Reproductive Clinical Science PhD Program
Student Handbook

2020-2023
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COURSE DESCRIPTIONS

RCS-801 ADVANCED STATISTICS
RCS-802 ASSISTED REPRODUCTION EVIDENCE BASED PRACTICE JOURNAL CLUB
RCS-803 COMPARATIVE ANATOMY AND PHYSIOLOGY OF REPRODUCTION
RCS-804 EXPERIMENTAL DESIGN
RCS-805 ADVANCED TOPICS IVF
RCS-806 DEVELOPMENTAL BIOLOGY
RCS-809 TOXICOLOGY AND INFERTILITY
RCS-810 RESEARCH LITERATURE REVIEW
RCS-811 ADVANCED TOPICS MALE INFERTILITY RESEARCH LITERATURE
RCS-812 CLINICAL LABORATORY MANAGEMENT
RCS-814 ART AND GENETICS
RCS-815 DISSERTATION RESEARCH PROPOSAL DEVELOPMENT
RCS-816 DISSERTATION RESEARCH
RCS-819 THE BUSINESS OF IVF

PROFESSIONAL SOCIETIES

SOCIETY OF ASSISTED REPRODUCTIVE TECHNOLOGY (SART)
AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE (ASRM)
AMERICAN ASSOCIATION OF BIOANALYSTS (AAB)

FAQs

APPENDICES

PHD DISSERTATION COMMITTEE FORM
RESULTS OF QUALIFICATION EXAM
RESULTS OF PHD PROJECT PROPOSAL PRESENTATION
RESULTS OF PHD DISSERTATION WRITTEN AND ORAL DEFENSE
REQUIREMENTS HAVE NOT BEEN MET
PHD PROJECT / DIPLOMA DELIVERY
PHD PROJECT ACCEPTANCE AND PROCESSING

PhD IN REPRODUCTIVE CLINICAL SCIENCE PROGRAM

CERTIFICATION FOR GRADUATION

To be completed by RCS-PhD Office

Indicate the status of the following:
WELCOME

The Program Directors and Faculty welcome you to the Reproductive Clinical Science PhD Program at EVMS and the Jones Institute for Reproductive Medicine. This student handbook contains information and policies and procedures for EVMS, the School of Health Professions, and is your guide to the specific RCS-PHD program policies and procedures.

BRIEF PROGRAM HISTORY

Eastern Virginia Medical School (EVMS), through its prestigious Howard and Georgeanna Jones Institute for Reproductive Medicine, is a pioneer in assisted reproductive technology (ART). In 1981, the first in vitro fertilization baby in the USA was born through the efforts of the Jones Institute. The Jones Institute is widely acknowledged to be an international leader in clinical and scientific research in ART, and has trained many prominent physicians and scientists.

EVMS is the largest biomedical research institution in southeastern Virginia as well as the area’s largest medical center complex. In addition to the training of medical and health professions students, EVMS has a number of research institutes and clinical programs that interface with the basic science departments. The integration of clinical and basic sciences is an important component of the biomedical sciences graduate programs.

In 2003 the faculty of the Jones Institute and EVMS launched the online MS in Clinical Embryology and Andrology to meet the training and career development needs of laboratory professionals working in IVF. During the last 13 years more than 200 students have successfully completed this MS program. A new need has emerged for advanced training that will position graduates to be leaders, lab directors and researchers in the field of clinical IVF, the PhD in Reproductive Clinical Science: Embryology and Andrology will provide this advanced training.

EVMS and the Jones Institute for Reproductive Medicine is now offering a doctor of philosophy degree in Reproductive Clinical Science. The Reproductive Clinical Science PhD Program is administered from within the School of Health Professions. The Program Director is Jacob Mayer, PhD and Associate Director, Helena Russell, MS.

PURPOSE

MISSION STATEMENT

The mission of the PhD program in Reproductive Clinical Science specializing in Embryology and Andrology at EVMS and the Jones Institute for Reproductive Medicine is to provide excellent graduate education in the preparation of individuals who will direct and manage reproductive laboratories and conduct independent research.

GOALS AND OBJECTIVES

This program is designed for applicants who have a Master’s Degree in Clinical Embryology and Andrology, or a related field with relevant course work, who are experienced Embryologists or Andrologists who seek to become independent researchers and certified embryology/andrology lab directors. This program provides graduate level education in comparative reproductive anatomy and physiology, molecular biology, developmental biology, advanced statistics, experimental design and clinical laboratory.

Today’s Reproductive Clinical Lab Directors require the following skills and must be able to:

- Manage all aspects of the reproductive laboratory operations.
- Interpret the current literature as well as state and federal regulations and develop and implement new laboratory processes to ensure best clinical lab practices, outcomes and compliance.
- Maintain protocol records and data for practice performance quality control and continuous quality improvement as well as for laboratory inspection and accreditation with state and federal regulatory agencies.
- Design and carry out laboratory research and practice improvement projects.
• Provide education and training procedures for clinical staff, physicians and laboratory technicians regarding current methods of assisted reproductive technologies and safety issues.
• Participate in ethical and legal discussions within the clinic and contribute to the development of appropriate consent forms.

Program Goals:

• Provide a broad base of graduate education in foundational sciences: comparative reproductive anatomy and physiology, developmental biology, toxicology and infertility, molecular biology, advanced statistics and experimental design.
• Establish a focused knowledge base and competencies using evidence based practices in the Reproductive Clinical Science: embryology, andrology, endocrinology and cryobiology laboratories.
• Promote the development of independent research skills, (study design and analysis) as well as quality control skills (design and analysis) which will lead to the development of clear, concise, and answerable research or quality improvement questions.
• Foster a positive and collaborative team attitude toward patient care including: patient/gamete management, privacy issues, patient safety and ethical/legal concerns for the clinic and patient.

