PREFACE

This Graduate Handbook serves as a guide for students enrolled in the Master of Health Science in Clinical Laboratory Science program in the Department of Medical Laboratory, Imaging, and Radiologic Sciences at Georgia Regents University. The Department’s Student Manual, which is given to all students at Orientation, is also used as a guide for graduate students. Throughout this Graduate Handbook references will be made to certain policies that are in the Department’s Student Manual. Graduate students will need to be familiar with and follow the guidelines in both manuals.

Information in this handbook and in the Student Manual are not inclusive of all student requirements at the Georgia Health Sciences University. Students should obtain and become familiar with other GHSU publications directed to students: the GRU Student Handbook and the Georgia Regents University Catalog.

SCHOLASTIC REGULATIONS AND PROCEDURES

Student registration and class attendance constitutes an agreement to comply with the rules and regulations of the Department of Medical Laboratory, Imaging, and Radiologic Sciences, the College of Allied Health Sciences, and Georgia Regents University. The student has received the Department’s Student Manual at Orientation and will receive an updated manual annually at the beginning of each fall semester. The Georgia Regents University’s rules and regulations are published in the catalog and other official publications of the university.

Students’ continued enrollment in the Department of Medical Laboratory, Imaging, and Radiologic Sciences Master of Health Science programs is subject to decision by the Dean of Allied Health Sciences at the recommendation of the Chair. As stated in the Department’s Student Manual, Student Progression Policy:

“Student performance is reviewed each semester by each discipline’s Program Director and by the Program Directors Group (PDG). Program Directors will present formative and summative information on their students for not only the preceding semester, but also the cumulative record of the student. The PDG shall make recommendations to the Chair regarding the progress and standing of students. This is an academic evaluation process and the Chair’s action(s) resulting from recommendations govern the academic standing of a student. The PDG may also be used on an ad hoc basis to review the progress or conduct of a student as needed by unique circumstances. If the PDG considers a decision to recommend a student be denied continued enrollment, the PDG
may elect to conduct a formal investigation in circumstances where it determines that 1) an investigation of such a nature is warranted, or 2) a student defense to specific charges is appropriate.”

**Grades, Academic Performance, and Progress**

The Department’s [Student Handbook](#), [Student Progression Policy](#), states that:

“Students must earn a C or higher in all courses to progress in the programs within the Department of Medical Laboratory, Imaging and Radiologic Sciences.”

The students enrolled in the Master of Health Science programs in the Department must also earn a C or higher in all courses to progress in the programs within the Department. However, in addition to this requirement graduate students must also maintain a cumulative grade point average (GPA) of at least a 2.8 (on a 4.0 scale) for all courses attempted.

**Academic Probation and Possible Dismissal**

Any Master of Health Science student who’s cumulative GPA drops below a 2.8 is placed on academic probation. Such status is noted on the student’s academic record (transcript). While on probation, the student must earn a minimum of a 3.0 each semester until the cumulative GPA is raised to at least a 2.8.

Students who fail to earn at least a 3.0 each semester, while on academic probation shall be forwarded to the Department of Medical Laboratory, Imaging, and Radiologic Sciences’ Program Director’s Group (PDG) for review.

Therefore, the following two instances listed in this section of the Handbook will warrant review of the student’s academic performance by the PDG. These two instances are:

a. The student did not receive a C or better in one or more of the program required courses;

b. After the student’s cumulative GPA fell below the minimum 2.8 and the student was placed on academic probation, the student failed to earn at least a 3.0 each subsequent semester until the required minimum cumulative 2.8 GPA was met.

The student’s unsatisfactory academic performance will then be forwarded to the PDG by the Program Director and the PDG will follow the guidelines established in the [Student Progression Policy](#).
Any student dismissed from the Department of Medical Laboratory, Imaging, and Radiologic Sciences, College of Allied Health Sciences, may appeal the action in accordance with the procedure described in the Department’s Student Manual, Student Progression Policy.

**Academic Integrity and Honesty**

The Department of Medical Laboratory, Imaging, and Radiologic Sciences’ Student Progression Policy also addresses issues related to Academic Honesty. The policy states that the student must follow the University’s Student Honor Code that states:

“The university recognizes honesty and integrity as being necessary to its academic function. The following regulations protect the equity and validity of the university’s grades and degrees, and help students develop standards and attitudes appropriate to academic life.

