

## Clinical Investigation Academic Regulations

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## Registration and Enrollment

### Enrollment

The program in Clinical Investigation is a graduate program. Full-time status is given to students who are enrolled in 9 credits or more in a semester. Students enrolled in 8 credits or less are considered part-time students. During summer enrollment, students enrolled in 6 credit hours or more are considered full-time students.

### Registration FAQs

#### *When can I register?*

Priority registration is granted to those students who are pursuing the MSCI or those participating in a CRTC training program. Priority registration begins on April 1<sup>st</sup> for Fall and Summer courses and November 1<sup>st</sup> for Spring courses.

#### *How do I register?*

On the day registration opens, you should receive an email from the Curriculum Coordinator with information about your degree progress, registration materials, and registration instructions. The Curriculum Coordinator will register you and follow-up to gather funding information, elective justifications, and Department Paid Tuition Assistance (DPTA) forms.

#### *What is WebSTAC?*

[WebSTAC](#) is the student's access point to his/her academic record at Washington University, and more. Using [WebSTAC](#) tools, students can check grades as well as review billing information. Access to certain menu items like Registration may vary according to the students' academic division and standing.

#### *What if I have a hold?*

Students who are unable to register due to a hold should check with the originating department in order to have the hold removed.

#### *Do I need to do anything if I'm waitlisted for a course?*

You should check your schedule on [WebSTAC](#) to determine whether your status for the waitlisted course has changed to enrolled. It is your responsibility to monitor the courses for which you are waiting to determine whether your wait-list status has been converted to actual enrollment. Please be aware that waitlisted courses are not counted toward of your enrollment status. If you are waitlisted and require verification of full-time status for loan, immigration, health insurance or any other reason, please feel free to contact the Curriculum Coordinator.

### Auditing a Course

Students who enroll in courses on an audit basis are required to pay the full tuition amount for the course. Students may register for a specific course as an auditor, which entitles them to all the privileges of a regularly enrolled member of the class. Audit courses do not count toward the degree. Consult the instructor on the requirements of a successful audit, as unsatisfactory performance results in a grade of Z. A successful audit results in a grade of L.

## Transfer of Credit

A maximum of 9 graduate credits may be transferred from another Washington University degree program or from another university. Transferred credits are approved on an individual basis. Transfer credits will only be accepted if they were earned in the last 5 years. To transfer credits, a copy of the course syllabi and a copy of your transcript should be provided to the Curriculum Coordinator. The Program Director will review and approve all courses and determine what degree requirements (core courses, electives, etc.) they will fulfill. Transfer credit will not be accepted for the Certificate in Clinical Investigation.

## Time to Conferral

Scholars have 5 years from the earliest course (including transferred credits) to complete all requirements of the Degree. The thesis requirement must be completed within 1 year of completion of the last course, or within 5 years of the first course taken, whichever is shorter.

## Class Attendance

In-class participation is an important part of the coursework taken as part of the MSCI and the clinical research training programs within the CRTc. As an MSCI and CRTc program requirement, students are expected to physically attend at least 75% of class sessions for each course they take. Watching the videotaped class presentations is helpful to keep up with missed sessions, but is not a substitute for class attendance. Students whose professional duties or personal circumstances prevent them from meeting this program attendance requirement must receive prior written approval of the coursemaster(s), and agree on an alternate plan to achieve course objectives and earn academic credit. Note that some courses have a more strict attendance policy than this overall program requirement – please refer to individual course syllabi.

## Leaves

A student may request a leave of absence for academic or personal reasons by submitting a statement in writing to Clinical Investigation program staff. Such a statement should include indication of the beginning and anticipated ending dates and a brief statement of the reason (academic or personal). Requests for leave of absence must be approved by the Director prior to the start of the leave. Leaves of absence shall be granted for no more than one year. Students requiring a personal leave for a medical reason will be required to submit a written statement of medical clearance before the student may return from such leave.