To accomplish the program goals, the program has established the following objectives:

• Evaluate advances in molecular biology, comparative reproductive anatomy and physiology, developmental biology, laboratory management as they apply to the clinical reproductive sciences
• Direct and manage all aspect of clinical reproductive sciences laboratories: in vitro fertilization (IVF), andrology, endocrinology and gamete cryobanking laboratories
• Critically evaluate and interpret the current literature as well as federal regulations.
• Develop and implement laboratory processes and procedures to ensure best clinical lab practices, outcomes and compliance.
• Establish and maintain protocol records and data for practice performance quality control and continuous quality improvement as well as for laboratory inspection and accreditation with state and federal regulatory agencies.
• Design, implement and evaluate laboratory research and practice improvement projects through the development of a dissertation research project.
• Create educational and training procedures for clinical staff, physicians and laboratory technicians regarding current methods of assisted reproductive laboratory technologies.
• As a member of an interprofessional clinical team evaluate ethical and legal aspects of ART; design procedures, protocols to address clinic and patient related concerns: privacy, safety and proper legal guidelines.

ACCREDITATION

Eastern Virginia Medical School is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Doctor of Medicine degree, Masters' degrees, Doctoral degrees, and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Virginia Medical School.
KEY PROGRAM CONTACT INFORMATION

The Reproductive Clinical Science PhD Program will be administered according to the policies established in the program handbook. The program will be administered by the Program Director, the Associate Director, the Chairs of the Curriculum and Admissions Committee, the Dean for the School of Health Professions and the Program Administrator of Reproductive Clinical Science.

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office Location</th>
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PROGRAM FACULTY

The graduate faculty of the Reproductive Clinical Science PhD Program will be certified in accordance with the general criteria contained in the policies for the certification of graduate faculty of Eastern Virginia Medical School. These criteria include research, teaching performance at the advanced level, efforts to secure funding, and attainment of necessary graduate degrees.

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<tr>
<th>FULL TIME EVMS FACULTY</th>
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<tbody>
<tr>
<td>Alfred Z. Abuhamad, MD</td>
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<td>Silvina Bocca, MD, PhD</td>
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<td>Dara Burger, PhD</td>
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TECHNICAL STANDARDS

The abilities and skills candidates and students must possess in order to complete the education and training associated with PhD Program in Reproductive Clinical Science are referred to as technical standards. These abilities and skills are essential for clinical laboratory practice as an embryologist and/or andrologist.

1.0 Observation Skills Technical Standard

1.01 Demonstrate sufficient attention and accuracy in observation skills (visual, auditory, and tactile) in the lecture hall, laboratory, and/or online settings. Indicators include but are not limited to accurate visualization and discrimination of text, numbers, patterns, graphic illustrations, and other imaging texts.

2.0 Communication Skills Technical Standard

2.01 Demonstrate effective communication skills with health care professionals, and with people of varying cultures, ethnicities and personalities.

2.02 Indicators include, but are not limited to, these examples:

   a. Clear, efficient, and intelligible articulation of spoken English language.
   b. Legible, efficient, and intelligible written English language.
   c. Accurate and efficient English language reading skills.
   d. Accurate and efficient, expressive and receptive communication skills.
   e. Ability to accurately follow directions (oral and written).

3.0 Critical Reasoning Skills Technical Standard

3.01 Demonstrate critical reasoning skills, including, but not limited to, intellectual, conceptual, integrative, and quantitative abilities.

3.02 Indicators include, but are not limited to, these examples:

   a. Demonstrate ability to measure, calculate, reason, analyze, integrate, and synthesize information.
   b. Demonstrate ability to acquire, retain, and apply new and learned information.

4.0 Motor and Sensory Function Technical Standard

4.01 Demonstrate sufficient motor and sensory function to perform typical clinical laboratory duties.

4.02 Indicators include, but are not limited to, these examples:

   a. Functional and sufficient sensory capacity (visual, auditory, and tactile) to use laboratory equipment and perform procedures.
   b. Execute motor movements that demonstrate safety and efficiency in the various learning settings (i.e., classroom, online and laboratories).
   c. Physical stamina sufficient to complete the online didactic and some laboratory study, which will include prolonged periods of sitting.

5.0 Behavioral and Social Attributes Technical Standard

5.01 Demonstrate the behavioral and social attributes vital to participation in a professional program and service as a practicing laboratory professional.
5.02 Indicators include, but are not limited to, these examples:

a. Possess the emotional health required for full utilization of mental faculties (judgment, orientation, affect, and cognition).

b. Ability to develop mature and effective professional relationships with faculty, patients, the public, and other members of the health care team.

c. Possess personal qualities that facilitate effective therapeutic interactions (compassion, empathy, integrity, honesty, benevolence, confidentiality).

d. Demonstrate impartial motives, attitudes, and values in roles, functions, and relationships.

e. Ability to monitor and react appropriately to one’s own emotional needs and responses.

f. Display appropriate flexibility and adaptability in the face of stress or uncertainty associated with clinical encounters and clinical environments.

g. Compliance with standards, policies, and practices set forth in the EVMS Student Handbook and the program handbook.
REGISTRATION

COURSE REGISTRATION

Students will register for courses six weeks prior to the start of a new semester. This registration process will take place in the myPortalEVMS by clicking on the VZ Registration link. Once the student has logged into the portal and clicks on the link, a registration page will display. Click all of the course boxes listed for the semester and press submit. A confirmation email will be sent to the student’s EVMS email account. The registration will follow with an invoice that will be sent by email to the student.

STUDENT FINANCES

The EVMS Financial Services office will mail an invoice one month prior to the start of each semester. Your first invoice will include tuition and student fees less your acceptance deposit. For more details about student finances please read the student finance policy at the following location: https://myportal.evms.edu/financialservices/accounts_receivable_and_student_billing/

PAYMENTS

Tuition payments for the Reproductive Clinical Science PhD Program must be paid by the first day of each semester, based on the total number of credit hours for which a student has enrolled and is subject to change at any time. Please contact the Finance Office at 757-446-6067 or by email AR@evms.edu if you do not receive a tuition invoice.

TUITION STATEMENTS

You can access your financial statements at any time online using the myPortalEVMS: https://myportal.evms.edu. If you have any questions or do not receive an invoice, please contact the Finance Office at 757-446-6067 or by email AR@evms.edu.

WITHDRAWING

If you elect to withdraw from courses at EVMS or from the program that you are enrolled in you must first contact your program office, then the registrar’s office to obtain the forms to fill out sign and send to your program for their signatures. You must fill out the correct forms and get them turned in promptly even if it is before the semester starts if you have enrolled for courses you will be charged for them. Please contact the Finance Office if you have any questions about this policy AR@EVMS.EDU.

