



**Master of Science
in Clinical Research
Student Handbook
2025-2026**

**Division of Translational Science
RUSH Medical College**

Updated 26 August 2025

Table of Contents

Overview of Academic Program	3
Program Objectives	3
Student Learning Objectives	3
Degree Requirements	4
Curriculum	4
Course of Study	6
Educational Assistance Benefits (EAB) Funding	6
Division of Translational Science: Academic Policies	7
Examination Policy	7
Pass/No Pass Grades	7
Good Academic Standing	7
Academic Difficulty	7
Academic Probation	7
Dismissal	8
Full-time Enrollment	8
Residency	8
Students-at-Large	8
Readmission	8
Academic Progression	9
Program Time Limitations	9
Commencement Participation Policy	9
Leave of Absence	9
Student Academic Appeals Policy	9
Academic Honesty and Student Conduct	10
Student Transfer Policy	11
Student Advisory Committee	11
Use of Social Media and Artificial Intelligence	11
Thesis Advisory Committee	11
Commencement Participation	13
Student Transfer	15
Student Advisory Committee	16
Contacts	17
Rush University Academic and Institutional Policies	18

Overview of Academic Program

The Clinical Research Master of Science program at Rush University offers a comprehensive pathway for both full-time and part-time students seeking to deepen their understanding and expertise in the field of clinical research. With options for completion in either five semesters full-time or eight semesters part-time, the program is designed to accommodate the diverse needs and schedules of its student body. While the program is particularly well-suited for medical doctors seeking to enhance their research skills, it also attracts individuals from various backgrounds who share a keen interest in clinical research and its implications for advancing healthcare practices and patient outcomes.

In this dynamic and interdisciplinary program, students delve into the intricacies of clinical research methodologies, ethical considerations, regulatory requirements, and data analysis techniques under the guidance of experienced faculty members. Through a combination of rigorous coursework, hands-on research experiences, and practical training, students gain the necessary skills and competencies to design, conduct, and analyze clinical research studies effectively.

One of the program's distinguishing features is its emphasis on thesis work, where students collaborate with faculty members to generate novel knowledge relevant to clinical research. Through this hands-on research experience, students will apply theoretical knowledge to real-world research settings, working closely with faculty on innovative projects that contribute to the advancement of clinical science. From formulating the research question, to designing and implementing a data analysis plan, to presenting their findings in oral and written form, students will gain invaluable practical experience and develop professional networks that are integral to their academic and professional growth.

Throughout the program, faculty members provide mentorship and guidance to students, offering support and expertise to help them navigate the complexities of clinical research. Whether assisting with research project development, providing career advice, or facilitating networking opportunities, faculty play a pivotal role in supporting students' academic and professional growth.

Program Objectives

Graduates of this program will be equipped with the skills, knowledge and habits of mind to:

1. Evaluate the contribution of a clinical research study to state-of-the-art knowledge
2. Apply ethical principles to the design and implementation of clinical research studies
3. Utilize information technology to better understand and answer clinical research questions
4. Conduct with rigor and precision the data analysis of a clinical research study
5. Design a recruitment and retention plan that would be effective across a diverse patient population.
6. Communicate effectively and respectfully the results of a study in clinical research
7. Lead an interdisciplinary team in the conduct of clinical research

Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Conduct a literature search using a standard online database (eg, PubMed) to identify, critically appraise, and synthesize evidence from at least 20 peer-reviewed sources, culminating in a written gap analysis that demonstrates clinical reasoning and justifies a research question
2. Design and implement a clinical research project that successfully obtains required IRB approval, demonstrates compliance with Good Clinical Practice (GCP) standards, and incorporates appropriate informed consent procedures and risk-benefit analysis documentation
3. Demonstrate proficiency in at least two clinical research software platforms (e.g., REDCap, R, SAS) to collect, manage, and analyze clinical datasets, producing accurate statistical outputs and data visualizations that inform evidence-based clinical decisions
4. Apply appropriate epidemiological principles and biostatistical methods to analyze clinical data, interpret measures of association, confidence intervals and p-values correctly, and produce a methods section and results section that meet peer-review publication standards
5. Develop and justify recruitment strategies that ensure diverse participant representation, analyze how cultural factors and social determinants of health impact study design decisions, and provide written recommendations for improving research equity and generalizability across different populations and healthcare settings
6. Deliver research findings through both a written manuscript (meeting journal submission guidelines) and oral presentations adapted for at least two distinct audiences including clinical practitioners and academic researchers, demonstrating professional communication standards and cultural sensitivity
7. Lead a research team by facilitating at least three documented team meetings, delegating specific tasks with clear deadlines, resolving conflicts through structured problem-solving approaches, and acknowledging the diversity of backgrounds and opinions among team members

Degree Requirements

The program consists of three components:

1. Minimum of 32 graduate credits
2. A clinical research thesis project culminating in a written thesis
3. A public presentation and a private defense of the thesis

Curriculum

There is a core curriculum (20 credits) that is supplemented with thesis research (12 credits).

Coursework

Students are required to complete a total of 20 credits of coursework, including:

CRE - 561 Principles of Epidemiology Credit(s): 2

DTS - 546 Principles of Biostatistics I: Descriptive Methods and Introduction to Statistical Inference Credit(s): 2

DTS - 548 Biomedical Informatics: Public Health and Clinical Research Informatics Credit(s): 1

CRE - 556 Clinical Research Design Credit(s): 3

CRE - 551 Human Subject Research and the IRB Credit(s): 1
DTS - 506 Biomedical Ethics Credit(s): 1
CRE - 562 Epidemiological Study Design and Analysis Credit(s): 2
DTS - 547 Principles of Biostatistics II: Multivariable Regression and Prediction Methods for Diverse Outcomes Credit(s): 2
DTS - 549 Biomedical Informatics: Clinical Data Analytics and Electronic Health Record Credit(s): 1
CRE - 500 Clinical Research in Practice Credit(s): 3
DTS - 594 Fundamentals of Grant Writing for Scientific Research Credit(s): 1
DTS - 595 Fundamentals of Scientific Manuscript Writing Credit(s): 1

Thesis

Students complete a minimum of 12 credits of research, as outlined above. Students must enroll in CRE-597 throughout their degree until graduation for one to nine credits per term, as advised by the program director. While enrolled, students must complete thesis-related milestones and requirements that ensure the successful completion of the research project.

Students are required to complete and defend a data-driven thesis that provides a culminating experience and applies the principles and methods learned in the coursework to a real-life research project. The goal of the thesis is to demonstrate the student's understanding of the clinical research process from both a theoretical and a practical point of view.

With the support of the program director, each student must identify a research mentor and form a thesis committee with a minimum of 3 members. The primary mentor and a second member must have faculty appointments at Rush Medical College, while the third member must hold a faculty appointment outside of Rush Medical College and within the United States. Please refer to the **Policy on Thesis Advisory Committee Composition** for further information.

The student works closely with their mentor to develop their research proposal while they are completing their coursework in the first year. The research project must involve the analysis and interpretation of data. In most cases, projects will involve the use of pre-existing data sets and/or retrospective data collection. Students may conduct primary data collection but should be advised closely on the feasibility of any project requiring primary data collection.

The primary thesis advisor in conjunction with the thesis committee will be responsible for guiding the student on the research idea, its practicality, feasibility, application and timeline for completion. Students must meet with their mentor and full thesis committee, including the program director, at least once every six months to provide a progress update and receive recommendations for moving forward to completion.

All students will be required to submit the thesis to ProQuest to graduate. Specific formatting guidelines are required as set forth by the Center for Academic Excellence above and beyond scientific content. The thesis committee, program director, and Center for Academic Excellence must approve the thesis for approval of the degree.

All students are encouraged to formulate their original research into a scientific journal article

and submit the manuscript as a publication in a peer-reviewed journal.