1. No student will receive assistance not authorized by the instructor in preparing any assignment, essay, laboratory report or examination to be submitted as a requirement for an academic course.

2. No student will knowingly give unauthorized assistance to another person in the preparation of any assignment, essay, laboratory report or examination to be submitted as a requirement for an academic course.

3. No person will sell, give, lend or otherwise furnish to any unauthorized person material that can be shown to contain the questions or answers to any examination scheduled to be given at any subsequent date, in any course of study offered by the university excluding questions and answers from tests previously administered and authorized for release by the administering faculty member.

4. Plagiarism is prohibited. Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting it. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged.

5. Fraudulent research activity is prohibited. Misrepresentation of data collection and analysis, including falsification, fabrication or omission of Data is prohibited.

6. Any person taking, or attempting to take, steal or otherwise procure in any unauthorized manner any material or information pertaining to the conduct of a class including tests, examinations, laboratory equipment, rollbooks, etc., violates this regulation.”
**Professionalism Expectation and Student Conduct**

The Department’s *Student Progression Policy* also provides the Professional Expectations that are required of all students, both graduate and undergraduate. Also included in the policy is what is considered to be “Urgent Behavioral Circumstances” that will require immediate action and a link to GRU’s *Student Conduct Code and Procedures*. If the graduate student has not met the requirements of the Student Conduct Code or is considered to have behavioral issues that faculty have observed that cast grave doubts upon his/her potential capabilities as a practitioner in the field of training, the student may be denied permission to continue enrollment in the program. The process involved in these cases is outlined in the section on Unsatisfactory Student Conduct.

Also included in this policy is a section on Due Process, Student Rights, and Hearing Procedures.

**Additional Policies**

This Departmental *Graduate Handbook* is to be used in conjunction with the Department’s *Student Manual*. The *Student Manual* policies are to be followed at all times and will be used by the Departmental Faculty, the Program Director’s Group, and the Chair. However, faculty may have more stringent requirements for their courses and if there are more stringent guidelines these will be outlined in their course syllabi. There will also be instances where the guidelines outlined in the *Graduate Handbook* are more stringent than those listed in the *Student Manual*. For these instances, the *Graduate Handbook* guidelines will take precedence over the Department’s *Student Manual*.

Other policies listed in the *Student Manual* that will not be discussed in this handbook are:

a. Course Exemption Policy
b. Assignment Policy
c. Attendance Policy
d. Student Leave Policy
e. Student Pregnancy Policies and Procedures
f. Clinical/Laboratory Dress Code Policy
g. Grading Policy
h. Student Professionalism Policy
i. Standardized Course Syllabus Policy
j. Criminal Background Checks Policy
k. Drug Screen Policy
l. Student Complaint Policies and Procedures Policy
DEPARTMENT OF MEDICAL LABORATORY, IMAGING, AND RADIOLOGIC SCIENCES

DIRECTOR OF GRADUATE PROGRAMS

The Chair of the Department of Medical Laboratory, Imaging, and Radiologic Sciences has appointed the Department’s Director of Graduate Programs. This individual will serve as the graduate student’s mentor, advising him/her concerning requirements and procedural steps in the degree program, and ensuring the student is completing the required steps outlined in the Research Project Process.

MAJOR RESEARCH ADVISOR

A faculty member will be selected by each student as his/her Major Research Advisor at the end of the second semester or no later than the beginning of the third semester. The Major Research Advisor should be a faculty member within the Department of Medical Laboratory, Imaging, and Radiologic Sciences. Upon consideration of the benefit to the student, the MLIRS Director of Graduate Programs and MLIRS Department Chair may grant permission to appoint a faculty outside the department to serve as Major Research Advisor. The Major Research Advisor will provide oversight of the student’s graduate project, which includes assisting the student in selecting and pursuing the research topic, oversight in the preparation of the project, oversight of the student’s application for review of the research proposal by the Human Assurance Committee, oversight through the completion of the project, and oversight of the writing and presentation of the project. The Major Research Advisor will also provide critical review and grading of the project and will ensure that the student has completed all required paperwork outlined in the Research Project Process.