FINANCIAL AID

To receive financial aid in the form of student loans you must be registered for at least six (6) credit hours per semester. Sources of financial aid are available to the Reproductive Clinical Science PhD Program students from the Financial Aid Office at Eastern Virginia Medical School: https://www.evms.edu/education/financial_aid/. Financial aid officers at Eastern Virginia Medical School are approved for processing various Federal and State student loan applications. Regulations and availability of these loans change from year to year, therefore, current information and applications should be sought from the institutional financial aid officers. Students should understand that any awards or loans are given only to full-time students who continue in good academic standing. Financial aid information can be obtained by contacting the Financial Aid Office: 757-446-5804 or email finaid@evms.edu.
FINANCIAL AID AND ACADEMIC PROBATION

If a student is placed on academic probation eligibility to receive financial aid will be affected. For more information, please contact: finaid@evms.edu

ATTENDANCE

Once the semester begins, the students will be notified of new course openings. It is a requirement for all distance students to log into their new courses the first week of the course. Information about the course schedule, such as start and stop dates, is available in this handbook (Program Schedule), the RCS-PHD Orientation Course and the RCS-PHD Class Calendar. Failure to log into a course and miss important deadlines may lead to withdrawal from a course.

ONLINE PROCEDURES

This section includes the Course Policies and Procedures that explain how different aspects of online courses are handled.

EXAMINATION PROCEDURE

Examinations and quizzes will be taken using ExamSoft software that will be provided to you. Due to the differing time zones, specific time slots will be allocated for each online assessment based on Eastern Standard Time (EST). Each instructor may vary the exam format, e.g., multiple choice questions, short answer, or essay. Your exams may be timed with a limit of 1-3 hours or take home with a limit of 2-4 days. You will be notified in advance of the examination dates and format. Please refer to individual course sites for detailed information.

You are never allowed to use lecture materials, online resources, reading materials, the instructor’s notes, or your own personal notes during examinations or quizzes unless otherwise indicated. You are also not allowed to ask anyone for help during an exam unless it is of a technical nature. Please contact Examsoft technical support by phone (866) 429-8889, website www.examsoft.com or email support@examsoft.com between 8:30am until 8:30pm EST if you have difficulty with your computer or download/upload problems. For clarification of the format or procedural questions of any kind please contact the RCS Program Administrator Office during normal business hours after hours contact Professor Helena Russell russelhi@evms.edu or (757) 446-8482.

Depending on the nature of the a technical issue encountered while attempting to take a timed assessment follow this guideline: 1) cannot open your exam file, wait until the next business day and contact the Distance Learning Office; 2) your computer shuts down during an exam, quickly turn your computer back on you should be allowed back into the exam after the computer boots up; 3) if you are not allowed back in contact the support numbers in the order listed at the start of the exam; 4) cannot upload your exam file, notify your program office course director and contact Examsoft during regular work ours 8:30 am to 8:30 pm Monday thru Friday.

Take home exams are given occasionally; you will be given detailed instruction at the time the exam is released about what resources you should use during the take home exam. Please be aware that you may not ask anyone for help in answering the questions unless it is of a technical, procedural or clarifying nature. In this type of exam you will be asked for a detailed bibliography and the document will be checked for plagiarism electronically.

REVIEWING SECURE EXAMS

Because of the secure nature of the exams you will take, they will not be released to you for review. If you have questions or would like to discuss the items you may have answered incorrectly, you must set up a time with the appropriate Course Director to meet in an Adobe Connect Meeting space. This will allow you to review the items you missed and discuss any concerns you may have regarding the correct answers. If this does not resolve the issue, you must set up a time with the Associate Program Director to meet in an Adobe Connect Meeting space.
ASSIGNMENT PROCEDURE

The deadlines for submitting assignments will be posted on Blackboard for each course. The assignments locations must be used for submission of all projects, reports, and papers—never email your assignments. Always submit your assignments in the format requested by the instructor, most typically MS Word; others will be specified. Also, always include your last name in the file name and put your name on each and every page.

GRADES

Grades for assignments and exams will be posted in the Blackboard course site within two weeks after the assessment or assignment deadline except where indicated. Also, within a two-week period after the end of a course and after the course survey or evaluation has been completed by all students, the course grades will be posted. If you have not received a grade for an assignment, exam or course within a two week period, please contact the Course Director to report the problem. If you do not get a response contact the Associate Director of the program YuL@evms.edu or the Program Director, MorsheMS@evms.edu.

COURSE SURVEYS AND EVALUATIONS

Students will be sent a link to the course survey about 2 weeks before the end of the course.

INSTRUCTOR RESPONSE TIME

Instructors normally check messages once per day and respond within 48 hours. Feedback on assignments is usually provided within two weeks of receipt. If there are any concerns about missed emails or no response, please contact the appropriate Course Director. For any further concern please contact the Associate Director of the program YuL@evms.edu or the Program Director, MorsheMS@evms.edu.

CLASS DEEMANOR

Students are expected to interact in a professional demeanor with classmates, faculty, and staff, be prompt in attending Internet meetings, be patient in online interactions, and follow through on their individual contributions to group assignments. Inappropriate language, dissension, or disruption will be removed from any web posting and disciplinary action may be taken.

EMAIL

Only your EVMS email will be used for the duration of the program. Email may be sent from within Blackboard but it will use your EVMS email account as the sending account. Information that you need to convey to the instructor or requests for an appointment are best sent via EVMS email.

DISCUSSION BOARD

The Discussion Board, Wiki, Blogs and Journal Postings in Blackboard are types of interactions where students and faculty can communicate with each other. Discussion Boards will be read by everyone in the class. Wiki assignments are typically group projects all members of the class will have access to, Blogs are similar to Discussion Boards where all class members will have access and Journal Postings are only available to you and your instructor. You will be responding to questions posted by the instructor, members of your group or each member of the class. All of these types of assignments will typically have a grade associated with them. Please check to make sure you understand the timing of posts, how many posts, the types and depth of the post being requested so that you may get full credit for the assignment.