Course of Study

The Master of Science in Clinical Research program can be completed either part-time or full-time depending on the goals of the student. Courses will take place in person in the late afternoons or early evenings. The program is designed so that a full-time student may complete their coursework in one academic year. Thesis research components of the program should begin as soon as mentors have been identified. All students must at a minimum be enrolled part-time (five credits) per semester during the first year of the program to maintain active status in the Division of Translational Science (DTS). After completion of didactic courses, students in Thesis Research must enroll in a minimum of one credit per semester to maintain active status. The program director will advise all students on the appropriate plan of study.

Educational Assistance Benefits (EAB) Funding

RUSH employees can qualify for tuition reimbursement through the Educational Assistance Benefits (EAB) program, formerly known as LEAP. Please contact your department administrator and/or the benefits office for more information on the EAB benefit.

Division of Translational Science: Academic Policies

The Division of Translational Science (DTS) follows University-wide policies and procedures and reviews program-specific regulations. However, the DTS reserves the right to make substantive changes in its programs after a student has matriculated. Students will be informed in writing if any requirements are changed. Students re-entering the college after an absence will be guided by policies and procedures in effect at the time of re-entry.

Examination Policy

The DTS maintains rigorous standards for course and examination policies to ensure academic integrity and consistency across all programs. These policies are essential to uphold the quality and fairness of the educational experience for all students. Specifically, the Course Director is responsible for distributing a course syllabus to all enrolled students at the beginning of each course. The syllabus must adhere to the format specified by the University Curriculum Committee and include detailed information on course objectives, content, schedule, assignments, grading criteria, and examination policies. All course and examination policies outlined in the syllabus must align with DTS guidelines. Course Directors must ensure that their policies are consistent with the Division's standards and provide a clear and comprehensive guide for students. All exams must be proctored to prevent academic dishonesty and ensure a fair testing environment. The Course Director must specify the procedures for proctored exams in the course syllabus, including the format, timing, and any special instructions. Proctors must be present during all exams to supervise students and enforce exam rules. The Course Director is responsible for arranging proctors and ensuring they are adequately trained to monitor exams effectively. Any breaches of examination policies or incidents of academic dishonesty must be reported immediately to the Course Director and handled according to DTS and university procedures. Students are expected to adhere to these policies, and any violations will be addressed according to the established disciplinary procedures.

Pass/No Pass Grades

Each program identifies all courses required of its students. Required courses are usually taken for letter grades (grades are A, B, C or F), although some may be offered as pass/no pass (P/N) option with approval from program directors. Research hours are graded using the P/N option.

Good Academic Standing

The University Rules for Governance defines good academic standing conditions. To remain in good academic standing, students must earn a B (3.0) or better in core courses, meet the requirements of their program and maintain a cumulative 3.0 GPA. Students should refer to their program academic policies for additional guidance on academic standing. Students who fail to remediate their deficiencies within one academic term, or are placed on probationary status a third time, are subject to dismissal by the DTS.

Academic Probation

Probationary conditions are defined in the University Rules for Governance. The Registrar's Office will notify the Program Director when a student's cumulative GPA falls below 3.0. The Program Director will then email the student with a confirmation receipt to inform them of their change in academic standing to probation, followed by an in-person meeting.

If a student fails to meet other program requirements, the Program Director will notify the Division Head. The Division Head will inform the students by email with confirmation of receipt of their change in academic standing. This correspondence will be included in the student's permanent file.

Dismissal

Students can be dismissed if they fail to meet program requirements or go on academic probation for a second time. As the University Catalog outlines, students may be dismissed for academic misconduct or non-academic reasons. Procedures follow the University Rules for Governance as applies to the DTS. Dismissal decisions are made in consultation with the Program Director and the DTS Advisory Committee, and the student must receive adequate notice of such an impending decision. Letters of Dismissal or Administrative Withdrawal will be provided by the Division Head.

Full-time Enrollment

All DTS students must be enrolled full-time, except those Master of Science in Clinical Research students who request part-time enrollment. Full-time students must register for at least nine credits each term or at least 2 credits when enrolled in thesis and dissertation research courses. At time of graduation, the student must be enrolled in the college.

