prior to expected graduation date (upon earning approximately 25 credits), the MS student must enroll in PHM 980 (2 credits) for completion of a review paper.

Earlier in their programs, students should choose a topic and plan their review paper with the assistance of their academic advisor. These papers are based on the student’s reading and review of the peer-reviewed literature (journal articles) relevant to the student’s selected topic. A topic must be chosen well in advance of enrolling in PHM 980 by extensive research of the literature. Students must also submit a rough draft of their papers to their academic advisor before they are allowed to enroll in PHM 980. The literature review must cover approximately 40 unique citations and be written in the format described for the journal Pharmacological Reviews: http://pharmrev.aspetjournals.org/content/ifora

Students will be graded upon criteria stemming from knowledge and skills they should have acquired through their MS coursework, including academic integrity, cellular and organ systems knowledge, experimental design, and data analysis relevant to pharmacology and toxicology.

APPLICATION FOR GRADUATION

During the first week of the final semester of the MS program, students must complete and submit the Application for Graduation to the Registrar’s Office. Please review the process here:


The Final Certification form is mailed by the Registrar’s Office to the Academic Office of the Department, where the student’s records are verified for completion of the program requirements. The Registrar’s Office will check for any outstanding parking tickets, holds, or fees owed to the University before approving the Final Certification form.

The Department completes Final Certification form and returns it to the Registrar’s Office. Registrar’s Office approves Final Certification form, confirms receipt of thesis/dissertation by the Graduate School and issues diploma and transcripts to student. Students will be given information on how to participate in the on-campus commencement.
STUDENT INVOLVEMENT

Students are encouraged to become involved in all aspects of the graduate experience including involvement with program governance, membership in special interest groups, and building relationships with classmates, faculty, and staff.

ONLINE MS IN PHARMACOLOGY & TOXICOLOGY GOVERNANCE

Oversight and governance of the online MS in Pharmacology & Toxicology, originates primarily from the Department Chair and Associate Chair, who lead the Academic Office, which includes the Director of Online Programs, Academic Program Coordinator and academic advisors. Many organizations and individuals contribute to the development and maintenance of the MS Program.

WITHDRAWALS, TERMINATIONS

Students may choose to withdraw from the MS program for personal or professional reasons. The student should talk openly and honestly with their advisor, fellow students, Graduate Program Director and/or Chairperson while making this decision. Should a student choose to withdraw, a letter addressed to the MS Program Director must be written that includes reasons for withdrawal and the date on which this is effective. This must be forwarded to the Academic Office.

VOLUNTARY WITHDRAWAL DURING THE SEMESTER

A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester and is initiated in the Dean’s or Registrar Offices.

Visit [https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s498](https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s498) for more information on withdrawal deadlines, and limitations to tuition and fee reimbursement.

This document also covers specifics for withdrawals that are:

- unauthorized (*leaving without obtaining an official withdrawal*)
- involuntary (*as when called for armed service duty*)
- disciplinary
- readmission policy is also covered

TERMINATION

A decision to terminate may be made on the grounds of a failing academic performance, lack of sufficient definable progress (e.g. not meeting goals of yearly evaluation), or dishonest academic behavior. The decision to terminate a student is a serious one and is not made lightly. Should a decision to terminate a student be made, all information regarding the decision will be held strictly confidential between the student and the Department faculty and be released only with the consent of the student involved (unless this decision becomes the substance for a grievance procedure in which case such information shall be released to the Grievance Committee).
CONFLICT RESOLUTION

Conflicts include both personal and professional disagreements that have reached a perceived impasse. The University maintains a Graduate Student Rights and Responsibilities documents at [http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities). It is recommended that students take steps to resolve conflicts productively.

1. Express your concerns **directly with the faculty or student** with whom you have a disagreement or otherwise unsatisfactory relationship.

2. If necessary, **the Program Director or Associate Department Chair** should be contacted to discuss the situation with both parties involved. The Program Director or Associate Chair will try facilitating a satisfactory resolution to the conflict.

3. There may be occasions when a student believes that a conflict with faculty or administrators is not resolvable within the department. A resource for the student, then, is the **MSU Ombudsman**. The Ombudsman is the "complaint" person for students having difficulty with any part of the University or when they don't know where to turn for help. The Ombudsman is independent from the University and thus can work informally and confidentially with students. Information on the Ombudsman and about the university grievance hearing procedure and appeals is available at the MSU Ombudsman website at [http://www.msu.edu/unit/ombud/](http://www.msu.edu/unit/ombud/).

STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To maintain student rights to privacy under the FERPA act, the University has established policies governing access to student records by employees and release to external parties. It is standard procedure for MSU employees to request identification prior to sharing student information. It is illegal to pose as another person in seeking private academic or computing information.

The University has designated that only certain personally identifiable information labeled as “directory information” may be released at the discretion of the University to anyone who makes a request. A student may restrict the release of directory information by notifying the Office of the Registrar. More information can be found at [https://reg.msu.edu/read/NotificationandDirectoryInformationNotice.pdf](https://reg.msu.edu/read/NotificationandDirectoryInformationNotice.pdf)

Each individual of the Department has a confidential file kept within the office. The student has the right to visit his or her file anytime, and challenge it, if necessary. This is considered confidential information and the student has a right to view folder contents. Students may file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with FERPA.
ACADEMIC HONESTY AND INTEGRITY

ACADEMIC HONESTY

The Department of Pharmacology and Toxicology is committed to ensuring that its research and academic programs are held to the highest standards of integrity. Academic dishonesty at Michigan State University is defined by the General Student Regulations as conduct that violates the fundamental principles of truth, honesty, and integrity. There are several important resources which students should review carefully to ensure complete understanding of University policy and repercussions for breaking standards for cheating, copyright infringement, and plagiarism, as well as definitions. The following conduct is specifically prohibited:

- Supplying or using work or answers that are not one’s own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another’s academic work.
- Faking data or results
- Falsifying admission and academic records.

ACADEMIC INTEGRITY

Section III.B.2 of Article 2: Academic Rights and Responsibilities states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." ([http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-2-academic-rights-and-responsibilities](http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university/article-2-academic-rights-and-responsibilities))

The general expectations for all students (graduate, undergraduate, professional, and lifelong education) enrolled in online PHM courses, i.e., offered by the Department of Pharmacology and Toxicology, for maintaining academic integrity are outlined below.

INDEPENDENT WORK

Students are expected to work independently on all assignments for which they receive a grade. This includes all types of assessments: tests, examinations, quizzes, homework, projects, problem sets, and any other assessment assigned by the instructor. The answers you submit must be your own and may not be copied from any source. You may not submit course work for which you have received credit in another course to satisfy the requirements for a course you are currently taking. All exceptions to this policy will be specified by your instructor. If you have any doubt as to whether or not working together or using outside resources and references is permitted to complete an assignment, ask your instructor.

When taking tests, examinations, or quizzes: no class notes, books, or other resources may be used, and you may not discuss the questions with your classmates. Outside assistance of any type is not permitted. Any exceptions to this policy will be stated explicitly by your instructor. Violations of this policy may result in penalty grades on the assignment or in the course; expulsion from the program is possible.
PLAGIARISM

Plagiarism is using someone else’s ideas or words without crediting the source. If you copy someone else’s words directly, those words must be enclosed within quotation marks and cited; the thoughts of others, written in your own words, must be cited. This is true regardless of the source – books, journal articles, and web pages all must be cited if you use ideas or words from them. Source can be hard copy or electronic, and the author might not be identified. Regardless of the details, you must cite your source in such a way that it can be found by someone else.

Plagiarism is considered to be academic theft, and committing plagiarism is a significant violation of MSU academic integrity policies. Students who plagiarize any part of an assignment may receive a penalty, including, but not limited to, a failing grade on the assignment or a failing grade in the course; expulsion from the program is possible.

MSU regulations state in part “no student shall claim or submit the academic work of another as one’s own.” However, avoiding plagiarism is much more complicated and comes with more serious consequences than many students realize. Be aware that students are expected to abide by copyright laws.

General Student Regulations & MSU Ordinance on academic honesty and integrity are found at https://msu.edu/unit/ombud/academic-integrity/

MSU POLICIES

The Department of Pharmacology & Toxicology adheres to all applicable MSU policies as outlined in Policies, Regulations and Ordinances Regarding Academic Honesty and Integrity (https://msu.edu/unit/ombud/academic-integrity/).

In addition, the Department of Pharmacology & Toxicology adheres to the all-university policy on Integrity of Scholarship and Grades and Ordinance 17.00, Examinations as outlined in Spartan Life Online (http://splife.studentlife.msu.edu/) and/or the MSU Web site (http://www.msu.edu).