Typically each course will have a general ungraded Discussion Board where you may ask for clarification of the reading materials or ask why a treatment was prescribed in the clinical area. If you have a question related to something you read, chances are someone else in the class does also. If you have posted something and you are not getting a reply, most likely no one is aware that you have posted a question. Please report this to the Course Director and appropriate action will be taken to notify others.
Please be aware of netiquette when making a post. Be respectful of each other and your faculty, avoid texting short hand, or in all caps and please behave in a professional manner.

TROUBLESHOOTING

If you cannot log into Blackboard, myPortalEVMS, the EVMS Library or access your webmail, contact the Academic Computer Center (ACC), 757-446-5871, comphelp@evms.edu. For Exam Soft support directly: https://learn.examsoft.com/about/examsoftsupport or US Toll-Free Phone: 1 866-429-8889; International Phone: 1-954-429-8889; email: support@examsoft.com. If your computer shuts down while you are in the middle of an exam, restart your computer right away and you will be able to reenter the exam. If when you restart your computer it asks for a resume code call Professor Russell 757-446-8482

GRADING POLICIES

TRANSFER CREDIT

Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, such as the Southern Association of Colleges and Schools, for courses in which a grade of B (3.0) or higher was received or a passing grade was achieved in a pass/fail course. The RCS PhD programs may accept a maximum of 12 transfer credits. Course grades obtained from another institution will not be counted in the GPA. All applicants seeking to transfer credit(s) should contact the program for special application or credential requirements. Decisions regarding applicability of transfer courses/credits will be made by the Program Directors in consultation with the faculty as deemed appropriate. Please contact the RCS office to enquire about the process: DEAdmin@evms.edu.

GRADING POLICY

This section specifies the general grading policies and procedures used by all of the health professions programs. In addition to the policies listed here, each program may have additional requirements that are communicated to students in writing at the initiation of their first semester. Final grades at the end of each term are assigned according to the EVMS School of Health Professions grading scale.

MAKE-UP POLICY

If you are unable to meet the time frame for submission of exams or other work, you must make prior arrangements with the Course Instructor or Course Director. Failure to do this will result in a zero grade for that test or assignment. It is important to post Discussion Board assignments in a timely manner because your classmates need your information and feedback to complete their assignments. You must discuss prioritization of submissions with your individual instructor.

LATE ASSIGNMENTS

Assignments must be submitted on or before their due date. Contact the course director if you have a medical or personal emergency that interferes with submitting assignments on time. Typically a doctor’s note is required when asking for an extension.

INCOMPLETE POLICY

When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Course Director and Program Directors for extraordinary circumstances. The student must petition the Course Director and the Program Directors for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Directors, the “I” will convert to either an “F” or the grade as specified in the written agreement after the mid-point of the semester. An “I” grade may not be changed to a "W" under any circumstances.
GRADE DISPUTE
To better understand how your grades were calculated please carefully review the syllabus for the course. If it appears that the grade has not been calculated correctly please contact the course director to discuss your final grade in the course and to get clarification. If there is no resolution of the grade and further clarification is needed contact the program Associate Director to discuss the course grade and calculation or to review any aspect of the course. If there is still further need to discuss the course please contact the Dean of the School of Health Professions.

STUDENT PROGRESS
Student progress in this program is monitored at the individual course and semester levels. Progress is evaluated at the course level during and at the end of a course by the Course Director. If student performance falls below a level that is acceptable, the Course Director will issue a written warning which is sent to the Program Directors as well as the student. This warning should alert the student to problems that should be remedied immediately. Once a student has been issued a warning they must contact the Associate Program Directors to discuss ways to remedy the situation. Communication between the Course Director, Program Directors and the student will be established to discuss options. The Program Directors will meet in the middle and at the end of each semester with individual Course Directors as needed to evaluate student progress at the course level. At the end of the semester, the student GPA will be evaluated by the Program Directors. Since the students in the Reproductive Clinical Science PhD Program will be required to achieve a cumulative GPA of 3.00 or better to obtain a graduate degree, this standard must be met each semester.

RCS PHD ACADEMIC STANDING, WARNING AND PROBATION
1. Students are considered to be in good academic standing if their term and cumulative GPA is 3.00 or greater.
2. If a student’s term or cumulative GPA falls below 3.00, a written warning will be issued. Students who receive a warning must increase their cumulative GPA to 3.00 or higher by the completion of the following semester, or they will be placed on academic probation.
3. Students placed on academic probation must achieve a term GPA of 3.00 or higher by the completion of the following semester, or they will be subject to dismissal. Students on probation who achieve a term GPA of 3.00 or higher, but whose cumulative GPA is below 3.00, may remain on probation for one additional semester.
4. No student may remain on probation for more than two consecutive semesters. Any student who fails to attain a cumulative GPA of 3.00 or higher after two semesters of probation will be subject to dismissal from the program.
5. Students receiving a grade of C- or below in any course may be asked to retake the course or part of the course based on a decision by the Course and Program Directors. Most courses are taught only once a year, which may mean taking the course or a part of the course with the following cohort of students.
6. Any student receiving the grade of a C- in two courses will be subject to dismissal from the program.
7. The Program will make every reasonable effort to notify students of their academic status. A letter is mailed to each student placed on academic warning, probation or dismissal. However, it is the responsibility of every student to monitor their academic progress, and to check with the Associate Program Directors if there are any questions about his or her academic status.
8. A student placed on academic warning or probation will be contacted by the Associate Program Director to devise and discuss an academic improvement plan. This plan will be followed during the coming semester. If warning or probation continues the Associate Program Directors and the student will meet to discuss and devise an additional plan until the student is removed from warning or probation or additional actions are taken as described above.