Residency

The Master of Science in Clinical Research program is a residential program may be part-time or full-time. The full-time Master of Science in Clinical Research students must graduate within five semesters. Part-time Master of Science in Clinical Research students must graduate within eight semesters. If a student surpasses these time constraints, they must formally request an extension for graduation. This request must identify the reasons for the extension and provide a written plan with reasonable deadlines for completion. This document will be co-signed by the student's advisor and Program Director and submitted to the DTS Advisory Committee. The DTS Advisory Committee will then vote on whether to accept the extension or not (passed by a simple majority). If the request is rejected, the student can submit an appeal as outlined below. Following the approval of the extension, the student is expected to fulfill all remaining requirements within the time limit defined in the extension permission. A subsequent extension request may be submitted by the student if necessary—the financial ramifications of the extension need to be determined before the request is approved.

Students-at-Large

Individuals with an accredited bachelor's degree or its equivalent have the option of taking select DTS courses as a non-degree student, prior to application to a degree program. The policy regarding the transfer of student-at-large credits can be found in the Rush University Academic and Institutional Policies section of this catalog.

Readmission

Any student who has voluntarily withdrawn from the University may apply for readmission by applying to the DTS. The student will pay tuition and fees at the rates in effect at the time of re-enrollment.

Academic Progression

Students are responsible for understanding the requirements for academic progression and adhering to the criteria at the time of their enrollment in their Program.

Program Time Limitations

Students in the Clinical Research Program are expected to meet all requirements for graduation within five semesters (if enrolled full-time) but must graduate within eight semesters (if enrolled part-time) in the DTS. This period begins with the term in which the student formally matriculates into the program. Exceptions to the time limitation must be submitted to the DTS Advisory Committee in writing. The request must identify the reasons for the extension and provide a written plan with reasonable deadlines for completion. This document should be co-signed by the student's research adviser and program director. If the extension is approved, the student is expected to complete all milestones and program requirements within the designated time-period. A second request may be made by the student's adviser and program director but may or may not be granted by DTS Advisory Committee. Following the second approved extension, the student must complete all requirements for the Master of Science degree or face dismissal.

Commencement Participation Policy

Students must complete all degree requirements to participate in the University Commencement Ceremony. **Please refer to the policy with this name for further information.**

Leave of Absence

The maximum length of accumulated Leave of Absence is 12 months. Requests for leave beyond the 12-month time limit must be submitted to DTS Advisory Committee in writing. The request must identify the reasons for the extent of leave and provide a written plan for return and revised deadlines for completion. This document will be co-signed by the student's research adviser and program director. If approved, the student must return at the time indicated on the initial request.

A second request may be made by the student's adviser and program director, but it may or may not be approved by the DTS Advisory Committee. Students must complete the university process to formally request a leave of absence.

Parental leave is granted in accordance with federal standards for students on federal grants, which is 2 months. Students should inform their program director in writing, which will be granted through the program director.

Student Academic Appeals Policy

Any student of the DTS may appeal a final course grade, failure on a comprehensive or candidacy examination, or failure of the thesis/dissertation defense. A student may also appeal an unreasonable delay in their graduation from the University. A student may appeal a Dismissal or Administrative Withdrawal as stated in the University Rules for Governance. Course grades can be appealed directly through the Course Director. Comprehensive or candidacy exam failures, failure of a thesis/dissertation, and dismissal for other reasons can be appealed through the DTS Advisory Committee following the steps below:

1. The student must initiate the appeal process within fourteen (14) calendar days of the event that precipitated the appeal. The student will submit a written statement to the DTS Advisory Committee requesting consideration of their case. The student must provide the following in the written statement:
 - a. Cause for probation or dismissal, e.g., failure of thesis/dissertation.
 - b. Action being requested.
 - c. Justification for the request.
 - d. An outline of the efforts and actions already taken to obtain consideration of the request.