ADDITIONAL RESEARCH FACULTY

The student, upon advisement of the Major Research Advisor, may choose one additional member to serve with the Major Research Advisor in oversight and grading of the graduate project. This member may be faculty within the Department of Medical Laboratory, Imaging, and Radiologic Sciences, within the College of Allied Health Science, or within the University or the member may be a clinical faculty member at one of the many clinical affiliates used for training the department’s graduate students.
RESEARCH PROJECT, PROPOSAL, PRESENTATION, PAPER

Research Project

The research project is the culmination of the Master of Health Science program requirements. The student will use information obtained from specific program coursework, the Evidence Based Practice course, and the literature to craft a well-defined research question that the student, through research, can answer. The student will then present and defend the results of this investigation in a formal venue and complete a research paper of publishable quality.

The research projects can be on a variety of topics, including but not limited to: evidenced-based research, traditional scientific inquires, program development research, information technology based research, educational research, and clinical services delivery-based research. Because of the varied nature of the research projects, it is imperative that the student obtain approval from the Major Research Advisor, Research Faculty Member, Director of Graduate Programs, and the Chair regarding the research question and expected project outcomes.

Research Proposal

The research proposal is a research plan that serves as the basis for the research project. The proposal is written by the student and approved by the Major Research Advisor, Research Faculty Member, Director of Graduate Programs, and the Chair. The Research Proposal will include the following areas:

1. Purpose of the Study
   a. Concise statement of the background
   b. Rationale
   c. Nature and significance of the proposed study
2. Specific Aims
   a. State the specific objectives of the study (research question)
3. Study Design should describe in brief paragraph, outline or graphic form, the following:
   a. Study design
   b. Identify control and experimental groups
   c. Procedures to be used
   d. Duration and sequence of treatment schedules
   e. Analysis of data (to include statistical tools to be used for data analysis)
   f. Description of procedures being performed already for diagnostic or treatment purposes
4. Literature citations at the end of the research proposal for any work referenced in the proposal.
5. Human Subjects
   Provide rationale for the choice of any procedures involving human subjects, records, surveys, tissues or other human derived materials. Refer to HAC Polices and Procedures, Description of Research Proposal for additional information.

Research Presentation

After completion of the research project the graduate student will be required to present findings from the research project in a formal venue. The formal venue will be decided by the Major Research Advisor and the Director of Graduate Programs. This communication of findings should be prepared in a presentation format (such as Power Point) and should be approximately 30-45 minutes in length.

The following elements should be included in the presentation:

1. Research question or hypothesis
2. Brief review of relevant literature
3. Importance of study
4. Research procedure
5. Data collection
6. Research Findings
7. Conclusions
8. Significance of findings

Research Paper

The research paper is the final part of the research project. This is a formal research paper that should characterize, in a scholarly manner, the importance of this information as it applies to the field of study. This paper should report findings judged by responsible research faculty to be competitive for publication in a peer-reviewed journal.

The paper should include the following sections:

1. Abstract
2. Introduction
   a. Background
   b. Importance of study
3. Literature Review

4. Methodology
   a. Research question or hypothesis
   b. Sample
   c. Population
   d. Data collection procedures
   e. Statistical analyses used

5. Results

6. Conclusions
   a. Interpretation of results
   b. Research findings – Answers to research question
   c. Significance of findings
   d. Conclusions

7. References


**RESEARCH PROJECT PROCESS**

The research project will be the culmination of the student’s graduate program curriculum. The specific courses within the curriculum that are utilized to guide development and completion of the research project are:

- **1st semester:** STAT 6300 Introduction to Epidemiology and Biostatistics
- **2nd semester:** CAHS 6501 Evidence Based Practice
- **3rd semester:** CAHS 6503 Research Process
- **4th semester:** CAHS 6524 Project Development
- **5th semester:** CAHS 7523 Research Project

In the course CAHS 6501 Evidence Based Practice, the student will develop a research question and begin performing literature reviews on the research topic. Collaborative Institutional Training Initiative (CITI training) will be completed during this course.
CAHS 6524 Research Process will provide the students with the tools needed to develop their research proposal or plan. This will serve as the basis for their research project and will require guidance from their Major Research Advisor. The proposal must conform to the *Conduct of Research Policy* of GRU.