When a student is placed on academic probation their eligibility to receive financial aid may be affected.
STUDENT SUPPORT

DOCUMENTED DISABILITIES

EVMS is dedicated to providing reasonable accommodations to qualified students with a documented disability. The student must self-identify with the Office of Student Disability Services as having a disability to begin the accommodation process. It is in the best interest of the student to begin the accommodation process as soon as you are aware that you may need them, as accommodations are not retroactive. All students must be able to fulfill the academic and technical standards of their academic program with or without reasonable accommodations; however accommodations are made available to aid in fulfilling those standards, not to waive them. If you have, or believe you have, a disability for which you wish to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, you must contact the EVMS Disability Officer - StudentDisability@EVMS.EDU. For more information about the disability accommodations process, please visit: http://www.evms.edu/education/additional_resources/disability_guide_for_students/

PROFESSIONALISM AND SCHOLARLY REQUIREMENTS

RCS-PHD WRITING STYLE

This program uses American Medical Association (AMA) Manual of style formatting and citation for all assignments. If you have a question about formatting that you need help with that is not covered elsewhere, please consult the AMA Style Guide, 10th Edition. (http://www.amamanualofstyle.com/).

DISSERTATION WRITING STYLE GUIDELINES

This RCS-PHD EVMS style and format guideline should be followed to construct your dissertation projects, which must be prepared to a professional standard. The final section of this guide includes a copy of the dissertation template to aid you in formatting your final PhD project; a file containing these templates is also available in the RMCT Course site in the PhD Project Folder. As soon as your advisor, course director or the writing tutor recommends, you should start using the template. If you have a question about formatting that you need help with that is not covered in the EVMS manual, please consult the AMA Style Guide, 10th Edition (http://www.amamanualofstyle.com/).
THE EVMS HONOR SYSTEM

The students, faculty, and administration of EVMS join together in support of the EVMS Honor Code for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct.

Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics and the Honor Code. Such offenses include, but are not limited to, lying, stealing, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, or knowingly passing off work of another as one's own. Any student who fails to abide by the Honor Code or live up to its principles is subject to disciplinary action by the Honor Court. All students are obligated to support the Honor Code and report any violation thereof to the Honor Council. Each student subscribes to the Honor Code by signing in writing his/her support at the time of matriculation.

As a student in the RCS-PHD program you are required to sign the EVMS honor code document and to abide by the EVMS honor code outlined in the EVMS student handbook. If you are ever in doubt about what is permitted or not permitted in the online program during testing, assignments, writing or take home exams, please read carefully the instructions for the particular assessment or assignment. If you are still in doubt, email or call your professor or the program associate director for clarification.

To completely understand what we consider plagiarism, the following is our definition: (1) submitting work (or a part thereof) that belongs to another person or has been written by someone other than you; (2) copying from a source without proper acknowledgment, quotation marks, or both, and (3) paraphrasing from a source without proper acknowledgment.

The simplest way to prevent plagiarism is to maintain proper attribution and citation techniques. As you write academic papers, you must remember to conscientiously attribute ideas and quotes when referring to the writings of others. The format in which you refer to another’s work will depend on the style guide preferred by the department offering your course. Your instructor will verify the style guide you should be using.

In view of the fact that each student, has signed an honor pledge, it follows that each piece of work submitted by a student during the program is to be his or her own work unless prepared under alternate conditions specified by the faculty member in charge of the course. Enforcement of the Honor Code in the classroom and online is a responsibility which is shared by faculty and students. Instructors may, at their discretion and with the help of the student, exercise the option of identifying proctors for examinations.
PLAGIARISM/ TURNITIN PROGRAM POLICY

Plagiarism can best be defined as stealing and passing off the ideas and/or exact words of another as your own. Unintentional plagiarism, where the plagiarism is the result of ignorance, poor writing skills, or mistakes in writing up citations in early drafts, is forgivable.

Basically, if you submit a final draft to an instructor or to a journal for publication with the words or ideas of another person consciously copied with or without citation, then you are guilty of plagiarism.

Thus, students in this program will be trained to:
- Understand proper ways to cite and use material from others’ work.
- Know the differences between citation, quotation, and plagiarism
- Be able to use the program Turnitin to assess and correct unintentional plagiarism before submitting their final drafts.
GRADUATION REQUIREMENTS

LENGTH OF TIME TO COMPLETE THE PHD DEGREE

It is possible that students in the Reproductive Clinical Science PHD Program will be able to complete their requirements in three (3) calendar years. Because of the nature of dissertation research it may take longer to finish projects according to program requirements. If the student has not completed the degree requirements at the end of three year period and they anticipate non-completion by the 90-day post-graduation cutoff in August of their graduation year, the student must submit a written plan for completion of the outstanding requirements which is due by the third week in May of their graduation year. This petition must be approved by the student’s advisor and the program directors. While completing their requirements students must maintain continuous enrollment in the program. This process is started by registering for an additional research courses by the 3rd week in May of their original graduation year. All requirements for the Reproductive Clinical Science PhD Program must be completed within six (6) calendar years from the time the student is matriculated into the program. In unusual circumstances, extensions may be granted by the Program Directors.

GRADUATION

EVMS confers formal academic degrees at an annual graduation ceremony to students in degree granting programs. All candidates for academic degrees, who qualify during a given academic year, will be graduated at this ceremony regardless of the actual completion date of the degree requirements. Students may participate in commencements while still completing requirements however they will be presented with an empty diploma folder during the ceremony. The diploma will be sent after all degree requirements are completed. In order to participate in graduation all degree requirements must be completed within 90 days after the date of graduation. The Program Directors and the dissertation advisor must see that all requirements have been completed or that adequate progress has been made (including the PhD project) one month prior to graduation or the student will not be approved to attend commencements. The student must petition for approval to attend graduation one month prior in the third week of April if all requirements have not been met. (See appendices for appropriate forms).

The ceremony is conducted on the third Saturday in May. Caps and gowns for distance learning students are distributed at the day before graduation at the graduation practice session at Scope Auditorium. A line-up sheet will also be given to inform graduates of the order of procession. Assistance will be provided for any questions or concerns.

Commencement exercises are part of a larger academic tradition. Commercial activity is incompatible with these exercises. Such activities are appropriately conducted during the rehearsal or at class banquets. Any public displays of graduation information and events must be approved by both the Chief Marshal and the Office of Institutional Advancement.
RCS-PHD PROGRAM REQUIREMENTS

EVMS LABORATORY SAFETY AND ADDITIONAL TRAINING COURSES
Students working or otherwise participating in research at EVMS must complete the General Laboratory Safety Courses given by the EVMS Department of Environmental Health and Safety Services. The required courses will include:

1. Online laboratory safety training
2. HIPAA training in the first year and refresher training in the second
3. CITI Training

EVMS SCIENTIFIC MISCONDUCT POLICY
Students working or otherwise participating in research or clinical work must be familiar with and follow the EVMS Guide for Scientific Misconduct (http://www.evms.edu/research/research_administration/office_of_research/research_compliance_integrity/). Additional copies of the guide are available from the office of research 757-446-8480.

