2013-2015
Program, Policies, and Guidelines

Certificate in Cancer Prevention (CCP)

Bridging basic biomedical science to product development and testing, clinical application, community use, and health care policy and implementation

Graduate School of Biomedical Sciences
University of Texas Health Science Center - San Antonio

Certificate in Cancer Prevention (CCP) Program policies and guidelines are in compliance with those established by the UT System (http://www.utsystem.edu/) Board of Regents (http://www.utsystem.edu/board-of-regents/rules), the UT Health Science Center at San Antonio (http://www.uthscsa.edu/hop2000/), and the Graduate School of Biomedical Sciences (http://gsbs.uthscsa.edu/). The *Catalog* (http://students.uthscsa.edu/registrar/2013/04/catalog-and-course-descriptions/) of the UT Health Science Center at San Antonio provides general information and regulations that relate to students. In the event of discrepancies between MSCI program policies/guidelines and those established by UT governing components, those described by the governing components will prevail.

Please note that the policies of the CCP Program are regularly reviewed and updated; therefore, this printed copy may not be the most current. Current policies are provided in the CCP Handbook that is electronically available at the CCP website: ***http://iims.uthscsa.edu/education-Certificate-in-Cancer-Prevention***

WE MAKE LIVES BETTER
UT HEALTH SCIENCE CENTER™ SAN ANTONIO

CCP Program

Masters of Science in Clinical Investigation (MSCI) Program
IIMS/Research Education Office – MC 7757
UT Health Science Center at San Antonio

7703 Floyd Curl Drive
San Antonio, Texas 78229-3900
210-567-4631 (voice)
210-567-4301 (fax)
E-mail: MSCI@uthscsa.edu

The UT Health Science Center at San Antonio is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (http://www.sacscoc.org/) (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award certificates, and baccalaureate, masters, doctoral, and professional degrees.

Certificate in Cancer Prevention (CCP) Program, Policies, and Guidelines — Graduate School of Biomedical Science

Certificate in Cancer Prevention (CCP)

Program, Policies, and Guidelines

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THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES (GSBS)

Certificate in Cancer Prevention (CCP)

AIMS/OBJECTIVES

The goal of this program is to provide graduate students, postdoctoral fellows, faculty, and other health care professionals with formal education in the essential components of the science of cancer prevention This training program will prepare professionals to integrate within interdisciplinary investigative teams for the conduct of cancer prevention research in culturally diverse settings.

The specific aims of the CCP Program are to:

- Support the intellectual environment at the UT Health Science Center at San Antonio for cancer prevention research.
- Provide fundamental curricular activities in the science of cancer prevention to UT Health Science Center at San Antonio students, postdoctoral trainees, clinical residents and fellows, and faculty from the Schools of Medicine, Nursing, Dentistry, Health Professions, and Graduate School of Biomedical Sciences (GSBS) as well as from local organizations that are partnered with UT Health Science Center at San Antonio.

The aims of the CCP Program will be achieved *via* participation and successful completion of required didactic coursework.

Certificate Program Governance

Oversight for the routine operations and implementation of the Certificate in Cancer Prevention (CCP) Program will be provided by the Master of Science in Clinical Investigation (MSCI) Program and the corresponding MSCI Committee on Graduate Studies (COGS).

Admission Requirements

All students should have a sufficient educational background in the biological or biomedical sciences prior to admission to the program. It is expected that most students will have a health professional degree (*e.g.*, MD, DDS/DMD, DVM, or BS in nursing and/or allied health) or a BS/BA, MS, or PhD degree with emphasis in a health-related discipline. The following general requirements will be applied:

- A medical, dental, veterinarian, doctoral, masters and/or baccalaureate **degree** from an accredited institution in the United States or an U.S. equivalent degree and training at a foreign institution as determined by one of the foreign credentialing evaluation agencies' translation of the foreign transcripts. The CTS Program will accept foreign transcript translations from the Educational Credential Evaluators, Inc. (ECE) or the World Education Services, Inc. (WES) only.
- A **grade point average** (GPA) no lower than B (3.00 in a 4.00 system) in the last 60 hours of coursework for a BS/BA degree or a GPA of at least 3.0 for applicants with a MS degree.
- A satisfactory score for the combined verbal and quantitative portions of the Graduate Record Examination (**GRE).** A minimum of 300 (1,000 for scores prior to August 2011) for the combined scores on the verbal and quantitative portions of the GRE is desirable. Scores on GRE tests taken more than five years prior to the date of application will not be accepted. *Applicants who have completed a graduate degree in a health-related discipline (MD, DDS, RN, DVM, MS, or PhD) will be exempted from the requirement to complete the GRE.*
- A minimum score of 560 on the paper version or 68 on the internet version of the Test of English as a Foreign Language (**TOEFL**) or 6.5 on the academic version of the International English Language Testing System (**IELTS**) for applicants from countries where English is not the native language. Scores on TOEFL and IELTS (academic version) tests taken more than two years prior to the date of matriculation will not be accepted.

