UNIVERSITY OF
GEORGIA
College of Pharmacy

GRADUATE STUDIES
IN
CLINICAL & EXPERIMENTAL THERAPEUTICS

GRADUATE STUDENT MANUAL

2023 - 2024

Department of Clinical & Administrative Pharmacy
College of Pharmacy
University of Georgia
Athens and Augusta, GA

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Preface

The purpose of the Graduate Program Handbook is to provide information concerning the procedures and policies of graduate education within the Department of Clinical & Administrative Pharmacy and the Graduate School of the University of Georgia. It supplements information contained in the Graduate School Bulletin and the UGA Graduate School website. All graduate students are expected to carefully read the policy manual, retain it for future reference, and abide by it in the interest of making graduate study in the department a successful experience.

I.   INTRODUCTION

Purpose - The purpose of the "Graduate Program in Clinical and Experimental Therapeutics" of the University of Georgia (UGA), College of Pharmacy is to provide doctoral (i.e., Ph.D.) and master's training in clinical and therapeutics-related research that directly connects the basic science laboratory with the clinical practice setting. Clinical and Experimental Therapeutics (henceforth referred to as "CET") is a multi-disciplinary program that involves the investigation of disease processes, drug development, and the efficacy and toxicity of therapeutic regimens. The program is designed so that students develop specific competencies in clinical and experimental therapeutics that are translational among the basic, applied and clinical settings. Course requirements and research opportunities for graduate students enrolled in the program provide both experimental (basic) and clinical science experience. Compared with the existing programs in the basic medical sciences, the CET curriculum provides a greater emphasis on the clinical relevance of research studies while maintaining rigorous instruction in experimental design, statistical analysis and hypothesis testing. It also recognizes the emerging research interests of those holding the Doctor of Pharmacy (Pharm.D.) degree, as well as Pharm.D. Candidates, and provides a viable career path for those who prefer more extensive research experience than provided by traditional residencies or fellowships.   This program also sets the environment for the development of Pharm.D./MS and Pharm.D./Ph.D. programs which is a more focused approach to train biological scientists in translational research than the standard Ph.D. or M.D./Ph.D. programs.

Faculty and Environment - The faculty members of the CET program encompass a variety of health-related backgrounds and education with degrees in Pharm.D., Ph.D., and M.D. The CET program was created in part to address one of the primary goals of the UGA Biomedical Sciences and Health Initiative which aims to enhance interdisciplinary interactions between the faculty of UGA and Augusta University (AU) with particular emphasis on joint programs in research and education. It is anticipated that efforts to strengthen the ties between the basic research programs of UGA and the biomedical research and clinical activities of AU will be rewarded not only by improved research funding to both institutions but also by healthier citizens in the state of Georgia. In addition to the proximity to the AU, CET Research Laboratories are housed at the Charlie Norwood Veterans Affairs Medical Center (CNVAMC) in Augusta, GA, where students will have access to the clinical practice and basic science laboratories.

The members of the CET Program have collaborations with a number of faculty members across both campuses including several departments at the AU and the CNVAMC researchers. Moreover, CET program members are stationed at both the Athens and the Augusta campuses and are therefore able to easily communicate the goals and initiatives of both universities. Finally, the clinical as well as basic science background and expertise of the members of the CET program as well as their locations on both university campuses allow for a truly "interdisciplinary" as well as "translational" approach to graduate training.

Program Administration, Faculty, and Staff

Core Faculty University of Georgia College of Pharmacy

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II.   CAREER OBJECTIVES

The CET Graduate (M.S. and Ph.D.) is a unique program designed to prepare students for professional careers devoted to medical and pharmaceutical research in academia, industry, and/or government. During the course of study, students are provided the necessary tools to create and test a rational and scientifically-based hypothesis that pertains to the development and/or use of therapeutic agents in humans suffering from disease. The plan of study provides the student with the necessary technical knowledge and professional insight to investigate a relevant topic in the health-related sciences with appropriate analytical techniques. The successful student learns to conduct innovative and independent research studies and develop other scholarly characteristics that are critical to a career in health-related research.

III.   ADMISSION TO THE PROGRAM

Students are admitted directly into the M.S. and Ph.D. Programs of Study by the CET Graduate Faculty on a competitive basis. Students wishing to enter a program of study leading to a Master of Science or Doctor of Philosophy degree in Clinical & Administrative Pharmacy's Clinical & Experimental Therapeutics must possess, at a minimum, a Bachelors degree (or its equivalent) from an accredited four-year college or university as well as the required prerequisites (see below). Students who are admitted to the Ph.D. program are eligible for Ph.D. candidacy once they have completed all the requirements for such, but are not required to obtain an M.S. degree prior to their application for candidacy for the Ph.D. Applications must be submitted to the UGA Graduate School.
https://grad.uga.edu/index.php/prospective-students/apply-now/

IV.   GRADUATE ASSISTANTSHIPS AND EXTRAMURAL FUNDING

A limited number of graduate assistantships are available for the students enrolled into the Ph.D. program. (Complete application must be received by the end of December for fall consideration) to full-time graduate students on a competitive basis. These assistantships are at least 1/3 appointments requiring 15 or more hours of duty per week in supporting the teaching, research, and service missions of the Department of Clinical & Administrative Pharmacy of the College of Pharmacy. These duties may include classroom or laboratory instruction, research, and/or assignment to centralize departmental or college needs. Students are required to pay their own fees and tuition and any matriculation or other fees required by the University of Georgia. Tuition is reduced for students on assistantships, however, activity fees, technology fees, health insurance and other charges are required. Graduate Assistants must maintain a 3.0 GPA and must take 15 credits of graduate study per semester, except for Summer Semester in which they may register for 12 hours.