For leaves less than one semester, arrangements should be made with the coursemaster to make up the missed material. Approval of such arrangements is at the discretion of the coursemaster, with consultation with the Director. If the coursemaster and/or Director determine that the length or timing of the leave is such that it would be unreasonable to make up the material within the semester, an incomplete will be issued for the class with coursework to be made up within one calendar year from the end of the course. Students utilizing the Washington University HR Tuition Benefit must complete all work and obtain a passing grade for the course within 60 days of the end of the course per HR policy. Students will have the option to withdraw from the course instead of accepting an incomplete grade. Refund policies as outlined on the CI Academic Calendar will apply to any withdraws due to an approved leave of absence.

## Grades

### Grading Policy

In an effort to standardize grading policies across the Master's Programs at WUSM, the MSCI program has agreed to adopt the following grade requirements.

1. Required (Core) Courses: The grade for required courses is "B" (with a score of 3.0 on the 4.0 scale) or better, or "Pass" on a Pass/Fail system in order to count towards the MSCI degree. In particular, a grade of "B-" (with a score of 2.7 on the 4.0 scale) in a core course will not count toward meeting the MSCI degree requirements.
2. Electives: The grade for electives is "C" (with a score of 2.0 on the 4.0 scale) or better, or "Pass" on a Pass/Fail system in order to count towards the MSCI degree. In particular, a grade of "C-" (with a score of 1.7 on the 4.0 scale) is not a passing grade for an elective course will not count toward meeting the MSCI degree requirements.
3. Prerequisites: The grade for prerequisite courses is "C" (with a score of 3.0 on the 4.0 scale) or better, or "Pass" on a Pass/Fail system in order for that course to count as a prerequisite toward an MSCI course. A grade of "C" or better must be obtained in the prerequisite BEFORE the first day of the subsequent course.
4. Overall GPA: The overall GPA must be 3.0 or better in order for the student to continue in the program and graduate. If a student's overall GPA drops below 3.0, the MSCI Director will review his/her progress and determine a plan of action.

### Grading Scale

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7

### Incomplete Grades

Coursemasters have the ability to assign an Incomplete grade if the situation warrants. In these cases, students who fail to complete course requirements by the end of the semester will be issued either a failing grade or an Incomplete grade. Incomplete grades are considered permanent incompletes if a grade has not been submitted after one calendar year from the end of the course.

### Final Grades

Final grades are reported on [WebSTAC](#). Grades on Blackboard do not constitute the official records for a grade in a class.

## **Tuition & Financial Obligations**

### **Tuition & Fees**

Please contact the Curriculum Coordinator for information about current tuition rates.

Tuition may be paid by the student as an Out of Pocket Expense or with funding information from a sponsoring department or grant. It is the responsibility of the student to provide the Curriculum Coordinator with current information for tuition including the name of the financial or department administrator responsible for providing an account number for tuition.

### **Student Health Insurance**

Participation in the Washington University School of Medicine Student Health Service is required for all full-time MSCI students who do not have a Washington University, St. Louis Children's Hospital, Barnes Jewish Hospital, Goldfarb School of Nursing, St. Louis College of Pharmacy, Saint Louis University, Southern Illinois University Edwardsville School of Nursing, or University of Missouri at St. Louis College of Nursing employee appointment. All full-time MSCI students who do not have full-time appointments in the aforementioned institutions are automatically charged for the health fee and enrolled in the Student Health Service. There is no waiver for this fee based on existing health insurance coverage.

### **Tuition Assistance Program**

The Clinical Research Training Center will, on occasion, offer tuition assistance to MSCI and MTPCI scholars not currently sponsored by a training grant award. The award aims to provide high-quality, multi-disciplinary training in clinical research to promote career development for young investigators. Information about the program will be advertised if funding is available.