Applicant Documentation Requirements

1. **Completed and submitted GSBS on-line application.** The GSBS on-line application can be found on the GSBS homepage at http://gsbs.uthscsa.edu/.
2. **Official transcripts** from **ALL** colleges and universities attended.
3. **Course by Course Translation of foreign** transcripts to include GPA and U.S. degree equivalency by the ECE or WES agencies.

4. **Official GRE scores** taken within the past five (5) years.
5. **Official TOEFL or IELTS (academic version) scores** taken within the past two (2) years for foreign national applicants.
6. **Three (3) Letters of Recommendation** attesting to the applicant's readiness for graduate level studies in cancer prevention science. These letters should be uploaded to the Recommendation Form by the individual recommenders who will receive an email from the on-line application system (EMBARK) with a link to the Recommendation Form.
    - Students from a GSBS graduate program who have a Supervising Professor are required to submit one (1) of the three (3) letters from their Supervising Professor with a statement indicating the availability and approval of release time for the completion of the CCP educational activities.
    - Residents or fellows in an approved UT Health Science Center at San Antonio residency or fellowship program are required to submit one (1) of the three (3) letters from the departmental chair with a statement indicating the availability and approval of release time for the completion of the CCP educational activities.
    - UT Health Science Center at San Antonio faculty and staff are required to submit one of the three (3) letters from their authorized supervisor with a statement indicating the availability and approval of release time for the completion of the CCP educational activities.
7. A **Statement of Purpose (a.k.a. Personal Statement)** (1-2 pages) that includes a brief description of the applicant's background, long term research and/or career goals, and an indication of the basis for application into the CCP Program including how this program fits into the applicant's career objectives. The Statement of Purpose should be submitted with the on-line application to the GSBS.
8. A**current curriculum vitae.** This should be submitted with the on-line application to the GSBS.
9. **A copy of current visa** for foreign national applicants.
10. **Copy of U.S. Medical License/Certificate** for licensed health care professionals.

Official test scores, transcripts, and foreign transcript translations, mentioned above, should be sent to:

Registrar's Office-Graduate Admissions MSC 7702
The UT Health Science Center at San Antonio
7703 Floyd Curl Drive
San Antonio, Texas 78229-3900

gsprospect@uthscsa.edu
Phone: 210-567-2667

Applicants should utilize the checklist of required documentation for admission that is provided in the Appendix of this Handbook.

All of the **required** information previously described **must** be submitted in order for an applicant to be considered by the MSCI Student Admissions Committee. Requests for an exemption to any of these general admission requirements should be addressed to the CCP Program Director and sent directly to the CCP Program Coordinator at the address below.

Program Coordinator
CCP Program
Room U633
CTRC/Office of the Director - MC 8026
UT Health Science Center at San Antonio
7703 Floyd Curl Drive
San Antonio, Texas 78229-3900

Application Process

Application. An on-line application for admission into the CCP Program must be processed through the UT Health Science Center at San Antonio Graduate School of Biomedical Sciences (GSBS). This application is available at: http://apply.embark.com/grad/UTHSCSA/**.**

As described in the on-line application for admission into the GSBS, official transcripts from **ALL** colleges and universities attended by the applicant are required; these must be submitted in sealed institutional envelopes. In addition, all transcripts from foreign institutions must be evaluated and submitted by one of the above mentioned approved foreign credentialing evaluation agencies. Official GRE and TOEFL or IELTS (academic version) test scores must also be submitted

Deadlines. The CCP Program has an open application policy and will accept applications for admission at any time. However, *GSBS deadlines* (for submission of application and required documentation) for matriculation in a specific academic semester are listed below.

- Fall Semester April 1
- Spring Semester October 1

Applicants will have the responsibility for the timely submission of application materials in order to meet the deadlines established by the GSBS for registration and course enrollment.

Application Review. Operational processes used by the CCP Program are provided by the Master of Science in Clinical Investigation (MSCI) Committee on Graduate Studies (COGS). Thus, after receipt of the on-line application together with all of the required admission materials outlined above, the MSCI Student Admissions Committee will review and provide a recommendation to the MSCI COGS.

The CCP Students Admissions Committee will review each application individually and will consider: the applicant's undergraduate and graduate course work and degree(s), scores on the GRE and, if applicable, TOEFL or IELTS (academic version) tests, research experience, and all other required

documentation submitted with the on-line application or sent directly to the CCP Program Coordinator. Research experience is not required but may be beneficial.

After sequential review by the CCP Student Admissions Committee, the MSCI COGS, and the GSBS, applicants will be formally notified of the outcome by the Graduate Dean of the UT Health Science Center at San Antonio. The MSCI COGS recommends admission to the most highly qualified applicants regardless of ethnicity, gender, age, sexual orientation, nation of origin, or disability.

After acceptance, students may complete the requirements for certificate completion while enrolled as either a full-time or part-time student.