Graduate students holding a graduate assistantship are expected to fulfill their obligations in a satisfactory manner including such personal qualities as proper dress, manner, preparedness, and punctuality. Satisfactory progress as a teaching assistantship may be assessed through student teaching evaluations, faculty and Department and Associate Department Heads.

Students enrolled into the M.S. in Clinical and Translational Research (MCTR) program are eligible to compete for the NIH-funded TL-1 scholar training award from the Georgia clinical and Translational science Alliance (GaCTSA), and in the event of obtaining the award will receive a stipend and tuition fee reimbursement.

All leave time "excused absence" must be approved by the faculty and the Department or Associate Department Head in advance. **Please be aware that Graduate Assistants do not get paid leave**. If you intend on requesting leave you must submit a CAP Graduate Student Leave Request for approval. The request must be signed by student, and approved and signed by the student's major advisor and the CET Program Director. It must then be submitted to Clinical & Administrative Pharmacy's Graduate Coordinator Assistant.

Assistantships for Ph.D. students may be renewed at the discretion of the Department of Clinical & Administrative Pharmacy for up to a period of four years. This is contingent upon the availability of funds, the continued progress toward a degree, and satisfactory work performance.

It is also expected that enrolled students in consultation with their major advisor (see below) will apply for outside (extramural) funding to support his/her research. Outside funding not only serves to improve the student's curriculum vitae, but also provides greater flexibility for program initiatives.

> ➢ Link to UGA's Online Handbook for Graduate Teaching & Laboratory Assistants:
> http://www.ctl.uga.edu/teachingassistant/handbook

> ➢ Link to UGA's Graduate School-Based Financial Assistance:
> http://grad.uga.edu/index.php/current-students/financial-information/

V.   PROGRESSION & DEADLINES FOR THE DOCTORAL PROGRAM

(Semesters include Fall, Spring (and Summer- if on Assistantship, or required by Major Professor)

Major Professor Selection: End of 2nd semester
A major professor is chosen, and the major professor selection is submitted to the Graduate Program Coordinator and Assistant in writing. Each student will complete and sign a Graduate Student Activity Report annually for their major professor, and submit it to the Graduate Program Assistant. (Details in Section VI, Part D)

Advisory Committee and Final Program of Study: End of 5th semester
An advisory committee is chosen, and the student, major professor, and advisory committee will work together to develop a Final Program of Study. Both the Advisory Committee form and the Final Program of Study form must be submitted to the Graduate Program Assistant. (Details in Section VI, Part I, and Section VIII)

Committee Meetings: Annually, Beginning in Second Year
Students admitted into the program in August will have annual committee meetings starting in the Spring Semester (5th semester) of their second year. Students admitted in January will have annual committee meetings starting in the Summer Semester (6th semester) of their second year. Each committee member will complete and sign an Advisement Committee form at each committee meeting, and forms are submitted to the Graduate Program Assistant. (Details in Section VIII)

Qualifying Exams: End of 8th semester
Students must complete their written and oral preliminary examinations in the Spring semester (8th semester) for students who started in August, or Summer Semester (9th semester) for students who started in January. If a student fails, then a second attempt is required, this must be successfully completed by the fall semester of the fourth year (10th semester). (Details in Section X)

Dissertation Defense and Graduation
The time required to complete the PhD program varies depending on the student's background and the nature of the dissertation project. Students typically graduate in approximately (4-6) ~5-years (Details in Section XII).

Graduate Deadlines for Current Students can be found here:
http://grad.uga.edu/index.php/current-students/important-dates-deadlines/

Graduation Information:
https://commencement.uga.edu/

VI.   DOCTORAL COMMITTEES AND ADVISEMENT

The CET Graduate Program Committee acts as an advisory committee until the student chooses a major professor and Dissertation Advisory committee. The Program Director meets with all graduate students each spring to discuss program changes or issues. At this time, each student is given a student advisory form to request a meeting to discuss progress or problems in detail and in confidence with the Program Director, Graduate Coordinator, or another member of the graduate program committee.

Students will select a major professor at the end of a two semester laboratory rotation sequence. The choice of the major professor will be contingent upon the mutual consent of the student, the faculty member and the Graduate Coordinator. The major professor will direct the student's research and meet with the Dissertation Advisory Committee at least once per year to discuss research and academic progress of the student. It is the major professor's responsibility to seek funding for the graduate student and their research.