CURRICULUM
The Program Schedule/Calendar included in an appendix in this handbook is color coded, listed by name, course number, course director, number of weeks, and number of credit hours. Important dates are indicated, such as residential course dates for the first and second year as well as graduation dates. Holiday breaks are indicated in red. A summary table of the Curriculum is also included.

The curriculum for the Reproductive Clinical Science PhD Program has been constructed with the input from the Course and Program Directors. The curriculum is designed to meet the needs of the Reproductive Clinical Lab Director.

Course work in this program provides a broad base of graduate education in foundational sciences: comparative reproductive anatomy and physiology, developmental biology, toxicology and infertility, molecular biology, advanced statistics and experimental design. As well as a focused knowledge base and competencies using evidence based practices in the Reproductive Clinical Science: embryology, andrology, endocrinology and cryobiology laboratories. Preparing the future leaders in the field of IVF and Reproductive Clinical Science.

This is an online program which has been designed for adult learners and working professionals who are in the work force while they are enrolled in this program. This 49 credit hour program is completed in 32 months starting in the fall and ending the spring semester of the third year with graduation. Students take 2 years of graduate level didactic and research development courses and must pass a comprehensive qualifying exam during their 4th semester to advance to doctoral candidacy. The final year of the program focuses on dissertation research. During the final semester the students will prepare and defend their dissertation projects.

QUALIFYING EXAM, DISSERTATION ADVISORS, AND COMMITTEE SELECTION
The Qualifying Exam is taken during the Fall of Year 2 as determined by the Candidacy Committee. The Exam will assess comprehension and integration of the concepts and knowledge learned in Year 1 courses. Details of the exam will be given to the students in August of year 2. Students who fail the qualifying exam twice will be subject to dismissal from the Ph.D. program. Students in the PhD Program who complete Year 1 coursework with a cumulative GPA of 3.00 or above, and pass the Candidacy Exam, may proceed with dissertation research. A student with a cumulative GPA below 3.00 will be placed on Academic Probation and must increase the GPA to a 3.00 or better within 2 semesters, or be subject to dismissal from the Program. During Year 3, students in the PhD Program will engage primarily in Dissertation research. However, students may continue to take additional coursework if the student’s advisor agrees.
**Dissertation Advisor and Committee**: By summer 1 of Year 1, each student will select an EVMS Dissertation Advisor and a Local Advisor. The Dissertation Advisors will assist the student in the selection and assembly of a Dissertation Committee to be completed no later than July 1st, which will be chaired by the Dissertation Advisors. The Committee must include at least 2 members of the Reproductive Clinical Science or affiliated EVMS faculty as well as one to two external faculty members. The student must submit the Program Form “Ph.D. Dissertation Committee” to the Research Course site by July 1st, which must be signed by all committee members. Program forms are posted in the Research Courses site in Blackboard.

**Dissertation Proposal and Progress**: Students must submit a Proposal for their Dissertation research to their Dissertation Committee, defend and receive approval no later than the end of the 3rd semester. The standard format for the dissertation proposal is that used for NIH grant applications.

An Individual Development and Progress Plan (IDPP) must be completed annually by each student in the second and subsequent years. The IDPP form will be submitted by the student to advisors. They will then meet to review the student’s progress. The final plan will be approved by the advisor, and copies will be provided to the student and the Reproductive Clinical Science Program office. The IDPP is due in May (end of spring semester) each year.

An Annual Oral Presentation of student research progress will be presented in a formal online seminar to RCS Program faculty, dissertation committee members and students. This requirement applies to Ph.D. students in their second and subsequent years. Presentations should be documented on the Oral Presentation form, which is to be signed by the student’s advisors and present committee members.

Starting in the 5th semester until the final semester students must register for Research Credits and perform research, and submit Semester Progress Report Forms to the Research Course in Blackboard. Please see checklist for Graduation for a detailed description of the process of finishing requirements for the Ph.D. degree, including writing, defending and submitting the Dissertation.

All requirements for the doctoral degree must be completed within 6 calendar years from the date of matriculation in the doctoral program. Exceptions must be approved by the Program Directors and the Dean of the School of Health Professions. Students whose graduate study is interrupted by military service will be granted an extension of this limit for the period of their military service.

**PROFESSIONAL MEETINGS, ABSTRACTS AND PAPERS.**

**EVMS STUDENT PUBLISHING POLICY**

Authorization for publishing any or all of your dissertation work as a meeting abstract, meeting poster, book chapter or article in a scientific journal must be sought from your dissertation advisor(s) and the Program Directors. All research work done as part of the requirements of completing the PhD in Reproductive Clinical Science must be attributed to EVMS, your advisor and your local institution. Additional details about student publishing procedures will be posted in the Research Dissertation Course.

Upon successful completion of the program, students are awarded the Doctoral of Science (PHD) in Reproductive Clinical Science.

*Please note that all policies and procedures within the Student Handbook are subject to change. Changes will be communicated to students as soon as possible.*
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Program Schedule

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COURSE DESCRIPTIONS

**RCS-801 Advanced Statistics**

Advanced Statistics/explores the use of statistics in Basic and Clinical Science Research. Learn what types, when and how to use different analysis tools for qualitative, quantitate statistics and quality assurance calculations. Particular attention will be focused on clinical and laboratory applications as well as basic science research.

**RCS-802 Assisted Reproduction Evidence Based Practice Journal Club**

Using the best evidence from the literature learn how to interpret and formulate best practices in IVF. This course will utilize the principles of Evidence Based Medical Practice and adapt them to the clinical IVF environment.

**RCS-803 Comparative Anatomy and Physiology of Reproduction**

Knowing which type of animal model and how they may be used in research is an essential component of interpreting and applying study outcomes to humans. This course will illustrate the uses and limitations of these animal models in the study of human reproduction.