Graduate students who are enrolled in the Master of Science in Clinical Investigation (MSCI) Program or the Certificate in Translational Science (CTS) Program are ineligible to concurrently enroll in the CCP Program. However, coursework accomplished towards the Certificate in Cancer Prevention may be applied to the MSCI degree or the CTS.

Tuition and Fees

Tuition and Fees. Rates for in-state and out-of-state graduate student tuition and fees are established by the institution and subject to adjustment. A summary of current rates is provided in the Appendix.

Student Pathways in the CCP Program

Regular Students. After acceptance as a candidate working towards the certificate, students may undertake course requirements for graduation while enrolled as either a full-time or part-time student.

Full-Time Students. Full-time students are enrolled in at least eight (8) semester credit hours (SCH) during the Fall and Spring semesters.

Part-time Students. Part-time students are enrolled for **less than** eight (8) SCH credit hours per semester during the Fall or Spring semesters. A part-time student must enroll in **at least** four (4) SCH per semester.

UT Health Science Center at San Antonio Faculty and Staff as Students in the CCP Program. UT Health Science Center at San Antonio faculty and staff may apply for admission in the CCP Program. The amount of course work that can be taken by faculty or staff in a given semester is subject to the 'quantity of work' rules outlined in the current UT Health Science Center at San Antonio Catalog and Handbook of Operating Procedures (HOP).

Non-Degree Seeking Students in the GSBS. Non-degree seeking students may enroll in courses and receive GSBS course credit *without* matriculation (admission) into a graduate program. For those not already matriculated into other GSBS graduate programs, an on-line application must be submitted to the GSBS for approval by the Dean [this would also include faculty, staff, or others]. The appropriate course director or the MSCI Academic Programs Coordinator must approve the enrollment of any non-

degree seeking student in all MSCI courses and sign course cards (provided by the GSBS Dean's Office).

Course credit earned as a non-degree seeking student can be applied towards a Certificate in Cancer Prevention following formal application and acceptance into the CCP Program. Note that enrollment as a non-degree seeking student in the GSBS is limited to four (4) semesters. Additional details about non-degree seeking students are available at: UT Health Science Center at San Antonio GSBS website

Certificate Requirements

Coursework. Completion of the CCP Program requires the satisfactory completion of required and elective coursework. Twelve (12) semester credit hours (SCH) of didactic coursework are required to obtain the CCP. All course-related rules established by the MSCI Program can be found in the MSCI Handbook and will be endorsed and followed by the CCP Program.

Required Courses. Students in the CCP Program must successfully complete the following didactic courses.

MEDI 5070 (2 SCH)	*Responsible Conduct of Patient-Oriented Clinical Research*
MEDI 5071 (2 SCH)	*Patient-Oriented Clinical Research Methods -I*
MEDI 5072 (2 SCH)	*Patient-Oriented Clinical Research Biostatistics - I*
MEDI 6001 (1 SCH)	*Introduction to Translational Science*
MEDI 6105 (1 SCH)	*Topics in Cancer Prevention*
MEDI 6106 (.5 – 1 SCH)	*Practicum in Cancer Prevention Science*

Elective Courses. Diverse elective courses are available to CCP graduate students. These courses may be taken in any semester when offered and include:

MEDI 5073 (1 SCH)	*Integrating Molecular Biology with Patient-Oriented Clinical Research*
MEDI 5074 (2 SCH)	*Data Management, Quality Control, and Regulatory Issues*
MEDI 5075 (2 SCH)	*Scientific Communication*
MEDI 5076 (1 SCH)	*Introduction to Informatics*
MEDI 5077 (1-3 SCH)	*Practicum in Translation Science*
MEDI 5078 (1 SCH)	*Introduction to Intellectual Property, Tech Transfer, & Communication*
MEDI 5079 (.5 SCH)	*Practicum in Intellectual Property, Tech Transfer & Communication*

MEDI 5080 (1 SCH)	*Practicum in Integrating Molecular Biology with Patient-Oriented Clinical Research*
MEDI 6060 (2 SCH)	*Patient-Oriented Clinical Research Methods -2*
MEDI 6061 (2 SCH)	*Patient-Oriented Clinical Research Biostatistics - 2*
MEDI 6064 (1 SCH)	*Grantsmanship and Peer Review*
MEDI 6065 (2 SCH)	*Health Services Research*
MEDI 6066 (1 SCH)	*Instrument Development and Validation*
MEDI 6067 (1 SCH)	*Genetics and Genetic Epidemiology*
MEDI 6068 (1 SCH)	*Cross Cultural Adaptation of Research Instruments*
MEDI 6069 (2 SCH)	*Statistical Issues, Planning, & Analysis of Contemporary Clinical Trials*
MEDI 6070 (2.5 SCH)	*Biostatistics Methods for Longitudinal Studies*
MEDI 6100 (1 SCH)	*Practicum in IACUC Procedures*
MEDI 6101 (1 SCH)	*Topics in Translational Science*
MEDI 6102 (1 SCH)	*Practicum in IRB Procedures*
MEDI 6103 (1 SCH)	*Selected Topics in Advanced Research Ethics*

Timeline for Coursework. A typical schedule for a full-time CCP student is provided in the Appendix of this handbook.