Copies of this written statement must be sent to the Program Director and the thesis/dissertation committee Chairperson as appropriate.

2. The Head of the DTS will instruct the Advisory Committee to convene an appeals committee comprised of non-conflicted voting members of the Advisory Committee. The appeals committee will include a student representative from a program different from the appealing student. Suppose a member of the Advisory Committee is conflicted, in that case, that member may be replaced with a non-conflicted faculty who is not a member of the Advisory Committee. Faculty considered conflicted include the student's Program Director and those evaluating the student's academic status. Conflicted faculty will not be on the appeals committee but can be invited to present to the committee. The appeals committee will meet within fourteen (14) days of receiving the student's written request to appeal. The appeals committee will submit a report with a recommendation to the Division Head within five working days of the committee's meeting.
3. Within fourteen (14) days of receiving the appeals committee's recommendation, and upon discussion with the student and others as appropriate, the Division Head shall reach a final decision and notify each party. The conclusion reached by the Division Head is final. A designated appeals committee member will document the discussions and outcomes of all meetings in this appeal process. At any step in the process, the student may withdraw the appeal by written notification to the DTS Advisory Committee with a copy to the Division Head. In the event of a dismissal decision, a student may continue to enroll until the appeal process is completed or the student withdraws the appeal.

Academic Honesty and Student Conduct

The DTS and its programs follow the University policies on academic honesty and the university statement on student conduct. Each student is expected to conduct themselves at all times in a professional manner — a manner that conforms to the ethics of the profession and which instills confidence in one's abilities as a working scientist. Irresponsible, unprofessional or unethical behavior, as determined by Rush University honor code may result in dismissal from the program. The college and its programs will not condone cheating in any form. Allegations of cheating will be reviewed by the program director following internal DTS policies. If merited, the report will be forwarded to the Dean of Rush Medical College.

Student Transfer Policy

The **policy** with this name details the recommended procedures for the rare circumstance in which a student and research mentor can be separated, and a student can be transferred to a new research mentor.

Student Advisory Committee

The **policy** with this name details the procedure for nominating and electing members to the Student Advisory Committee, whose purpose is to ensure that student perspectives are represented in decision-making processes, fostering an open dialog between students and the administration.

Use of Social Media and Artificial Intelligence

Students are expected to adhere to Policy Numbers OP-0362 and UAC-0039 requirements regarding the use of social media and artificial intelligence, respectively, in a way that is consistent with the parameters of responsible use as specified in the Policy.

Policy on Thesis Advisory Committee Composition

The student with the advisor's suggestions must select a thesis advisory committee (TAC) that is composed of a minimum of three (3) faculty members.

The list of committee members should be submitted to the Program Director for approval.

TAC Composition Policy – Division of Translational Science

The composition of the Thesis Advisory Committee (TAC) must meet the following requirements established by the Division of Translational Science:

- The committee must include a minimum of three members: the advisor(s) and two additional faculty members who possess expertise relevant to the student's research area. Each voting member must hold a doctoral degree (PhD, MD, or dual MD/PhD).
- The primary advisor must be a faculty member within Rush Medical College (RMC).
- Of the two additional members, at least one must also be a faculty member within RMC.
- The second additional member may be external to RMC but must hold a faculty appointment either in another college within Rush University or at an accredited academic institution in the United States.
- Additional members, including an expert from abroad, may be added to the TAC as needed, either as voting or non-voting members, depending on the scope and requirements of the thesis project.

Policy on Co-Advisors:

Co-advisors are permitted when justified by the nature of the thesis research. Examples include:

1. Two RMC faculty members with complementary expertise may serve as co-advisors for interdisciplinary research projects.
2. If a primary advisor leaves RMC but wishes to continue advising a student, they must secure an on-campus RMC faculty member to serve as co-advisor and oversee the student's day-to-day progress.
3. A newly appointed faculty member with no prior advising experience may be assigned a co-advisor with relevant expertise, as recommended by the DTS, for their first student.