DIGITAL MEDIA AND COPYRIGHT ACT

MSU policies support the Digital Media and Copyright Act (https://tech.msu.edu/about/guidelines-policies/procedures-copyright-infringement/), as unauthorized copying and sharing of copyrighted music, videos, movies, documents and other electronic files is illegal. Users of MSUnet bear individual responsibility for their use of the network, and personal liability for any legal or criminal action brought against them. See also the Registrar’s site with copyright infringement and peer-to-peer file sharing policies: https://reg.msu.edu/ROInfo/HEOAnotices.aspx

ELECTRONIC DATA SECURITY

All Users must respect the privacy and usage privileges of others, both on the MSU campus and at all sites reachable by MSU’s external network connections. There are significant academic and criminal penalties for trying to access or use other people’s passwords or unauthorized access to networks or systems.
The MSU Intellectual Integrity Officer states, “'Misconduct' means fabrication, falsification, plagiarism, or any other practice by a Respondent that seriously deviates from practices commonly accepted in the discipline or in the academic and research communities generally for proposing, conducting, or reporting Research and Creative Activities. Serious or continuing non-compliance with government regulations pertaining to Research may constitute Misconduct. Retaliation also constitutes Misconduct. Misconduct does not include honest error or honest differences in the interpretation or judgment of data.” You will be held responsible for knowing the guidelines on authorship, management, control and access to data. For specific guidelines, go to: MSU Guidelines on Authorship http://vprgs.msu.edu/michigan-state-university-guidelines-authorship and MSU’s Institutional Date Policy https://tech.msu.edu/about/guidelines-policies/msu-institutional-data-policy/
MSU Department of Pharmacology & Toxicology conducts administrative business primarily on the 3rd and 4th Floors of the Life Sciences Building B-Wing at the corner of Bogue Street and Service Drive, next to the MSU Clinical Center.

DEPARTMENT OF PHARMACOLOGY & TOXICOLOGY

1355 Bogue Street  
B440 Life Sciences Building  
Michigan State University  
East Lansing, MI 48824  
http://www.phmtox.msu.edu

Student Affairs Office Telephone: 517.884-0409  
Department Office Telephone: 517.353.7145  
Fax: 517.353.8915  
Email: phm@msu.edu

UNIVERSITY RESOURCES

STUDENT ACCOUNTS  (within the Controller’s Office of MSU)  
provides a centralized office to contact regarding your tuition bills, payments, and application of scholarship monies.

http://www.ctlr.msu.edu/COSTudentAccounts/

MSU Student Accounts, 140 Hannah Admin Bldg, East Lansing, MI 48824  
Student Billing & Receivables: 517.355.3343  
Email: student.receivables@ctlr.msu.edu

Fees, Sponsored Aid & Fellowships: 517.355.5050  
Email: student.accounts@ctlr.msu.edu  
Toll-Free (US only): 800.775.4323  
Fax: 517.353.9640

THE GRADUATE SCHOOL  
provides information on a variety of graduate student issues including rights, responsibilities, requirements for graduation, and the Council of Graduate Students (COGS).

https://grad.msu.edu  
Telephone: 517.353.3220
THE REGISTRAR’S OFFICE
provides central access to the academic calendar, course descriptions and schedules, application for graduation, transcripts, address changes, and other student services.

MSU Registrar’s Office, 150 Hannah Admin Bldg, East Lansing, MI 48824-0210
Telephone: 517.355.3300

http://www.reg.msu.edu/

Degree & Certification
Telephone: 517.432.5911

MSU OFFICE OF FINANCIAL AID

http://www.finaid.msu.edu
Telephone: 517.353.5940
Email: finaid@msu.edu

TECHNICAL ASSISTANCE

DISTANCE LEARNING HELP DESK (DLS)

Hours: Open 24 hours per day, 7 days per week with some holiday exceptions.

MSU Library Distance Learning Services is designed to meet the research and information needs of student and faculty in off-campus or on-line courses, and faculty/staff in MSU off-campus units.

Should you experience any difficulties with your online course materials, please ensure that you report these to the D2L Help Desk personnel immediately, as they will notify your instructor.

DLS Help
Local Telephone: (517) 432-6200
Toll-Free (US only): (844) 678-6200
http://help.d2l.msu.edu/
reachout@msu.edu
D2L Contact Form
MSU IT SERVICE DESK

Assists members of the MSU community with general computing questions or problems. They can help you diagnose a problem with your PC, recover from a virus, figure out a network issue, and more. When they can't help you, they will refer you to someone who can. Browser-based chat support is now offered as well.