Each student will form a Dissertation Advisory Committee by the end of the 5th semester (Spring of the second year). This committee will approve the Program of Study and dissertation prospectus and conduct the preliminary examinations and dissertation defense. The major professor and student will keep the Dissertation Advisory Committee regularly informed of progress. The advisory committee will include at least five members, including the major professor, two additional CET graduate faculty and one UGA graduate faculty member from outside of CET. The fifth committee member can be from within the department or from outside of the UGA. Students are encouraged to collaborate with Augusta University (AU) faculty. If a non-UGA graduate faculty member is selected, a request must be submitted to the UGA Graduate School. Request requires a letter of justification from the major CET faculty advisor, and current curriculum vita of non-UGA faculty member). Dissertation Advisory Committee members must be approved by the Graduate Coordinator and the Dean of the Graduate School. Once a dissertation committee is formed, members may not be removed without their written permission. (NOTE: a majority of graduate faculty must be selected (i.e., if there are 6 committee members, 4 will need to have graduate faculty status; or one member can have a non-voting status. For more information read pages 24-27 of the Graduate Coordinator Handbook).

Student progress in the program will be evaluated by each committee member at each annual committee meeting. If more than one committee member or the major professor gives the student an **"Unsatisfactory"** evaluation, the student and major professor must develop a remediation plan to improve performance. For example, the remediation plan may include additional coursework, a more structured schedule in lab, and/or more frequent committee meetings.

A. General UGA Graduate School Requirements

Students entering a graduate program in the Department of Clinical & Administrative Pharmacy must satisfy the general graduate requirements of the University of Georgia. Graduate School regulations require each student to submit a program of study for the Doctor of Philosophy degree planned in consultation with the student's major professor and the Advisory Committee. All programs of study must be approved by the graduate coordinator and the Dean of the Graduate School.
  - ➢ Final Program of Study: (Grad Status Form G138)
  - ➢ Advisory Committee: (Grad Status Form G130)

B. Deficiencies

Due to the varying academic and experiential backgrounds of students entering a graduate program in the Department of Clinical & Administrative Pharmacy, students need to correct any academic deficiencies as soon as possible. This is necessary to satisfy prerequisite requirements for required graduate courses.

C. Assignment of Faculty Advisor

Upon entering the CET graduate program, the student will be advised by the program Director until the student selects a major professor. The Director will assist the student in establishing a course of study during the first academic year that will include correcting any deficiencies, incomplete prerequisites and required graduate courses. During the first two semesters of graduate study, the student should visit with all CET graduate faculty members to discuss their research interests. Mandatory laboratory rotations (at least 3 laboratory rotations-10 weeks each one) beginning the first semester of enrollment will assist the student in matching his/her research interests with that of a potential major professor.

D. Selection of a Major Professor

The major professor counsels the student in pursuing his or her program of study and advises the student concerning procedural steps in the graduate program. The major professor advises the student in choosing and pursuing a research topic, in the preparation of a dissertation, and in obtaining admission to candidacy. Since the major professor serves as the primary mentor for the student, the student should make this choice only after careful thought and consideration. The student selects a major professor by the beginning of the second academic year. The choice of a major professor will be contingent upon the mutual consent of the student and the faculty member. The major professor must be a full member of the UGA Graduate Faculty and a core CET faculty member. Upon selection of a major professor, the student must notify the director of the CET program and the department graduate coordinator in writing. The final approval of the document regarding the student's selection of a major professor requires the signature of the Department Head. While a change of major professor is possible after the original selection and approval, this will only be allowed under extenuating circumstances and for justifiable reasons. Requests for such a change including the justification must be submitted to the director of the CET program and the department graduate coordinator in writing. As in the case above, final approval of the document regarding the student's change of major professor requires the signature of the Department Head.

E. Course Loads

Assistantship Student: Clinical & Administrative Pharmacy's PhD Graduate Assistant students will not be considered as carrying a full course load if registered for less than 15 semester hours fall and spring semesters (12 semester hours in summer); *UGA Graduate School requires a Graduate Assistant on One-third (.33) time to be registered from a minimum of 12 semester hours fall and spring (9 semester hours in summer)*. A student on assistantship may not exceed an 18 hour maximum course load without approval of the graduate coordinator and the Dean of the Graduate School. If the student's assistantship exceeds 4/9 time, the student's course load may be reduced accordingly. Students' who have completed all coursework, fulfilled the residence requirement and are engaged only in research, will have their academic load assessed on an individual basis.

Non-Assistantship Student: A full course load for a student who does not hold an assistantship or fellowship is considered to be from 9 to 15 semester hours (fall & spring). Course loads exceeding 18 semester hours require written approval of the major professor, the graduate coordinator and the Dean of the Graduate School. Students, who have completed all course work, fulfilled the residence requirement and are engaged only in research, will have their academic load assessed on an individual basis. Graduate students will not be considered as carrying a full course load if registered for less than 9 semester hours fall & spring. Students using University facilities and/or staff time are required to register for a minimum of 3 semester hours (i.e., Summer Semester on campus).