AC Meetings and Chairperson Selection

Once the committee convenes, it will choose a Chairperson who must not be the student's advisor or co-advisor. The first committee meeting should be the thesis proposal, which must take place no later than the end of the student's first year in the program.

Following the successful approval of the thesis proposal, the TAC is required to meet each academic term to monitor and evaluate the student's progress.

Commencement Participation Policy

Participation in the University Commencement Ceremony is a **privilege** and must be **earned** by completing all academic and programmatic requirements for graduation. Commencement represents the culmination of a student's academic journey, and participation should reflect successful completion, not intent to complete. Students and mentors are expected to plan accordingly to ensure eligibility.

Participation will only be granted under the following conditions:

1. MS Students Without a Thesis Requirement (e.g., BTN Program)

- Students may only participate in Commencement if, by the **middle of February of the graduation year**, they are:
 - Being in **good academic standing** following the Fall semester.
 - Demonstrate clear progress toward completing Spring coursework to ensure **on-time program completion**.
- **No student** may participate in Commencement with **any outstanding requirements**, including incomplete coursework or other academic liabilities.

2. MS Students with Thesis Requirement (e.g., IBS/MS and CRES Programs)

- Students may only participate in Commencement if, by the **end of January of the graduation year**, they have:
 - Completed their **final committee meeting**.
 - Created a **CAE profile** for thesis submission.
 - Met with their **Program Director** to schedule remaining milestones and defense date (public or private).
- Importantly, the **defense is the final academic requirement** and must be completed before participation. Students who have not defended will **not** be allowed to participate in Commencement.

3. PhD Students

- To participate in Commencement, PhD students must have completed the following by the **end of the Fall semester**:
 - Passed their **Data Defense** meeting.
 - Created a **CAE profile** for dissertation submission.
 - Met with their **Program Director** to schedule all remaining milestones for completion in the Spring semester, including:
 - Submission and revision of dissertation draft to CAE.
 - Final dissertation submission to CAE.

- Schedule of **public and private defenses**.
- Submission of a first author manuscript based on their dissertation work:
Note: While students may be permitted to participate in commencement upon completion of all other requirements, the degree **will not** be awarded until documentation of manuscript submission is received.

The **dissertation defense** is the final academic requirement and must be completed to participate in Commencement. Students who have not successfully defended their dissertation will not be permitted to take part in Commencement ceremonies.

DTS Student transfer policy

1. Request for separation of Student and Research Mentor:

The individual, whether Student or Research Mentor, requesting the termination of mentor-mentee relationship should submit a request to their Program Director in writing, including the reason for the request. The Program Director should work with the parties involved to assess whether remediation steps can be taken. If none, the Program Director should submit the request to the DTS Advisory Committee. The Advisory Committee will deliberate and inform the Head of DTS of their decision. DTS will inform the Program Director of the outcome of the request. The Program Director shall then notify all parties involved and DTS for record keeping.

2. Request to transfer the student to a new Research Mentor:

The request for transfer should come from the prospective new Research Mentor and undersigned by the student. The request should be submitted in writing to the Program Director, which should include:

- a. Conditions of transfer
- b. PhD students: A signed letter of commitment by the new Mentor and their Department Chair to support the student's stipend and fringe benefits until the student graduates from the program.

MS students: A description of continuation/extension of the studies

The Program Director should submit both documents to the DTS Advisory Committee for decision. The Advisory Committee will deliberate and inform the Head of DTS of their decision. DTS will inform the Program Director of the outcome of the request. The Program Director shall then notify all parties involved and DTS for record keeping.

Note: It is encouraged that Steps 1 and 2 are listed in the same request.

3. Student's plan-of-study and project in the new lab:

These are determined by the Mentor and the Student. The Mentor must notify the Program Director in writing if any changes in plan-of-study (including course work or graduation date) are foreseen. Those changes shall be approved by the Program Director.

4. Dissertation/Thesis Committee composition:

It is determined by the Mentor and the student.

If changes are made to the composition of the Dissertation/Thesis Committee, a request for approval will be submitted to the Program Director. After approval, the Program Director will notify DTS about the composition of the Dissertation/Thesis Committee.