### **Department Paid Tuition Assistance**

Employees who receive tuition funding from a sponsoring department or grant are required to complete Department Paid Tuition Assistance (DPTA) forms prior to the start of classes. DPTA forms must be completed with the appropriate student and supervisor signatures and returned to the Curriculum Coordinator. The Curriculum Coordinator will submit these forms to the Human Resources Office on behalf of the student. If DPTAs are not returned to the Curriculum Coordinator by the last day to drop a course with a refund, this may result in the student being dropped from the course. Additionally, a hold will be placed on the student's record for future enrollment and transcripts will not be released if DPTAs are not returned.

For tuition purposes, employees include faculty at the instructor-level and above.

### **Washington University Employee Tuition Assistance (ETA) Benefit**

Washington University staff and faculty who have worked at the University at least 1 year prior to the first day of classes qualify for tax free tuition assistance. Residents, Fellows and Postdocs do not qualify. Clinical Investigation (M17) and Applied Health Behavior Research (M88) classes that meet 4:00 PM or later are eligible as well as condensed classes (ex. Power & Sample Size, Bench Fundamentals). MSCI and AHBR classes are all graduate level courses. Graduate

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The MSCI program reserves the right to make changes to this document as needed. Please visit <http://crtc.wustl.edu> for the most current information,

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level tuition is covered at 50% of the tuition rate up to 7 credit hours per semester. Electives taken in other programs may not be eligible. To confirm benefit eligibility, contact Washington University Human Resources.

### **Payment of Financial Obligations**

Any payment due from the student and not paid by the specified date will accrue interest at the usury rate in effect on the first business day of the month in which the payment is due. This fee will be imposed on any accounts not paid in full within 30 days of the due date. Any amount not paid when due plus accrued interest thereon must be paid in full within three months of the due date to avoid suspension from classes.

If a student fails to settle such unpaid amounts within three months of the original due date, the School will not release the student's academic record, grade reports or transcript pending settlement of the unpaid account. A student who has not satisfied all of his/her delinquent financial obligations to Washington University (tuition, Olin Residence Hall rental, parking, etc.) one month before the end of the academic year will not be allowed to progress to the next academic year, or be issued a diploma. Federal financial aid funds for the next academic year cannot be disbursed until all prior year balances are paid in full.

### **Program Withdrawal**

It is understood that the date on which a student formally notifies the Clinical Investigation program and the Registrar's Office in writing of the decision to withdraw or take a leave of absence from the School of Medicine shall be regarded as the termination date, with no retroactive clause to be accepted.

## Degrees & Graduation

### Degree Requirements

To earn the MSCI at Washington University, a student must:

- Complete a minimum of 33 semester units of graduate coursework as defined by the concentrations within the degree (see appendix)
- Maintain satisfactory academic progress
- Conduct a thesis project of original research
- Successfully defend the thesis before his/her thesis committee (3 mentors)
- Submit the thesis to a peer-reviewed journal determined jointly by the student and primary mentor.
- Submit a copy of the article, receipt of submission from the journal, and a Final Thesis form signed by all members of the scholar's Mentorship Committee. Note: The thesis requirement must be completed within 1 year of completion of the last course, or within 5 years of the first course taken, whichever is shorter.
- All Degree Requirements must be completed within 5 years from the earliest course (including transferred credits).

### Certificate Requirements

To earn the Certificate in Clinical Investigation at Washington University, a student must:

- Complete a minimum of 16 semester units of graduate coursework as defined by the concentration requirements.
- Maintain satisfactory academic progress.
- Successfully complete all required courses within 5 years from the start of the first course used toward the Certificate.

### Filing for a Degree

Students are responsible for filing an Intent to Graduate form in order to have each earned degree conferred. The Intent to Graduate form is available online through [WebSTAC](#), and must be filed by the deadline in order for a degree to be awarded. Deadline dates appear in the Course Listings and on [WebSTAC](#). Students who do not complete their degree requirements by their intended graduation date must re-file a new Intent for the next graduation date.

If you have missed the deadline to file your Intent through [WebSTAC](#) you must complete a paper form and send it to the Curriculum Coordinator, Campus Box 8051.