Non-Assistantship Doctoral students who have advanced to candidacy and have satisfactorily completed all required courses (exclusive of 9000 and 9300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. *It does not supersede the minimum enrollment requirements of other programs, offices, or agencies*. Doctoral students must maintain enrollment during fall and spring semesters (breaking

only for summer semesters) until the residency requirement (30 hours for PhD) has been met. Refer to the instructions for Out-of-State Tuition Waivers if necessary.

Final Registration Requirement
Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in a following semester.

A graduate course, GRSC 9270 (Graduate Study Completion), is designed for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate. Permission to register for this course must be granted by the Graduate School.

Students will not be approved for graduation if they have a grade of I or ER which, when changed to a recorded grade, could cause the graduate grade point average to fall below the minimum required for graduation.

Required Ph.D. Core Courses: (8000 and 9000 level or the equivalent)
Laboratory Rotation (minimum of 3 different laboratories)

Suggested schedule:
Fall semester core courses (Year 1)
PHRM 7230 – Ethical Issues in Research (3 credit hours)
PHRM 8600 – Drug Targets in Signal Transduction Pathways (3 credit hours)
PHRM 8700 – Advanced Therapeutics I (4 credit hours)
PHRM 8740 – Introduction to CET Research (4 credit hours)
PHRM-9000 – Doctoral Research (4-10 credit hours)
PHRM 8730 – Journal Club/Seminar (1 credit hours)

Spring semester core courses (Year 1)
PHRM 8700 – Advanced Therapeutics I (4 credit hours)
PHRM8720 – Advanced Therapeutics II (, 3 credit hours)
PHRM 8730 – Journal Club/Seminar (1 credit hours)
PHRM 8750 – Methods in Experimental Therapeutics
PHRM-9000 – Doctoral Research (4-10 credit hours)

End of 2nd semester: Major advisor assignment

Summer semester core courses (Year 1)
PHRM 7100 – Biomedical Statistics (3 credit hours)
PHRM-9000 – Doctoral Research (4-10 credit hours)

Fall semester core courses (Year 2)
PHRM-9000 – Doctoral Research (4-10 credit hours)
PHRM 8730 – Journal Club/Seminar (1 credit hours)
PHRM 8080 – Grantmanship (3 credit hours)

Spring semester core courses (Year 2)
PHRM-9000 – Doctoral Research (4-10 credit hours)
PHRM 8080 – Grantmanship (3 credit hours)

End of 5th semester: First committee meeting (Final Program of Study and Advisory Committee forms need to be completed)
PHRM-9300 – Doctoral Dissertation (4-10 credit hours)

End of 8th semester: Qualifier Written and Oral exam (Final Program of Study and Advisory Committee must be approved by the Graduate School prior to exam).

F. Electives

4th or 5th semester (select from list below)
Cardiovascular Physiology and Pharmacology (AU equivalent SGS-8120, 3 credit hours)
Experimental Therapeutics (UGA PHRM-8130, 3 credit hours)
Special Topics in Vision Research (AU ANAT-8030, 3 credit hours)
Fundamentals of Vision Science (AU ANAT-8020, 4 credit hours)
Advanced Therapeutics III* (UGA PHRM-8720, 4 credit hours)

Additional courses may be required depending on a student's academic and professional background and the discretion of the student's advisory committee. Students not exhibiting excellent written and/or oral communication skills will be required to take various courses to correct these deficiencies.

Beginning fall 2022 Graduate students must complete a 1-credit GradFIRST seminar (GRSC 7001) during fall or spring of their first year, unless they are enrolled in an exempt program. The GradFIRST seminars supplement discipline-specific training in graduate students' academic programs with focused professional development and engagement/networking opportunities.

Completion of GradFIRST will be listed on a student's program of study (G138) form in GradStatus. In the section titled "GradFIRST requirement" the student should list the semester in which the course was completed. Students in programs granted an exemption by the Graduate School, or students who matriculated prior to Fall 2022, may note that they are exempt from this requirement. GRSC 7001 should not be listed as a course under "Course Information" in programs of study.

Registering for GRSC 7001 seminars
New graduate students should be directed into the most appropriate GRSC 7001 section during advising. Sections will not be visible/searchable to students in Athena, and students will need to have the Course Reference Number (CRN) for their preferred section.
For programs with reserved seats for their own students, GCs/GCAs will be provided with the CRN for the program section, which will be restricted to Permission of Major (POM). Graduate advisors should provide this CRN to students for registration.

G. Academic Performance & Dismissal

University of Georgia graduate students must maintain an average of 3.0 or higher on all graduate courses taken. Grades below 3.0 are not acceptable for courses on the Program of Study, which includes all required core courses. In the first semester, if the cumulative GPA falls below 3.0, students are placed on academic warning by The University of Georgia Graduate School, and are required to meet with the graduate coordinator to develop a plan to improve their academic performance. If the cumulative GPA is below 3.0 for a second consecutive semester, the student is placed on academic probation and cannot receive an assistantship stipend. If the student receives a GPA below 3.0 in any semester while on probation, they are dismissed from the Graduate School.