CAHS 6524 Project Development is the course, that upon HAC approval and approval from the Major Research Advisor, the Director of Graduate Programs, and the Chair, the student will, with oversight, be allowed to conduct their research.

The CAHS 7523 Research Project course will allow time for the student to complete their research, finish the research paper, and present the research findings. For this course, the student will be required to present their research findings in a formal venue and complete a research paper reporting findings, judged by responsible research faculty, to be competitive for publication in a peer-reviewed journal. The venue for presentation will be determined by the Major Research Advisor and the Director of Graduate Programs.

**Office of Human Research Protection (OHRP)**

The Georgia Regents University, OHRP, has developed steps on how to begin a research project at the Georgia Regents University. The 5 steps are:

**STEP 1:** Before beginning the submission process, everyone on the research team at GHSU must complete the required research education, CITI.

**STEP 2:** Complete the appropriate HAC forms. *HAC Forms 100 and 101 are required for all protocol submissions* (Completed in eIRB submission)

**STEP 3:** Create a Description of Research Proposal. (Submitted through the eIRB)

**STEP 4:** Create a Research Informed Consent Document, if applicable. (Submitted through eIRB)

**STEP 5:** Ensure that all required signatures have been obtained on HAC forms being submitted.

All steps are included in the eIRB submission process. Every graduate student is required to submit appropriate Human Assurance Committee forms to the Office of Human Research Protection’s Human Assurance Committee (HAC) for review and approval.

The Human Assurance Committee (HAC) is the primary Institutional Review Board (IRB) charged with reviewing all research studies involving human subjects. This includes, but is not limited to, studies involving:
• Human experimentation
• Records
• Surveys
• Tissues or other human derived materials

HAC oversight requirements apply to all research conducted at GHSU, Georgia Health Sciences Health System, and Charlie Norwood VA Medical Center or by faculty, staff or students of those institutions.

**Department’s Approval to Conduct Research**

**NO research will be conducted** until the student receives approval from the HAC and approval from the Major Research Advisor, the Department’s Director of Graduate Programs and from the Chair.

a. The student must submit the Research Proposal and the completed “Project Research Proposal Form” signed by the Major Research Advisor and Additional Research Faculty to the Director of Graduate Programs.
b. The student may then submit the required HAC application forms.
c. The student, upon HAC approval, must present a copy of the HAC Approval Letter to the Director of Graduate Programs for permission to conduct the research.

Upon receipt of the documents, the Director of Graduate Programs will review all paperwork and if approved the Director of Graduate Programs and Chair will sign the “Project Research Proposal Form.” The original document will be placed in the student’s folder; copies will be given to the student, Major Research Advisor, and to the Chair. Once the student has received this form, signed by the Director of Graduate Programs and the Chair, he/she will be allowed to implement research and collect data.

**Research Project Completion**

Upon completion of the research project, the paper, and the formal presentation the student will present to the Director of Graduate Programs the “Project Research Completion Form” signed by the Major Research Advisor and Additional Research Faculty. The student must also complete the “Georgia Health Sciences University, Human Assurance Committee, Final Report for HAC Termination or Student Completion” form and submit it to the HAC along with a copy to the Director of Graduate Programs.

**GRADUATION**
**Application for Graduation**

Each candidate for a graduate degree program must apply for graduation. The Application for Graduation Form is available through the Registrar’s Office. Please read the application carefully and provide ALL requested information. This application informs the Department and the Registrar’s office whether or not the student will be attending May graduation. Additional information will be collected by the department to determine if the student will be participating in the College of Allied Health Sciences hooding ceremony. If the student does not intend to participate in graduation and/or the hooding ceremony they must write a letter to the Chair stating why they will not be attending.