**RCS-804 Experimental Design**

Essential skills for a researcher are how to design a study and how to apply advanced experimental modeling techniques. These are both combined here leading to best practices development in experimental design.

**RCS-805 Advanced Topics IVF**

Using the literature students will present current topic areas in IVF, laboratory and clinical research. How to conduct research in this area will also be covered in this course.

**RCS-806 Developmental Biology**

The origin and development of form and patterns in organisms. Recent investigations and recent research methodology on the processes of growth and differentiation are stressed.

**RCS-809 Toxicology and Infertility**

Environmental factors influence fertility during development, gametogenesis, fertilization and embryogenesis. This course explores the current technology, theories and research surrounding toxins and fertility.

**RCS-810 Research Literature Review**

During this course students learn the best techniques for reviewing the literature, summarizing previous data and writing a review of a topic area. Students will produce their own topic literature review by the end of this course.

**RCS-811 Advanced Topics Male Infertility Research Literature**

Using the literature students will present current topic areas in Male Infertility, treatment and research. How to conduct research in this area will also be covered in this course.
**RCS-812 Clinical Laboratory Management**

All aspects of the management of a clinical lab will be presented in this course. Students will develop new protocols, write risk management reports, develop QC guidelines, as well as design and justify the design of an IVF facility as a

**RCS-814 Art and Genetics**

Using the literature students will present current topics in female infertility, focused mainly on clinical research. How to conduct research in this area will also be covered in this course.

**RCS-815 Dissertation Research Proposal Development**

The primary objective of this course is to develop a dissertation plan and write a dissertation research proposal, present to the department faculty, dissertation committee and students in a live online seminar. The defense of the dissertation proposal will take place after the presentation with committee members.

**RCS-816 Dissertation Research**

Students will give a seminar about the dissertation progress for all of the faculty and students. Each student is required to participate in all presentations.

**RCS-819 The Business of IVF**

Management of the IVF facility from the business perspective is the main goal of this course. Students will construct an analysis of a laboratory business plan and propose phased changes to make improvements.
PROFESSIONAL SOCIETIES

SOCIETY OF ASSISTED REPRODUCTIVE TECHNOLOGY (SART)

SART is the primary organization of professionals dedicated to the practice of assisted reproductive technologies (ART) in the United States. ART includes the practice of In Vitro Fertilization (IVF). The mission of our organization is to set up and help maintain the standards for ART in an effort to better serve our members and our patients.

One of the most important functions of our site is to help patients locate and contact infertility clinics and view national and individual clinic IVF success rates.

AMERICAN SOCIETY FOR REPRODUCTIVE MEDICINE (ASRM)

The Vision of the American Society for Reproductive Medicine (ASRM) is to be the nationally and internationally recognized leader for multidisciplinary information, education, advocacy and standards in the field of reproductive medicine. The ASRM is a non-profit organization whose members must demonstrate the high ethical principles of the medical profession, evince an interest in infertility, reproductive medicine and biology, and adhere to the objectives of the Society.

AMERICAN ASSOCIATION OF BIOANALYSTS (AAB)

American Association of Bioanalysts is a national professional association whose members are clinical laboratory directors, owners, supervisors, managers, medical technologists, medical laboratory technicians, physician office laboratory technicians and phlebotomists. AAB also has three specialized membership sections for laboratory professionals: the College of Reproductive Biology (CRB), the Environmental Biology and Public Health Section (EBPH) and the National Independent Laboratory Association (NILA).

AAB is committed to the pursuit of excellence in clinical laboratory services by enhancing the professional skills of each of its members; promoting more efficient and productive operations; offering external quality control programs; collaborating with other professional associations and government agencies; promoting safe laboratory practices; and educating legislators, regulators, and the general public about clinical laboratory tests and procedures.
FAQS

How many students are accepted each year?

►► 6-8.

Is this program geared toward professionals?

►► The program is designed for clinical embryologists and andrologists, physicians, and others involved in the practice of assisted reproduction technologies.

Is this program accredited?

►► Eastern Virginia Medical School is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award PHD degrees, doctoral degrees, and certificates in medicine and the health professions.

Are the courses conducted in a university in addition to the online program?

►► The didactic courses of the program are completely online. During the PhD you will travel to Norfolk VA to EVMS to undergo laboratory proficiency assessment and participate in the residency week long training program for the RCS MS program.

What are the methods employed to deliver distance learning?

►► Courses are taught by experienced basic science and clinical faculty using the Blackboard learning platform. Lectures are typically either streamed or voiced over PowerPoint presentations.

How much time is required to participate?

►► We estimate that you will need to dedicate at least 10 to 15 hours every week to reviewing lecture materials, reading textbooks and working on projects.

Is the program available to students outside of the United States?

►► Yes, this program is available outside the U.S. and may be considered an international program.

Will the ILETS score be acceptable instead of TOEFL?

►► Yes.

I have not passed the TOEFL but have passed the ECFMG exam. Is this accepted?

►► No, they are not interchangeable. You must pass either the TOEFL or the ILETS to be admitted to EVMS.
What is the tuition payment schedule?

►►Tuition is due prior to the beginning of each semester. Invoices will be mailed from the EVMS Finance Office (Accounts Receivable).

Is financial aid available?

►►Yes.

Are scholarships available?

►►Not at this time.

Is there any discount for former fellows?

►►No.

Would a Bachelor of Science in Nursing and four years of experience as an IVF/infertility nurse be acceptable for entry?

►►Yes.
APPENDICIES
The student will contact each committee member to obtain signatures, these may be accumulated on different copies of this form, scan and submit to the RCS Program Office for approval; RCScourses@evms.edu, electronic signature may also be used.

By signing this form you agree to be a member of the Dissertation Committee for the student listed above

For general committee members: please provide the Program Office with your email and physical address you will be sent a packet from the program office to describe general committee member duties.

- Briefly as a committee member you will be expected to meet online for committee meetings and to observe student progress seminars 1 to two times a year for 1 to 2 hours. You will also be expected to read and critique the proposal, drafts and final dissertation.