CET graduate students may be dismissed from the program at the end of any semester if they have not made sufficient academic progress to warrant continuation of study, have not met their responsibilities, have not met their admittance stipulations, have not identified and accepted by a lab/major advisor, or have not maintained accepted standards of conduct. This would apply to: students who fail to identify and be accepted by a lab/major advisor, students who spend two consecutive semesters with a cumulative GPA below 3.0; students who make a "U" or a grade below a "C" in a core course; students who fail to pass the preliminary examination or the final oral examination; students who fail to make acceptable progress in their dissertation project; students who fail to gain approval of their thesis or dissertation; or ethical violations. Failure to make acceptable progress in the dissertation project may be demonstrated by unsatisfactory grades in dissertation research courses (PHRM-9000, PHRM-9300) or by more than one poor annual committee evaluation. Ethical violations that warrant dismissal from the program include but are not limited to: violation of ethical principles concerning treatment of animals; violation of ethical principles concerning teacher-student relationships; falsification of data or records; plagiarism; and

academic dishonesty – including incorporation of materials into papers, theses, dissertations, etc., without appropriate attribution.

UGA Graduate School Probation & Dismissal Policy:
http://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/

H. Clinical Seminar/CET Journal Club

All students enrolled in the CET graduate program are required to attend and participate in CET Journal Club/Seminar (PHRM 8730). CET graduate students are expected to make two presentations per year. Each student in the CET program will be required to present and discuss the results of at least one recent (high impact) journal article and discuss timely and clinically relevant ideas, results of research, new procedures, etc., to learned audiences. By the end of 5th semester, students will present a seminar of their own findings related to the project. Students should gain this experience as a part of his or her graduate education so that he or she can give clear, concise presentations and answer questions in the same manner. CET Journal club is held in the fall and spring semesters.

I. Requirements for the Ph.D. Program of Study

The Program of Study is an official document listing the courses for a degree program which is to be filled out on the proper form by the student and Major Professor, and approved by the Dissertation Advisory Committee.

For the Doctor of Philosophy degree, the Program of Study is developed by the student, the major professor, and the Advisory Committee. A Preliminary Program of Study, developed by the student and major professor, and approved by a majority of members of the Advisory Committee, must be submitted to the graduate coordinator by the end of the student's first year of residence. A doctoral program of study should consist primarily of 8000 and 9000 level courses (or the AU equivalent). The final program of study must be submitted for approval by the Dean of the Graduate School by the time the notification of the oral comprehensive examination is given. The Final Program of Study Form must carry a minimum of 30 semester hours of course work, 3 of which must be dissertation (PHRM-9300) for the Doctor of Philosophy. A minimum of 20 semester hours of University of Georgia/Augusta University courses must consist of didactic courses (generally only open to graduate or medical students). Doctoral research (PHRM-9000), independent study courses, and dissertation writing (PHRM-9300) may not be counted in these 20 hours.

The final program of study must be submitted for the approval of the dean of the Graduate School by the time the notification of the oral comprehensive examination is given. All courses on the program of study must fall within a six-year time limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year.

Course work taken in approved cooperative programs will be placed on the student's transcript as part of the degree requirements when the Graduate School receives the transfer credit form with an official transcript from the cooperative institution. For other policies regarding transfer of credit for doctoral degrees see "PhD Acceptance of Credit by Transfer."

Time Limit on Candidacy. UGA regulation states that the dissertation must be completed within five years following admission to candidacy in order to qualify for graduation. Of note, the departmental support will be for 12-semesters only. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

All requirements for the Ph.D. degree, except for the dissertation and final oral examination, must be completed within a period of 6 years. The time requirement dates from the beginning of the semester during which the first course on the program of study was taken. A doctoral candidate who fails to take the final

oral examination within 5 years after passing the written preliminary examination and being admitted to candidacy will be required to take another preliminary examination and be admitted to candidacy a second time.

Pre-requisites:
Bachelors level undergraduate degree (or the equivalent) in either the physical or biological sciences (pharmacy, biology, chemistry, etc.) plus, the following:
- 4 semesters of biologic sciences
- 2 semesters of general chemistry
- 2 semesters of organic chemistry
- 2 semesters of math or physical sciences
- 1 semester of statistics

➢ UGA's Graduate Preliminary Doctoral Program of Study Form:
http://grad.uga.edu//wp-content/uploads/2014/11/finalphdprg.pdf

VII.   MASTER OF SCIENCE IN CLINICAL AND EXPERIMENTAL THERAPEUTICS (MCET)

The Master of Science in Clinical and Experimental Therapeutics (MCET) program provides multiple options for candidates to choose between a 1-year (non-thesis) and a 2-year (thesis) curriculum, which augments student development for multiple career opportunities in clinical practice or research. Core and elective courses within the MCET program would foster successful completion of PharmD or MD training programs. Current UGA College of Pharmacy students can pursue a 1-year Master's (non-thesis) during P3 or P4 years or complete an additional year post-PharmD for a dual PharmD/MS degree. MCET program is also suitable for BS graduates looking to improve their chances for admission to a Pharmacy or Medical School (Year 1 curriculum) and for post-graduate trainees (PGY1 or PGY2 residents) who seek initiating an independent research program in academia (Year 2 curriculum).

