

**Bioinformatics Graduate Certificate Program Policies**  
**To make changes, please bring suggestions to the Advisory Committee meetings for approval.**

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**1. Regarding international students:**

International students are NOT eligible for fellowship or assistantships of any kind. Exceptions are when the student is concurrently enrolled as a degree-seeking student at OSU. Be sure that international students understand this policy in order to judge interest in the program. Specifically:

“I asked our DSO about international students in the certificate program. She informs me that international students cannot be issued an I20 only to participate in a certificate. The person must be admitted to a degree seeking program (MS, PhD, etc) to have an I20 issued. “

**2. Regarding core curriculum substitution requests:**

Because this is the first Semester of this Program, there are some processes that being defined *ad hoc* by the Advisory/Steering Committee.

There are myriad undergraduate courses, and indeed high-school courses, with names and syllabus similarities to our current Core curriculum. We will not accept undergraduate credit courses from other institutions as graduate credit courses. This is similar to our campus-wide policy for OSU courses. For exceptional cases a student may make a formal request that up to three (3) hours of Graduate-level coursework be substituted for Core Curriculum courses, pending Advisory Committee approval.

When students make a formal request, the request is presented to the next Committee meeting for review and vote. Students should provide their transcripts relating to the course, course information, a BRIEF justification, syllabus, and instructors name. These items must be submitted sufficiently early to have copies made, and for the instructor of the course to be contacted (Two-weeks before the next Advisory Committee meeting preferred). Any formal policy adopted will be posted within 60 days on the "Policies" link on the Bioinformatics Certificate Program Webpage menu (<http://www.bioinformatics.okstate.edu/>).

**3. Regarding "pre-approved" elective courses from many departments:**

This list is under development and an incomplete list is available from the BGCP webpage "Curriculum" tab. If a student requests to take one of these pre-approved elective courses, the approval process will be essentially automatic. Any member of the Advisory Committee can approve such a request.

While the list remains under development. If there is an immediate need for approval of an elective course, and the course is NOT on the pre-approved list, then a formal request must be submitted to the Advisory Committee with course information, a BRIEF justification, syllabus and the instructors' name. Committee approval for these requests does not guarantee that the course will also be added to the pre-approved list.

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**4. Regarding students with multiple requests:**

We emphasize that this is *Oklahoma State University's* Certification Program, and although the student may have taken bioinformatics-related courses in the past, we have worked hard to develop a program we feel is the best possible for OSU students. This OSU-curriculum is intended to be cohesive within the OSU-Graduate Students and Faculty community. We anticipate few exceptions to the current Program Core Courses or electives. A maximum of three credit hours are permitted for Core Courses. The alternative involves approving many courses unrelated to OSU faculty and the Graduate Certificate Program which is untenable and potentially unfair to other enrolled students.

**5. Regarding students that fail the Capstone Project:**

The initial plan for the project as well as the final product should be submitted as an oral and written presentation to the steering committee for evaluation and approval. Eventually, a separate committee could be formed with representatives of all components of the program to serve as a “project committee.” However, if students fail the Capstone Project they will be given an opportunity to continue working for a limited time to generate a passing grade. A time limit on the first submission exists: One semester or one summer as written in the proposal. Similarly, students will have an extension of 1 semester should their Capstone Project fail to be approved. To assist the student, s/he will have committee feedback from the first submission, and be assigned a faculty mentor to assist with the project if no mentor exists. The mentors role is to guide the student through the process, not create the project. Further, the mentor would not be expected to “tutor” the student, but should be available to advise or assist the student in available resources including other faculty who might be of assistance with the project.