Coursework towards a Certificate in Cancer Prevention must be accomplished within three (3) or less years prior to request for certification. Exceptions to this requirement will be considered by the MSCI COGS on a case-by-case basis. A written request for exemption must be submitted to the CCP Program Director through the CCP Program Coordinator and should include a brief description of the reason(s) for the request. The CCP Program Director will make a recommendation to the MSCI COGS who will provide the final program approval. It will then be submitted to the Graduate School Dean for final institutional approval.

Grade Requirement. As detailed by the MSCI Program, student performance in MSCI courses is assessed on a satisfactory (S) / unsatisfactory (U) basis. Any student who receives less than a Satisfactory **(S)** assessment in any CCP required course will be required to re-take the course and receive a passing grade during the next academic year. In the event of a second failure in the same course, the MSCI COGS will provide a recommendation to the GSBS Dean as to whether or not the student should be dismissed from the CCP Program.

Exemption of a Requied Course. Exemption of the requirement for completion of a *required* course will be considered by the MSCI COGS on a case-by-case basis. A written request for exemption must be submitted to the CCP Program Director through the CCP Program Coordinator and should include a

brief description of the reason(s) for the request as well as documentation (publication copies, meeting abstracts, etc.) supporting the reason(s) for the request.

In the event that prior coursework is the basis for the request, the following documentation must be submitted to the CCP Program Director through the CCP Program Coordinator.

1. A written request that includes a comprehensive description of the prior course detailing when and where completed, course semester credit hours, and details of course content and objectives.
2. An official copy of the student's transcript that indicates successful course completion and the grade issued.
3. A copy of the course description from the catalog that was in effect during the semester the course was taken.
4. A course syllabus is suggested but not required.

MSCI COGS approval of a request for course exemption does not grant the student credit for the semester credit hours associated with the course. The semester credit hours for the exempted course can be obtained by taking a MSCI elective course or additional mentored research hours. Transfer of coursework for credit is described below.

Transfer of Coursework for Credit. If a student has successfully completed graduate level coursework that is duplicative of required or elective CCP courses, it is possible that transfer of course credit may be allowed. A written request for consideration of transfer of course credit in substitution for a given CCP course must include the following documentation and be submitted to the CCP Program Director through the CCP Program Coordinator.

1. A written request that includes a comprehensive description of the prior course detailing when and where completed, course semester credit hours, and details of course content and objectives.
2. An official copy of the student's transcript that indicates successful course completion and the grade issued.
3. A copy of the course description from the catalog that was in effect during the semester the course was taken.
4. A course syllabus is suggested but not required.

If the transfer of credit request is approved by the MSCI COGS, the CCP Program Coordinator will prepare a request for transfer of course credit (on GSBS form) and submit it to the GSBS for consideration/approval by the Dean. In no case will the allowable semester credit hour(s) of transfer for a given course exceed that of the corresponding CCP course. No more than three (3) semester credit hours may be transferred towards the completion of a Certificate in Cancer Prevention.

Class Attendance and Make-up Policy

Attendance. The UT Health Science Center at San Antonio MSCI faculty believe that attendance at scheduled classes and examinations is crucial to meeting course and program objectives. Therefore, regular attendance in class is expected of each student. Attendance is defined as being present within 15 minutes after the scheduled beginning of the class and until 15 minutes before the scheduled ending of the class.

Excused absences may be granted by the Course Director in cases such as formal presentations at scientific meetings, illness, or personal emergency. Excused absences are considered on an individual basis and require electronic communication with the Course Director to request an excused absence. The e-mail request to the Course Director for consideration of an excused absence must provide details regarding the circumstances and specific dates. It is expected that students will provide *advanced notice* of absence for scheduled events.

Repeated unexcused absences make it impossible to achieve course objectives. Thus, if a student has excessive unexcused absences in a given course, they will automatically receive a grade of *unsatisfactory* unless *makeup* has been approved by the Course Director (see below). Allowable unexcused absences will be determined by the credit hours of the course as follows:

Course (Semester Credit Hours)	Allowable Unexcused Absences
3	**3**
2	**2**
1	**1**

Absence Makeup. Makeup of absences (both excused and unexcused) is allowed at the discretion of the Course Director.

Other CCP Program Requirements

Laptop Computers. The CCP Program requires each student to have a laptop computer that can connect to and operate over a wireless network. Software required:

- Microsoft Office Suite (A personal copy of the latest version can be purchased at the UT Health Science Center at San Antonio bookstore at student pricing with a student ID)
- Stata/IC (latest version required for MEDI 5072)

http://www.stata.com/order/new/edu/gradplans/gp-campus.html

Laptops with an Apple based Operating System must be able to also operate using a Windows based Operating System. It may be necessary to purchase Windows (student pricing available at the UT Health Science Center at San Antonio bookstore with a student ID) and virtualization software.