Curriculum

Year 1 (Minimum of 32 credit hours required)

- **Fall Semester (14 CR):**

  Core Courses
  - PHRM8600 Drug Targets in Signal Transduction Pathways (3 credit hours)
  - PHRM8080 Grantmanship (3 credit hours)
  - PHRM7230 Ethical issues in research (3 credit hours)
  - PHRM8730 Journal Club/Seminar (1 credit hour)

  Elective Courses
  - PHRM8700 Advanced Therapeutics-I (4 credit hours)
  - PHRM8740 Introduction to CET Research (4 credit hours)

- **Spring Semester (14 CR):**

  Core Courses
  - PHRM8750 Methods in experimental therapeutics (3 credit hours)
  - PHRM7100 Biomedical Statistics (3 credit hours)
  - PHRM8710 Advance Therapeutics-II (3 credit hours)
  - PHRM8730 Journal Club/Seminar (1 credit hour)

  Elective Courses

PHRM5901 APPE Research (5 credit hours)
PHRM8740 Introduction to CET Research (4 credit hours)

- **Summer Semester (4 CR):**

  Elective Courses
  PHRM7000 Master's Research (4 credit hours)
  PHRM8740 Clinical rotations (4 credit hours)

Year 2 (Minimum of 32 credit hours required)

[For students opting for a 2-year (thesis) and for residents looking for a 1-year (thesis) option]

- **Fall Semester (15 CR):**

  Core Courses
  PHRM7000 Master's Research (8-11 credit hours)
  PHRM8730 Journal Club/Seminar (1 credit hour) – PHRM8730
  Elective Courses
  PHRM8600 Drug Targets in Signal Transduction Pathways (3 credit hours)

- **Spring Semester (13 CR):**

  Core Courses
  PHRM7000 Master's Research (3-8 credit hours)
  PHRM8730 Journal Club/Seminar (1 credit hour)
  PHRM8740 Clinical rotation (4 credit hours)
  Elective Courses
  PHRM8080 Grantmanship (3 credit hours)
  PHRM7230 Ethical issues in research (3 credit hours)

- **Summer Semester (12 credit hours):**

  PHRM7300 Master's Thesis Dissertation (8-12 credit hours)
  Elective Courses
  PHRM8740 Clinical rotation (4 credit hours)

VIII.   STUDENTS WITH DEGREEs FROM ANOTHER UNIVERSITY

Students may be admitted into the Ph.D. program after receiving a Pharm.D. or a M.S. degree from another university. The record and performance of the student will be evaluated by the graduate coordinator and the CET graduate faculty. An appropriate modification to course requirements will be made to achieve equivalence with those students receiving the M.S. degree from the University of Georgia

IX.   SELECTION OF THE MAJOR PROFESSOR AND ADVISORY COMMITTEE

The major professor serves as chairman of the Advisory Committee. Four additional faculty members must be selected, three of which must be members of the Graduate Faculty of the University of Georgia. At least one of the members of the Advisory Committee must be a core CET faculty member and selection of at least one member from both the Athens and Augusta faculty is strongly encouraged. It is also expected that

at least one member of the advisory committee be selected from the Augusta University graduate faculty. The functions of the doctoral Advisory Committee include planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on academic and research program, approving the subject for the dissertation, and reading and approving the completed dissertation. This committee should be selected as early as possible after the student has selected a major professor (generally within two months of completion of the first year). UGA Graduate School Advisory committee for doctoral degrees form should be completed and submitted to College of Pharmacy Graduate Coordinator. After formation of the advisory committee, it is expected that a meeting of the committee will be held at least twice per year to assess the progress of the student. It is recommended that the student complete the CET Graduate Student Activity Report annually to assist in updating their Major Professor and the Advisory Committee of the student's accomplishments and plan of action for degree completion.

➢ UGA's Graduate Advisory Committee Form:
> http://grad.uga.edu//wp-content/uploads/2014/11/body_advcomphd.pdf

Note: Advisory Committee Form must be submitted for approval with a Final Program of Study form.

X.   RESEARCH PROPOSAL

The student must submit a research proposal to the Advisory Committee after all course work, including research and clinical rotations, has been completed and the written comprehensive examination has been passed. The proposal will be submitted and defended as part of the oral examination (see below). The proposal should follow the format of a federal grant application such as NIH.