### Filing for a Joint Degree

Students who are pursuing a joint degree must earn both degrees in the same semester. Therefore, the MSCI degree cannot be conferred separately from the PhD or MD degree in which the student is also pursuing. Joint degree students should complete one Intent to Graduate form and mark both degrees that will be earned.

### Recognition Ceremony

The MSCI program participates in a joint recognition ceremony with several other WUSM Master's programs in May. Graduates are awarded their diplomas at this intimate ceremony.



Family members, friends, mentors, and colleagues are welcome to attend but the graduating student should provide an expected number of guests to the CRTC secretary. Invitations for the event are distributed in April.

### **Commencement**

Washington University hosts an All-University Commencement at the end of the Spring term each year. December and May graduates are invited to participate in this event on the Danforth campus.

## Verification of Degree Awarded or Enrollment Status

### Transcript Requests

Transcript requests must be made to the Medical School Registrar's Office.

Requests can be made in person or in writing. Please see the Registrar's Office website for more information about obtaining official transcripts (<http://wusmregistrar.wustl.edu/transcripts.htm>).

An unofficial record of your transcripts can be viewed on [WebSTAC](#).

### Academic and Non-Academic Transgressions Policy

The following policy outlines the procedures that will be followed when there are questions of possible breaches of integrity including those of a professional, academic or research nature. All matters involving possible breaches of integrity shall be brought to the attention of the CRTC Disciplinary Committee, whose members include the MSCI Director, Training Program Directors, and CRTC Director of his/her designated representative. Behavior inappropriate to the Clinical Investigation Program shall mean breaches of personal confidence and trust including cheating or unauthorized use of materials during examinations; abuse, misrepresentation or other seriously improper conduct in relation to patients, research subjects or colleagues; and other misconduct, misrepresentation or failure in personal actions or in meeting obligations and others outlined and defined in the Washington University Judicial Code, the Bulletin of the School of Medicine, the Code of Conduct, and the Research Integrity Policy.

Once an issue is brought before the CRTC Disciplinary Committee, the Committee will review the matter at hand and determine whether further action is required. The CRTC Disciplinary Committee will also notify the scholar or trainee's respective Department and Division Head/Chief, and mentor of the pending investigation. If the committee finds further action is required on the basis of academic or professional concerns, the matter will be forwarded to one of the following committees based on the student's role at the University:

- Students or trainees who do not hold a faculty appointment and are not employees of the University will have their cases reviewed by the Committee on Academic and Professional Evaluation of Students (CAPES) at the Washington University School of Medicine. Any decisions upon matters of disciplinary action including instances of unprofessional behavior will be determined pursuant to the guidelines outline in the Bulletin of the School of Medicine.
- Allegations of improper academic or professional conduct by faculty member or employees of Washington University will be reviewed according to the Washington University Office of Faculty Affairs Faculty Information Guide.

For issues regarding research integrity, the "Washington University Research Integrity Policy," will apply. This policy provides a framework to resolve allegations of research misconduct as rapidly and fairly as possible and to protect the rights and integrity of all individuals involved.

The CRTC Disciplinary Committee will follow any recommendations made by either the Committee on Academic and Professional Evaluation of Students or those conducting the

investigation regarding questions or Research Integrity and the decisions regarding termination from the program will be made according to their recommendations. The Department and Division Head/Chief and mentor will be informed of the final outcome of the investigation.

All students will receive the “Bulletin of the School of Medicine,” the “Washington University Research Integrity Policy,” and the “Faculty Information Guide” and the “University Student Judicial Code” upon enrollment in the program and will be required to sign that they have read and received these policies as part of the orientation and intake process.

### **Master of Science Concentration Table**

<http://crtc.wustl.edu/degrees/92-msci-concentrations.html>

### **CI Certificate Concentration Table**

<http://crtc.wustl.edu/degrees/certificate-program.html>