All laptops will connect to the UT Health Science Center at San Antonio network via the HSCAir broadcast wireless connection. Authentication for wireless use is based on the UT Health Science Center at San Antonio domain username and password.

Assistance is available thru the Service Desk by phone (567-7777) or by e-mail at ims-servicedesk@uthscsa.edu), or the Student Support Center (4.421T). Verification of proper operation **prior** to the start of class is highly recommended.

Ethics/Professionalism Policy

The CCP Program expects all students to exhibit the highest standards of conduct, honesty, and professionalism. Academic misconduct includes activities that undermine the academic integrity of the institution. The University may discipline a student for academic misconduct as outlined in the UT Health Science Center at San Antonio Catalog and Handbook of Operating Procedures. Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course-, department-, school-, and university-related activities including conferences and off-campus performances. All cases of academic misconduct must be reported to the Dean of the Graduate School of Biomedical Sciences (GSBS) and the seriousness of the violation may be taken into account in assessing a penalty. Academic misconduct includes, but is not limited to, the following:

- ***Cheating***. Any attempt to use or provide unauthorized assistance, materials, information, or access in any form and in any academic exercise or environment is considered cheating and is expressly forbidden.
- ***Fabrication***. A student must not falsify or invent any information or data including, but not limited to, records or reports, data analyses, and citation to the sources of information.
- ***Plagiarism***. Plagiarism is defined as presenting someone else's work as one's own. Ideas or materials taken from another source for either written or oral use must be fully acknowledged. The adoption or reproduction of ideas, opinions, theories, formulas, graphics, or research results of another person without acknowledgment is expressly forbidden. Credit must be given to the originality of others whenever:
    - Quoting the works of another
    - Using another person's ideas, opinions, or theories
    - Paraphrasing the words, ideas, opinions, results, or theories of others
    - Borrowing facts, statistics, or illustrative material
    - Offering materials assembled or collected by others

Facilitating Academic Dishonesty. A student must not intentionally or knowingly help another student commit an act of academic misconduct, nor allow another student to use his/her work or resources to commit an act of misconduct.

Completion of the CCP Program

Recommendation for Granting the Certificate in Cancer Prevention. A graduate student must be accepted into in the CCP program to be eligible to receive a certificate. Upon satisfactory completion of the coursework, the MSCI COGS will review and approve the recommendation for awarding the

certificate; the MSCI COGS Chair will then submit a recommendation form to the *Graduate Faculty Council* (GFC) of the Graduate School of Biomedical Sciences (GSBS).

Time-to-Certificate. The CCP Program can be completed within 1 year of study. Some students may require two (2) to three (3) years to complete certificate requirements. If a CCP student has not completed the necessary coursework within three (3) years, the MSCI COGS Chair will form a special committee to review progress with the student. The special committee's responsibility will be to either recommend a course of action to expedite completion or recommend termination of the enrollment of the student in the program.

Helpful On-line Connections

CCP Program	http://iims.uthscsa.edu/education-Certificate-in-Cancer-Prevention
CTS Forms	http://iims.uthscsa.edu/education-Certificate-in-Cancer-Prevention-Forms
MSCI Course Schedules	http://iims.uthscsa.edu/sites/iims/files/Education/MSCI/Course-Schedule.pdf

Graduate School of Biomedical Sciences (GSBS)	http://gsbs.uthscsa.edu/
GSBS Application for Admission	https://apply.embark.com/Grad/UTHSCSA/24/
GSBS Deadlines for Admission	http://students.uthscsa.edu/registrar/2013/04/graduate-school-calendar/

UTHSCSA Catalog	http://students.uthscsa.edu/registrar/2013/04/catalog-and-course-descriptions/
UTHSCSA Handbook of Operating Procedures (HOP)	http://www.uthscsa.edu/hop2000/

Institute for the Integration of Medicine and Science	http://iims.uthscsa.edu/

Appendices

2013-2015
Master of Science in Clinical Investigation (MSCI)
Committee on Graduate Studies (COGS)

Michael Lichtenstein, MD, MSc
MSCI COGS Chair

Meyad Annissa Baghezza, BA, CIP
Institutional Review Board

Carrie Jo Braden, RN, PhD
Nursing

Leonid Bunegin, BS
Anesthesiology

Andrew P. Cap, MD, PhD, FACP
San Antonio Military Medical Center (SAMMC)
Institute of Surgical Research/Clinical Investigation Fellowship Program

David P. Cappelli, DMD, PhD, MPH
Comprehensive Dentistry

Barbara A. Christy, PhD
Molecular Medicine

Robert A. Clark, MD
Medicine

John E. Cornell, PhD
Epidemiology & Biostatistics

Jonathan Gelfond, MD, PhD
Epidemiology & Biostatistics

Goutam Ghosh-Choudhury, PhD
Medicine/Renal Diseases

Helen P. Hazuda, PhD
Medicine/Clinical Epidemiology

Donna M. Lehman, PhD
Medicine/Clinical Epidemiology

Michael J. Lichtenstein, MD, MSc
Medicine/Geriatrics
IIMS/Office of Research Education & Mentoring