The research proposal should contain the following general sections:

Introduction
Statement of overall problem, central hypothesis, specific aims, and long-term goals of the proposed research

Literature review
Critical review of the most essential previous work, including a description of the current research status of the subject

Methods
Description of the research methodology, data collection plans, justification of sample size and data analyses to be used

Estimated Budget
Estimate of expenses necessary to conduct the research project: The estimate may include travel expenses and any anticipated costs which may occur in data collection. *The estimated budget does not imply or guarantee that funds will be available for the project*

Significance
Discussion of the potential significance of the proposed research project

Bibliography
Listing of cited references: The format should conform to the chosen application used or the consensus of the Advisory Committee

The Advisory Committee will meet with the student for the purpose to accept, modify or reject the proposed research project. The accepted proposal must be presented in final form to the Clinical and Experimental Therapeutics faculty and graduate students as a seminar.

> For more information regarding UGA's policy on Research Compliance please refer to UGA's Office of the Vice President of Research (OVPR) Research Compliance site: https://research.uga.edu/integrity/

XI.   WRITTEN AND ORAL EXAMINATIONS

Prior to admission to candidacy for the Ph.D. degree, the student must pass formal comprehensive written and oral examinations. The comprehensive examination is designed to test the student's knowledge of the fundamental concepts and methodologies in the core departmental course work and the elective area of study. The Advisory Committee administers the comprehensive examinations. The comprehensive examinations can be taken at any time after completing the required coursework or at the discretion of the Advisory Committee if all coursework has not been completed. The written examination should be completed within one year of the completion of all course work. The written examination may consist of both open and closed book portions. Students will be given five general questions (one from each committee member) on Day 1 (4 hours) and five specific questions related to their projects (one from each committee member) on Day 2 (4 hours). Students are asked to respond to 4 out of 5 questions each day. On Day 2, students have to answer the question from the faculty member they choose not to answer on Day 1. Each question will be evaluated as + (satisfactory and exceeding expectations), 0 (incomplete or minimally acceptable response), or – (unsatisfactory). Grading of the examination will be completed within 2 academic weeks and grades will be either **Pass** or **Fail**. A minimum of 2+ is required to pass. Students are allowed 2 attempts to pass the written examination.

> **Doctoral Oral Comprehensive Exam Announcement form can be submitted ONLY by the Graduate Coordinator's Office, and must be done 2 academic weeks prior to exam**. Please provide Deborah Martinez (deborah.martinez@uga.edu).

After successful completion of the written examination, the student is eligible to take the oral examination. The student is strongly encouraged to take the oral examination as soon as possible after completion of the written examination. The student, in consultation with his or her major professor and the Advisory Committee, schedules the oral examination and notifies the graduate coordinator of the time and room number. The Graduate School must be notified by the graduate coordinator, in writing, at least 2 weeks before the examination. At this point several forms need to be completed and submitted to the departmental Graduate Coordinator and these include Advisory Committee for Doctoral Candidates, Final Doctoral Program of Study and Application for Admission to Candidacy. The oral examination is open to all members of the faculty and shall be announced by the Graduate School. During the oral examination, the student will present the research proposal and then will be questioned on all facets of the student's major area of interest and his or her general knowledge of experimental therapeutics. Additionally, the student will be given the opportunity to demonstrate competence in any areas of perceived weakness noted on the written examination. Four or five votes are required to pass the oral examination. Successful completion of the oral examination will result in formal admission to candidacy for the Ph.D. degree.

XII.   POLICY ON USE OF GENERATIVE AI IN THESES AND DISSERTATIONS

Per the Graduate Bulletin, the master's or doctoral thesis demonstrates independent judgment in developing a problem from primary sources, and a dissertation represents originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. It is the responsibility of the advisory committee to review and evaluate the thesis or dissertation as a representation of a student's individual effort. As such, the use of generative AI in theses and dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation.

Giving or receiving help for assignments without prior approval from your instructor. During any assignment, any help (such as books, notes, calculators,

technology, internet resources, or conversations with others) is considered unauthorized unless the instructor explicitly allows it.

Examples include, but are not limited to:
- Copying, or allowing others to copy, answers to an assignment.
- Sending, receiving, posting, uploading, downloading, or accessing relevant exam information, prior to, during, or after the exam itself (including written or orally, or use of sign, electronic device, or digital resource information).
- Completing someone else's assignment or allowing them to complete yours.
- Collaborating on any assignment that is an individual assignment.
- Submitting group work that does not represent work from all members of the group. Every student whose name is on a group project is responsible for the academic honesty of the group assignment.
- Using any cellular device, electronic device, digital device, or programmable calculator without permission during an exam or closed assignment.

The bottom line:
- If you are requesting, sharing, or receiving any assignment or test information and it is an individual assignment, you are putting yourself at risk.
- The whole group is responsible for the integrity of group work.
- Don't access any electronic devices or notes for any reason unless your instructor explicitly says it's allowed during an exam.
- Never use Artificial Intelligence on an assignment unless it is explicitly authorized by your instructor *before* the assignment is turned in.

Academic Honesty Policies: [Prohibited Conduct | Academic Honesty Policy | Home (uga.edu)](uga.edu)

XIII.   ADMISSION TO CANDIDACY

Admission to candidacy for the Ph.D. degree should be requested by the major Professor immediately following the successful completion of the comprehensive, preliminary oral examination. Doctoral students are required to register for a minimum of 10 hours over the next 2 semesters after admission to candidacy (unless on assistantship, in which case they would need to be registered for 15 hours (fall/spring, or 12 during summer). A dissertation or thesis will not be approved by the Dean of the Graduate School prior to the student's admission to candidacy.