**Satisfactory Fulfillment of All Degree Requirements**

Satisfactory fulfillment of all course requirements for the degree will be determined by the student’s Program Director. The Director of Graduate Programs will determine if the student has met the research requirements for the Master of Health Science degree. For the research requirements, the student’s file must contain the following:

a. Completed and Signed Project Research Proposal Form  
b. Research Proposal  
c. Signed HAC Approval Form  
d. Completed and Signed Project Research Completion Form  
e. Final Research Paper  
f. Signed Final Report for HAC Termination or Student Completion Form

These completed documents must be in the department’s student folder a minimum of one (1) week prior to graduation. Once the student has completed all course requirements, research requirements, and has completed all paperwork, the Chair will write a letter to the Registrar’s office recommending the student for graduation.
## RESEARCH PROJECT CHECKLIST FOR STUDENTS ENROLLED IN THE MASTER OF HEALTH SCIENCE IN CLINICAL LABORATORY SCIENCE AND MEDICAL DOSIMETRY

<table>
<thead>
<tr>
<th>Date</th>
<th>Procedure</th>
<th>Semester to Be Completed</th>
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<tbody>
<tr>
<td>Program Entry Date</td>
<td></td>
<td>1\textsuperscript{st} semester (fall)</td>
</tr>
<tr>
<td>Major Research Advisor Selected – Form Submitted to Director of Graduate Programs</td>
<td></td>
<td>2\textsuperscript{nd} semester (spring)</td>
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<tr>
<td>Additional Research Faculty Member Selected</td>
<td></td>
<td>2\textsuperscript{nd} semester (spring)</td>
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<tr>
<td>OHRP Education Completed (CITI training)</td>
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<td>2\textsuperscript{nd} or 3\textsuperscript{rd} semester (spring or summer)</td>
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<tr>
<td>Completed Project Research Proposal Form and Research Proposal Submitted to Director of Graduate Programs</td>
<td></td>
<td>3\textsuperscript{rd} semester (summer)</td>
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<tr>
<td>First Defense: Question and Methodology (location TBA)</td>
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<td>4\textsuperscript{th} semester (fall)</td>
</tr>
<tr>
<td>HAC Application Submitted</td>
<td></td>
<td>3\textsuperscript{rd} semester (summer)</td>
</tr>
<tr>
<td>HAC Approval Granted</td>
<td></td>
<td>4\textsuperscript{th} semester (fall)</td>
</tr>
<tr>
<td>Copy of HAC Approval Submitted to Director of Graduate Programs</td>
<td></td>
<td>4\textsuperscript{th} semester (fall)</td>
</tr>
<tr>
<td>Student Receives Approval from the Department to Begin Research (The Student Will Receive a Copy of the Research Proposal Form Signed by the Director of Graduate Programs and the Chair)</td>
<td></td>
<td>4\textsuperscript{th} semester (fall)</td>
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<tr>
<td>Complete Powerchart Training</td>
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<td>Begin Data Collection</td>
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<tr>
<td>Finish Data Collection &amp; Complete Paper</td>
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<td>5\textsuperscript{th} semester (spring)</td>
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<tr>
<td>Submitted Draft of Research Paper to Major Advisor and Additional Faculty Member for Review</td>
<td></td>
<td>5\textsuperscript{th} semester (spring)</td>
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<tr>
<td>Submitted Corrected Research Paper to Major Advisor and Additional Faculty Member for Review</td>
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<td>5\textsuperscript{th} semester (spring)</td>
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<tr>
<td>Second Defense: Formal Presentation</td>
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<tr>
<td>Final Research Paper Submitted to Major Research Advisor for Grading</td>
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<td>5\textsuperscript{th} semester (spring)</td>
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<tr>
<td>Submit Completed and Signed Project Research Completion Form and Final Research Paper to the Director of Graduate Programs and Chair</td>
<td></td>
<td>5\textsuperscript{th} semester (spring, at least 2 weeks before graduation)</td>
</tr>
<tr>
<td>Submit Signed Final Report for HAC Termination or Student Completion Form to HAC with Copy to Director of Graduate Programs</td>
<td></td>
<td>5\textsuperscript{th} semester (spring, at least 2 weeks before graduation)</td>
</tr>
<tr>
<td>Received Copy of Project Research Completion Form with the Director of Graduate Programs and Chair’s Signature Indicating Approval of Research Requirements for the MHS</td>
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<td>5\textsuperscript{th} semester (spring, 1 week before graduation)</td>
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Major Research Advisor and Faculty Research Member