Philip T. LoVerde, PhD
Biochemistry/Pathology

Linda M. McManus, PhD
Biochemistry/Pathology

Polly H. Noel PhD
Medicine/General Medicine

Brad H. Pollock, PhD
Epidemiology & Biostatistics

Bill Sanns, BS
Epidemiology & Biostatistics

Joseph O. Schmelz, PhD
Institutional Review Board

John D. Schoolfield, MS
Periodontics

Z. David Sharp,PhD
Molecular Medicine

Maureen J. Simmonds, PhD, PT
Physical Therapy

Alfredo Tirado-Ramos, PhD
Epidemiology & Biostatistics

Gail Tomlinson, MD, PhD
Pediatrics/Hematology-Oncology

Chen-Pin Wang, PhD
Epidemiology & Biostatistics

Michael J. Wargovich, PhD
Molecular Medicine
Medicine/CTRC

Typical Schedule for a One Year CCP Student

Year 1 – Fall Semester

MEDI 5070 (2 SCH) – Responsible Conduct of Patient Oriented Clinical Research
MEDI 5071 (2 SCH) – Patient Oriented Clinical Research Methods -1
MEDI 5072 (2 SCH) – Patient Oriented Clinical Research Biostatistics -1
MEDI 6001 (1 SCH) – Introduction to Translational Science
MEDI 6105 (1 SCH) – Topics in Cancer Prevention
MEDI 6106 (.5 - 1 SCH) – Practicum in Cancer Prevention

Year 1 – Spring Semester

MEDI 6106 (.5 - 1 SCH) – Practicum in Cancer Prevention Science
MEDI electives (3 - 4 SCH) - Elective coursework

CCP Elective Courses (may be taken in any semester when offered)

MEDI 5073 (1 SCH) – Integrating Molecular Biology with Patient Oriented Clinical Research
MEDI 5074 (2 SCH) – Data Management, Quality Control, and Regulatory Issues
MEDI 5075 (2 SCH) – Scientific Communications
MEDI 5076 (1 SCH) – Introduction to Informatics
MEDI 5077 (1 SCH) – Practicum in Translational Science
MEDI 5078 (1 SCH) – Intro to Intellectual Property, Tech Transfer, & Communication
MEDI 5079 (.5 SCH) – Practicum in Intellectual Property, Tech Transfer, & Communication
MEDI5080 (1 SCH) – Practicum in Integrat Molec Biology with Pt-Orient Clinical Research
MEDI 6060 (2 SCH) – Patient Oriented Clinical Research Methods -2
MEDI 6061 (2 SCH) – Patient Oriented Clinical Research Biostatistics -2
MEDI 6064 (1 SCH) – Grantsmanship and Peer Review
MEDI 6065 (2 SCH) – Health Services Research
MEDI 6066 (1 SCH) – Instrument Development and Validation
MEDI 6067 (1 SCH) – Genetics and Genetic Epidemiology
MEDI 6068 (1 SCH) – Cross Cultural Adaptation of Research Instruments
MEDI 6100 (1 SCH) – Practicum in IACUC Procedures
MEDI 6101 (1 SCH) – Topics in Translational Science
MEDI 6102 (1 SCH) – Practicum in IRB Procedures
MEDI 6103 (1 SCH) – Selected Topics in Advanced Research Ethics

Twelve (12) semester credit hours (SCH) are required to obtain the Certificate in Cancer Prevention (CCP). Students **must** be admitted to the CCP Program to be eligible for certification.

CCP Program
2013-2015
Tuition and Fee Breakdown
This is only an estimate - Tuition and Fees are subject to change without notice

Breakdown of Cost	Sch	Fa-Sp	Diploma	Cost	
Tuition - Texas Resident (per semester credit hour)				50.00	
Designated Deregulated Tuition (per semester credit hour)				7.00	
Tuition - Non-Texas Resident (per semester credit hour)				412.00	
Designated Deregulated Tuition (per semester credit hour)				58.00	
Differential Tuition (per semester credit hour)				50.00	
Designated Tuition (per semester credit hour)				46.00	
Fitness Center Fee				240.00	
Student Service Fee				110.00	
Medical Service Fee				79.88	
Library Fee				150.00	
Thesis Fee				45.00	
Graduation Fee (Semester Graduating)				100.00	
Student Health Insurance				937.00	(Fall)
Student Health Insurance				922.00	(Spring)
Total semester credit hours (sch) to complete program is 12 sch					

Texas Resident *(Total Does Not Include Student Insurance)*:	
Tuition (per sch):	600.00
Designated Deregulated Tuition (per sch):	84.00
Differential Tuition (per sch):	600.00
Designated Tuition (per sch):	552.00
*Fitness Center Fee (Full-time = 2 semesters):	480.00
Student Service Fee (Full-time = 2 semesters):	220.00
*Medical Service Fee (Full-time = 2 semesters):	159.76
*Library Fee (Full-time = 2 semesters):	300.00
Graduation Fee (One-time Fee--Grad Semester):	100.00
Total *(Based on Full-time Enrollment)*:	3,095.76