For Local Dissertation Advisor: please provide the Program Office with your email and physical address you will be sent a packet from the program office to describe advisor duties

- Briefly as the local advisor you will be contacted by the student more often for consultation to offer advice, read progress report and to confer with the EVMS Advisor and Program Directors about the student progress. You will also be expected to read and critique the proposal, drafts and final dissertation.
RESULTS OF QUALIFICATION EXAM
Reproductive Clinical Science PhD Program

This is to certify that on _______________________________ , _____________________________________________
(Date) (Student’s Name)
_______________________________ , who is enrolled in the PHD: Reproductive Clinical Science Program, has
_______________________________ the requirements checked below.
(Passed / Failed)

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<td>☐ PhD Written Exam</td>
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<td>☐ PhD Oral Exam</td>
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</table>
This is to certify that on ______________________________ , _____________________________________________
(Date)     (Student’s Name)
_______________________________ , who is enrolled in the PHD: Reproductive Clinical Science Program, has
_______________________________ the requirements checked below.
(Passed / Failed)

**DESIGNATED REQUIREMENTS**

- [ ] PhD Project Topic
- [ ] PhD Project Proposal
- [ ] Coursework

<table>
<thead>
<tr>
<th>SIGNATURES</th>
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<tbody>
<tr>
<td>PhD Dissertation Local Advisors</td>
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<td>PhD Dissertation EVMS Advisors</td>
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<tr>
<td>Committee Member</td>
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<td>Program Director</td>
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<tr>
<td>Associate Program Director</td>
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**PhD Project Topic Aims**

- [ ]
- [ ]
- [ ]
- [ ]

**Remarks**

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
RESULTS OF PHD DISSERTATION WRITTEN AND ORAL DEFENSE
Reproductive Clinical Science PhD Program

This is to certify that on _______________________________, _______________________________, who is enrolled in the PHD: Reproductive Clinical Science Program, has _______________________________ the requirements checked below.

(Passed / Failed)

<table>
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<tr>
<th>DESIGNATED REQUIREMENTS</th>
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<tr>
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<td>☐ PhD Dissertation Oral Defense</td>
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<td>☐ Coursework</td>
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REQUIREMENTS HAVE NOT BEEN MET
Petition to Attend Graduation or Graduate with Your Cohort
Reproductive Clinical Science PhD Program

This form must be completed and returned one month prior to graduation (the third week in April). This form is required by all graduates who have not completed all degree requirements who have approval from their Dissertation Committee to attend graduation. Not only must the form be filled out and signed by you, you must email and obtain the appropriate signatures for approval to attend graduation as indicated below.

By completing this form and signing it, you are indicating that your PhD Project will be completed, as well as any outstanding requirements, by the end of the third week of August of your graduation year. Any others signing this form must agree that you will likely finish within the 90-day post-graduation cutoff.

If you will not be able to complete the requirements within the 90-day cutoff you will receive further instructions from the program directors.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
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<tbody>
<tr>
<td>Student Signature</td>
<td>Date</td>
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</table>

List of Requirements Not Met

<table>
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</tbody>
</table>
This form will be completed during the final semester and submitted with the three printouts of the PhD Project that you submit for binding.

### Student Name

<table>
<thead>
<tr>
<th>Student ID #</th>
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Allow four (4) to eight (8) weeks for binding and processing.

If you will be in the Tidewater area, please give your address and telephone number so that you may be informed that your PhD Project is ready to be picked up.

#### Local Tidewater Address

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
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If you will not be in the Tidewater area, please give your contact information (address/phone) to which your PhD Project should be sent by insured mail.

#### Alternate Address

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
<tbody>
<tr>
<td>Telephone</td>
<td></td>
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</table>

- Please contact the program office for questions [deadmin@evms.edu](mailto:deadmin@evms.edu).
# PHD Project Acceptance and Processing

## Reproductive Clinical Science PhD Program

### PART A

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID #</th>
</tr>
</thead>
</table>

This is to certify the above-named student has submitted the Dissertation and that it has been accepted by the committee as satisfactory.

### Dissertation Project Title

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### Authorization Signatures

<table>
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<tr>
<td>Associate Program Director</td>
<td></td>
</tr>
</tbody>
</table>

### PART B RCS Program Office Use Only

- [ ] Rag Cotton & Printer Paper of Project Received | Date: |
- [ ] Receipt(s) for binding and other fees | Date: |
- [ ] Project sent to bindery | Date: |
- [ ] Project returned from bindery | Date: |
- [ ] Project distribution | Date: |

- This form will be filled out during your final semester and submitted with the final draft of your project.
PhD in Reproductive Clinical Science Program
Certification for Graduation

This form will be completed and submitted by the Program Administrator; after student evaluation and signature are obtained the student will be allowed to graduate.

To be completed by RCS-PhD Office

Name: 
Last Name First Name Middle Initial

Student ID #: ___________________________________________________________

Entry Year __________________________ Track ______________________________

Degree Option ☐ Dissertation

Indicate the status of the following:

Pending  Completed  Not Applicable

PhD Dissertation Presentation

Final GPA

Graduation

PhD Dissertation For Printing

Total Hours Needed for the Degree 49

Please check all of the required courses that must be completed prior to graduation:

<table>
<thead>
<tr>
<th>Course No</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
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<td>Advanced Statistics</td>
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<tr>
<td>RCS-802</td>
<td>Assisted Reproduction Evidence Based Practice Journal Club</td>
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<tr>
<td>RCS-803</td>
<td>Comparative Anatomy and Physiology of Reproduction</td>
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<tr>
<td>RCS-804</td>
<td>Experimental Design</td>
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<td>RCS-805</td>
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<td>RCS-806</td>
<td>Developmental Biology</td>
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<td>RCS-815</td>
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<td>RCS-809</td>
<td>Toxicology and Infertility</td>
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<td>RCS-810</td>
<td>Research Literature Review</td>
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<td>RCS-811</td>
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<tr>
<td>RCS-816</td>
<td>Dissertation Research</td>
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</tbody>
</table>

TOTAL CREDIT HOURS 49

Upon completion of the above, this student will have completed all requirements for the PhD degree.

Program Director __________________________ Date __________________________

Program Associate Director __________________________ Date __________________________