Name of Student: __________________________________________________________

Program: ________________________________________________________________

The Major Research Advisor must be a faculty member within the Department of Biomedical and Radiological Technologies. The Major Research Advisor will provide oversight of the student’s graduate project, which includes assisting the student in selecting and pursuing the research topic, oversight in the preparation of the project, oversight of the student application for review of the research proposal by the Human Assurance Committee, oversight through the completion of the project and oversight of the writing and presentation of the project. The Major Research Advisor will also provide critical review and grading of the project and will ensure that the student has completed all required paperwork outlined in the Research Project Process.

The Faculty Research Member, chosen upon advisement from the Major Research Advisor, will serve with the Major Research Advisor in oversight and grading of the graduate project. This member may be faculty within the Department of Medical Laboratory, Imaging, and Radiologic Sciences, within the College of Allied Health Science, or within the University or the member may be a clinical faculty member at one of the many clinical affiliates used for training the department’s graduate students.

If you are willing to serve in the indicated position as described above, please sign below.

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<thead>
<tr>
<th>Major Research Advisor</th>
<th>Signature</th>
<th>Date</th>
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<tr>
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<th>Research Faculty</th>
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<tbody>
<tr>
<td>(Name)</td>
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<tr>
<th>Director of Graduate Programs</th>
<th>Signature</th>
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DEPARTMENT OF MEDICAL LABORATORY, IMAGING, AND RADIOLOGIC SCIENCES

PROJECT RESEARCH PROPOSAL FORM

Name of Student: ________________________________________________________________

Degree Sought: ___________________________  Program: ___________________________

Proposed Title: ________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

If you approve the attached Research Proposal, print and sign your name in the space indicated.
The Major Research Advisor must indicate his/her approval before the student may give this proposal to the other research faculty member. Once the signature is obtained from the Research Faculty Member, the Research Proposal and this form will be given to the Director of Graduate Programs for review.

________________________________________  __________________________  _______
Major Research Advisor  Name  Signature  Date

________________________________________  __________________________  _______
Research Faculty  Name  Signature  Date

________________________________________  __________________________  _______
Director of Graduate Programs  Name  Signature  Date

________________________________________  __________________________  _______
Chair  Name  Signature  Date

With the final signature from the Chair, the original form should be placed in the student folder, copies will be give to the student, Major Research Advisor, and to the Chair.
receives the copy of this form, with all required signatures, and the HAC approval of research then the research and collection of data can begin.
DEPARTMENT OF MEDICAL LABORATORY, IMAGING, AND RADIOLOGIC SCIENCES
RESEARCH PROJECT COMPLETION FORM

Name of Student: ________________________________________________________________

Degree Sought: ________________________ Program: ________________________________

Title: ____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

After reviewing the attached Final Research Paper, you agree that the student has completed all the research requirements for the Master of Health Science degree. If so, please print and sign your name in the space indicated. The Major Research Advisor must indicate his/her approval before the student may give this proposal to the other research faculty member. Once the signature is obtained from the Research Faculty Member, the Final Research Paper and this form will be given to the Director of Graduate Programs for review.

_ ___________ _ ___________ _ ___________
Major Research Advisor Name Signature Date

_ ___________ _ ___________ _ ___________
Research Faculty Name Signature Date

_ ___________ _ ___________ _ ___________
Director of Graduate Programs Name Signature Date

_ ___________ _ ___________ _ ___________
Chair Name Signature Date

With the final signature from the Chair, the original form and final research paper should be placed in the student folder.
For graduation, the student’s file must contain the following:

1. Completed and Signed Project Research Proposal Form
2. Research Proposal
3. Signed HAC Approval Form
4. Completed and Signed Project Research Completion Form
5. Final Research Paper
6. Copy of the signed Final Report for HAC Termination or Student Completion Form.

When the student receives the copy of this form, with all required signatures, then the student has completed all the Department of Biomedical and Radiological Master of Health Science Research Requirements.