Non-Texas Resident *(Total Does Not Include Student Insurance)*:	
Tuition (per sch):	4,944.00
Designated Deregulated Tuition (per sch):	11,244.00
Differential Tuition (per sch):	7,200.00
Designated Tuition (per sch):	1,008.00
*Fitness Center Fee (Full-time = 2 semesters):	1,200.00
*Student Service Fee(Full-time = 2 semesters):	1,104.00
*Medical Service Fee (Full-time = 2 semesters):	1,104.00
*Library Fee (Full-time = 2 semesters):	960.00
Graduation Fee (One-time Fee--Grad Semester):	100.00
Total *(Based on Full-time Enrollment)*:	28,864.00

* Increasing the number of semesters needed to complete the program will increase the cost.
Additional Costs Not Included: Purchase of laptop, software, books, and supplies

(Revised: 04/28/2015)

UT Health Science Center at San Antonio
IIMS/Office of Research Education Office
Masters in Science in Clinical Investigation (MSCI) Program

Certificate in Cancer Prevention (CCP) Program

CHECKLIST OF REQUIRED DOCUMENTATION FOR APPLICATION

See CCP Handbook at
http://iims.uthscsa.edu/education-Certificate-in-Cancer-Prevention-Handbook
for full program requirements

☐ **Submit an on-line application to The UTHSCSA Graduate School**: https://apply.embark.com/Grad/UTHSCSA/24/

☐ **Official transcripts** of **ALL** colleges/universities attended sent from the institution (in a sealed envelope) to The UTHSCSA Registrar's Office as directed in the on-line application.

☐ **Official translation of foreign transcripts including GPA** of **ALL** foreign colleges/universities from credentialing agencies should be sent from the credentialing agency (in a sealed envelope) to The UTHSCSA Registrar's Office as directed in the on-line application. The translation must be from a credentialing agency approved by the UTHSCSA Registrar's Office.

☐ **Three Letters of Recommendation** (LOR) should attest to the applicant's readiness for graduate level studies in cancer prevention and be addressed to the MSCI COGS Chair. ***If a matriculated graduate student has a Supervising Professor or Program/Track Director, one letter must be provided by this individual.***

(Note: LOR's should be uploaded to your on-line application by the references you named in your on-line application.)

- ☐ LOR1 – Reference: _____
- ☐ LOR2 – Reference: _____
- ☐ LOR3 – Reference: _____

☐ **General Record Examination (GRE)** scores (exam taken within the past five years) sent directly to The UTHSCSA from the Educational Testing Service (ETS). **UTHSCSA code: 6908** *(Note: The GRE is not required for applicants who have completed a graduate degree in a health related discipline, i.e., a MSN, MD, DDS, or PhD.)*

☐ **Test of English as a Foreign Language (TOEFL)** or

International English Language Testing System (IELTS) Academic Version scores (test taken within the past two years) sent directly to The UTHSCSA from the ETS/IELTS. **UTHSCSA code: 6908** *(Note: The TOEFL/IELTS is required for all non-US citizens whose first language is not English.)*

In addition to the above, the documents listed below are required and should be uploaded to your online application.

☐ **Curriculum vitae (CV)** of applicant.

☐ **Statement of Purpose** (Includes a brief description of the applicant's background, long term career goals, and an indication of the basis for application into the CTS Program.)

Revised: 05/01/2015

The University of Texas Health Science Center at San Antonio
IIMS/Research Education Office
Masters of Science in Clinical Investigation (MSCI) Program

Certificate in Cancer Prevention (CCP) Program

Student Program Status Checklist

The information contained below is subject to change at the Program's and/or Instructor's discretion without notice.

	Course Catalog Number & Title	Semester Course Schedule	Pre-Req
YEAR 1 (FALL SEMESTER):			
☐	MEDI 5070 (2.0 sch): Resp. Conduct of Pt Oriented Clin Research	Mondays, 3-5 p.m.	---
☐	MEDI 5071 (2.0 sch): Pt Oriented Clinical Research Methods – 1	Tuesdays, 3-5 p.m.	---
☐	MEDI 5072 (2.0 sch): Pt Oriented Clinical Research Biostats – 1	Thursdays, 3-5 p.m.	---
☐	MEDI 6001 (1.0 sch): Introduction to Translational Science	Tuesdays, 3-5 p.m.	---
☐	MEDI 6105 (1.0 sch): Topics in Cancer Prevention	TBA	---
☐	MEDI 6106 (.5 - 1.0 sch): Practicum in Cancer Prevention Science	TBA	---
YEAR 1 (SPRING SEMESTER) :			
☐	MEDI 6106 (.5 - 1.0 sch): Practicum in Cancer Prevention Science	TBA	---
☐	3.0 - 4.0 sch of Electives (below)	All Semesters	---
☐	*Submitted Certification Request Form to Program (12 sch are required for CCP Program Graduation)*		