5. Presentation of the new project:

The Mentor, the Student, and the Dissertation/Thesis Committee will be involved.

Format of presentation:

- a. If the Student did not defend a proposal for the previous project, a proposal on the new project needs to be delivered as usual in the PhD/MS program.
- b. If the Student passed the proposal for the previous project: A written proposal is not required, but the Student must schedule a meeting as soon as possible with the

Dissertation/Thesis Committee to present their plan for the project, including discussion of aims, any preliminary data, and approach.

The Dissertation/Thesis Committee then, after deliberation, approves the presentation and decides on continuation of the project.

Student Advisory Committee (SAC)

i. Purpose:

The Student Advisory Committee (SAC) consults with the Head of the Division of Translational Science (DTS), or their designees, on matters affecting students across all programs. The group ensures that student perspectives are represented in decision-making processes and fosters an open dialogue between students and the administration.

ii. Key Responsibilities:

- **Consultation:** Offer input and advice to the Head of DTS on policies, initiatives, or issues affecting students when requested.
 - **Feedback Collection:** Collect and share feedback from students in their respective programs, ensuring a variety of student voices are heard.
 - **Communication:** Serve as a liaison between the student body and DTS leadership to promote transparency and collaboration.
- Initiative Support:** Engage in the development or review of student-focused projects, events, or policies within the Division.

iii. Accountability:

The SAC will report directly to the Head of DTS and, as necessary, provide recommendations and insights through verbal feedback or written reports.

iv. Membership:

- The SAC will include one student representative from each master's program and two PhD students (one representing years 1-2 and the other representing years 3-5). Their mandate lasts for one academic year.
- Members are elected by their peers as stipulated in section v.

v. Student Advisory Committee (SAC) Nomination and Election Process

- Students interested in serving on SAC should nominate themselves by the deadline specified by DTS. As part of the nomination process, candidates must submit a brief statement (no more than half a page) explaining their reasons for running. Submission is solicited by the Manager of Academic and Student Affairs of DTS.
- Once all nominations are received, DTS compiles and distributes the list of candidates to students for voting. After the voting process is complete, DTS announces the elected SAC members.

vi. Meeting Schedule:

Depending on requests or emerging student-related issues, the committee will meet as needed.

Contacts

Lena Al-Harthi, PhD

Head, Division of Translational Science

Professor and Chair of the Department of Microbial Pathogens and Immunity

Vice Dean of Research

Lena-Al-Harthi@rush.edu

Gabriella Cs-Szabo, PhD

Vice Head, Division of Translational Science

Professor, Department of Microbial Pathogens and Immunity and Orthopaedic Surgery

Gabriella_Cs-Szabo@rush.edu

Justin J. Kim, MD, MS

Director, Master of Science in Clinical Research

Assistant Professor, Division of Infectious Diseases

Justin_J_Kim@rush.edu

Kelly Boles, MBA, MS

Manager of Research and Academic Affairs

Kelly_Boles@rush.edu

Alicia Shepard, MPA

Administrative Coordinator

Alicia_Shepard@rush.edu

Thomas Gergits, MBA

Recruitment Manager

Thomas_W_Gergits@rush.edu

Katherine Powers, MS

Manager, Center for Academic Excellence

Katherine_Powers@rush.edu

Registrar's Office

Registrars_Office@rush.edu

Rush University Academic and Institutional Policies

For additional information regarding any of the following, please refer to the Rush University Academic and Institutional Policies at

<http://catalog.rush.edu/content.php?catoid=17&navoid=1522>

- Enrollment
- Registration
- Continuous Enrollment/Active Student Status
- Withdrawal/Leave of Absence
- Incomplete Grades
- Students at Large
- University Honor Code
- Diversity, Equal Opportunity, and Inclusion
- Rush's Policy Prohibiting Discrimination, Harassment and Sexual Harassment
- University Student Refund Policy
- Student Complaint policy
- Health and Immunization Requirements