Contact MSU IT SERVICE if you need assistance in the following areas:

- setting up your MSU Net ID
- accessing email for the first time
- changing your directory information
- accessing your free AFS Space for your personal webpage
- changing passwords, etc.

The IT Service Desk can also direct students to technical support for other topics such as:

- D2L
- accessing the library
- LON-CAPA
- computer enrollment
- STUINFO.msu.edu

Hours:

24 hours/7 days a week, except university holidays
https://tech.msu.edu/support/

T: 517.432.6200
ADDITIONAL SUPPORT SERVICES & SPECIAL INTEREST GROUPS

Alcohol and Other Substance Abuse Concerns  T: 517. 355.8270

Domestic Violence Concerns  T: 800.799.723 (SAFE)
TTY: 800-787.3224
E: ndvh@ndvh.org or deafhelp@ndvh.org

Disabilities Resource Center at MSU  http://rcpd.msu.edu/
T: 517.884.7273 (RCPD)
TTY: 517. 355.1293
Fax: 517. 432.3191

Career Placement Services at MSU seeks to decrease student and faculty/staff stress, aid in developing a healthy organizational environment, increase student satisfaction, motivation, and performance towards personal and career goals.

http://careernetwork.msu.edu/
T: 517.355.9510
Email: careerservices@csp.msu.edu

Counseling through MSU (Individual and Groups)
Fact: 80% of people that seek treatment for depression are treated successfully. MSU Counseling Center & Psychiatric Services records are confidential and released to a third party (faculty, administrators, parents) only if you give written consent. There are some limited exceptions that apply to minors, court subpoenas and emergencies, which you will receive more information about.

http://counseling.msu.edu/
T: 517.355.8270
Free Self-Assessment: http://counseling.msu.edu/student_services/student-resources/

International - Office for International Students and Scholars (OISS) supports and enhances the international students’ and scholars’ academic, cultural, an social interaction at MSU. It also aims to serve as the primary link between the international students/scholars and the university, community, federal government, and public and private agencies. OISS also desires to promote a positive and symbiotic cross-cultural environment through international education and exchange.

http://oiss.isp.msu.edu/  T: 517.353.1720
Sexual Assault

Response information for victims, volunteers, and friends

http://www.endrape.msu.edu/
24-Hour Hotline: 517.372.6666

Suicide Prevention

Telephone Hotline: 800.273.8255 (TALK) or dial 911
Program Completion Plan:

Program: Master of Science in Pharmacology & Toxicology

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<tr>
<th>Student Last Name</th>
<th>First Name</th>
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<th>Academic Advisor</th>
<th>Approval Date</th>
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**REQUIRED CORE COURSES (8 CREDITS)**

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Semester/Year</th>
<th>Credits</th>
<th>Grade</th>
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<tbody>
<tr>
<td>PHM 819</td>
<td>Principles of Pharmacology &amp; Toxicology</td>
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<tr>
<td>PHM 822</td>
<td>Academic &amp; Research Integrity</td>
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<td>PHM 830</td>
<td>Experimental Design &amp; Biostatistics</td>
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<tr>
<td>PHM 980</td>
<td>Special Problems in Pharmacology &amp; Toxicology</td>
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**ELECTIVES (Minimum of 23 CREDITS)**

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Minimum Credits for Graduation: 31

**Transfer Credits**: Up to 9 credits *may* be accepted upon evaluation and approval. A course syllabus and official transcript are required. **Lifelong Education Credits**: Up to 9 credits only.

**Five Year Limit**: Program must be completed within 5 years of 1st enrollment (first enrollment begins with transfer of non-MSU credits or Lifelong Education credits.)

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USE OF IMAGE PERMISSION

Photo/Multimedia Release Form

I authorize Michigan State University to audiotape, videotape and/or photograph my image and/or voice for use in educational, public service, and promotional programs.

These programs include, without limitation, the promotion and public description of the PSM in Integrative Pharmacology program, MS in Pharmacology & Toxicology program, IOSP Short Course, other on-campus laboratory courses, industry collaborations, online training and other educational products associated with the Department of Pharmacology & Toxicology.

Name: ____________________________ Date: ______________

______________________________

MSU Association (student, employee, workshop participant):

______________________________

If you agree to allow your image to be used by Michigan State University and in particular the Department of Pharmacology & Toxicology, please complete this form and fax it to the Department at: 517.353.8915