	CCP Program Electives Course Catalog Number & Title	Semester Course Schedule	Pre-Req
☐	MEDI 5073 (1.0 sch): Integrat Molec Bio w/Pt Orient Clin Res	(Spring) TBA, 3-5 p.m.	---
☐	MEDI 5074 (2.0 sch): Data Mgmt, Quality Control & Reg Issues	(Spring) Tuesdays, 3-5 p.m.	---
☐	MEDI 5075 (2.0 sch): Scientific Communication	(Fall) Wednesdays, 3-5 p.m.	---
☐	MEDI 5076 (2.0 sch): Introduction to Informatics	(Spring) TBA, 3-5 p.m.	---
☐	MEDI 5077 (1.0 sch): Practicum in Translational Science	(Fall & Spring) TBA	---
☐	MEDI 5078 (1.0 sch): Intro to Intellectual Property, Tech Transfer & Communication	(Fall & Spring) TBA	---
☐	MEDI 5079 (1.0 sch): Practicum in Intellectual Property, Tech Transfer & Communication	(Fall & Spring) TBA	---
☐	MEDI 5080 (1.0 sch): Practicum in Integrat Molec Bio w/Pt-Orient Clin Res	(Fall) TBA	MEDI 5073
☐	MEDI 6060 (2.0 sch): Pt Oriented Clinical Research Methods – 2	(Spring) Mondays, 3-5 p.m.	MEDI 5071
☐	MEDI 6061 (2.0 sch): Pt Oriented Clinical Research Biostats – 2	(Spring) Thursdays, 3-5 p.m.	MEDI 5072
☐	MEDI 6064 (1.0 sch): Grantsmanship & Peer Review	(Spring) (Bi-Wkly) Mondays, 11:00-1:00 p.m.	---
☐	MEDI 6065 (2.0 sch): Health Services Research	(Fall) Thursdays, 3-5 p.m.	MEDI 5071 MEDI 6060
☐	MEDI 6066 (1.0 sch): Instrument Development & Validation	(Spring) (Bi-Wkly) Thursdays, 3-5 p.m.	
☐	MEDI 6067 (1.0 sch): Genetics & Genetic Epidemiology	(Spring) (Bi-Wkly) Wednesdays, 3-5 p.m.	
☐	MEDI 6068 (1.0 sch): Cross-Cultural Adapt of Res Instruments	(Spring) (Bi-Wkly) Wednesdays, 3-5 p.m.	
☐	MEDI 6069 (2.0 sch): Statistical Issues, Planning & Analysis of Contemporary Clinical Trials	(Spring) TBA	MEDI 5072 MEDI 6061
☐	MEDI 6070 (2.5 sch): Biostatistics Methods for Longitudinal Studies	(Spring) Wednesdays, 1-4 p.m.	MEDI 5072 MEDI 6061
☐	MEDI 6100 (1.0 sch): Practicum in IACUC Procedures	(Fall & Spring) Wednesdays, TBA	
☐	MEDI 6101 (1.0 sch): Topics in Translational Science	(Fall & Spring) Wednesdays, TBA	
☐	MEDI 6102 (1.0 sch): Practicum in IRB Procedures	(Fall & Spring) Tuesdays, TBA	
☐	MEDI 6103 (2.0-3.0 sch): Topics in Adv Research Ethics	(Fall & Spring) TBA	

Revised: 05/01/2015

UT Health Science Center at San Antonio
IIMS/Office of Research Education Office
Masters in Science in Clinical Investigation (MSCI) Program

Certificate in Cancer Prevention (CCP) Program

Certification Request Form

Student Name:

Graduation Semester: ☐ **Fall** ☐ **Spring** **Year:** _____
(Double Click on Box & Mark "Checked")

Regular UTHSCSA Graduate Student: ☐ **Yes** ☐ **No**

If yes, graduate program/track _____

Department/Division: _____

Date admitted to CCP Program: _____

Courses completed towards a Certificate in Cancer Prevention

Course ID Number	Course Title	Course Semester Credit Hours (SCH)	Yr/semester completed

Signature confirms course information above:

_____
Academic Programs Coordinator (Date)

Approved for Submission to MSCI COGS for Graduation Recommendation:

_____
Michael J. Wargovich, PhD (Date)

(Revised: 11/11/2013)

CCP Contact Information

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CCP Program
CTRC/ Office of the Director – MC 8026
UT Health Science Center - San Antonio
7703 Floyd Curl Drive
San Antonio, Texas 78229-3900

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Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data Management, Quality Control, and Regulatory Issues ● Grantsmanship and Peer Review ● Health Services Research ● Instrument Validation and Development ● Genetics and Genetic Epidemiology ● Cross Cultural Adaptation of Research Instruments ● Introduction to Translational Science ● Responsible Conduct of Patient-Oriented Clinical Research ● Patient-Oriented Clinical Research Methods ● Patient-Oriented Clinical Research Biostatistics ● Integrating Molecular Biology with Patient-Oriented Clinical Research ● Data

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