   ➢ UGA Graduate *Application for Admission to Candidacy for Doctoral Degrees* form is filled out in GradStatus (Form G162)

XIV.   FINAL DEFENSE OF THESIS OR DISSERTATION

The student must register for a minimum of 3 hours of dissertation (PHRM-9300). During his or her tenure in the graduate program, the student may register for a maximum of 50 semester hours of PHRM-9000, depending on the amount of work required to complete the research project. A final copy of the dissertation or thesis must be provided to each member of the Advisory Committee at least 3 weeks prior to the final defense. An additional copy of the dissertation is required to be placed in the Departmental office 2 weeks prior to the final defense. The final oral defense of the dissertation is open to the University community. **The announcement notification containing time and place of final defense MUST be submitted to the Graduate School by the Graduate Coordinator, Dr. Somanath Shenoy.** The final defense will consist of a 30-45 minute presentation by the candidate of his or her research, followed by an oral examination from the Advisory Committee covering the substance of the research. The Advisory Committee will determine the success or failure of the candidate (4 of 5 positive votes required for successful pass) and inform him or her of their decision and any additional recommendations immediately following the defense.

- ➢ Please refer to the Graduate Schools section on Oral Comps & Dissertation Defenses http://grad.uga.edu/index.php/current-students/policies-procedures/oral-comps-dissertation-defenses/, which will provide you with the information needed to complete the announcement.

- ➢ UGA Graduate Student's *Approval Form Doctoral Dissertation And Final Oral Examination* Form: is found in GradStatus. Forms G164.

- ➢ Guiding Principles: Graduate School Style Manual & Preparing for Electronic Submission https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/formatting/

- ➢ UGA Graduate Student's *Electronic Thesis and Dissertation (ETD) Submission Approval Form*: GradStatus Form G129.

XV.   GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

The areas of interest covered by the Department of Clinical and Administrative Pharmacy are both broad and varied. The possibility exists that differences of opinions involving philosophical interpretations of problems or personality conflicts between student and faculty or between students may occur. Normally, such situations would be resolved amicably between the individuals involved. When this does not occur and serious grievances persist, the following procedures will be initiated to achieve a just and equitable settlement. The student will submit a formal, written complaint to the person(s) involved outlining the grievance and a request for a conference for a solution. The addressee of the complaint will submit a written reply to the student within 10 days. If an agreement is reached, a dated copy of the agreement, signed by all parties, will be provided to the graduate coordinator. If the grievance cannot be settled, the student will submit all correspondence concerning the grievance to the Department or Associate Department Head who will meet with the parties involved to resolve the grievance. The final solution, including any agreements, will be written and signed by all parties and retained in the Department files.

If the Department or Associate Department head is unable to resolve the problem, or if he or she decides the problem should be considered by the Departmental Graduate faculty, the grievance will be presented to the Department Graduate faculty within 10 days for discussion and solution. The decision of the Department Graduate faculty will be binding upon all individuals involved, but may be appealed to the Dean of the Graduate School if necessary.

Please refer to the Graduate School section on Academic Regulations & Procedures, for more information.

XVI.   SCHEDULING OF DEPARTMENTAL GRADUATE COURSES

In order to facilitate scheduling of Departmental graduate courses and seminar, each student should submit a copy of his or her class schedule to the Graduate Programs Administrator, Ms. Deborah Martinez, deborah.martinez@uga.edu , 706-542-7230, by the first day of classes each semester. Once schedules for all students are compiled, the faculty responsible for seminar and graduate courses will notify students of the meeting day and time. The meeting days and times for most Departmental graduate courses are published in the University of Georgia Schedule of Classes (ATHENA). Graduate courses will meet at the days and times designated in ATHENA, unless alternative days and/or times can be determined which are mutually acceptable to both the course instructor(s) and students enrolled in the class.

- ➢ UGA ATHENA Login: https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage

XVII.   DEPARTMENTAL OFFICE POLICIES

The CET program wishes to provide graduate students with the best of all educational atmospheres in which to pursue graduate training. The Department is blessed with outstanding faculty members who have the skills and background to direct the graduate student during their graduate education at the University of Georgia. The Departmental office facilities have been structured to meet both the needs of graduate students as well as those of the faculty. To ensure that these facilities are employed to their full potential, the following policies govern graduate students' use of the office supplies.

A. Administrative

The departmental administrators must serve the needs of multiple faculty members. He or she cannot perform favors for the graduate students. For example, the typing of personal letters, attending to special requests regarding telephone or other communications, etc., are not the responsibility of the departmental administrators.

B. Departmental Stationery and Letterhead

College of Pharmacy letterhead and stationery cannot be used except for official functions of the University. University of Georgia regulations prohibit the use of letterhead for personal reasons by both faculty and graduate students. The obvious exceptions for graduate student use are those letters that are conducted under the direction of a major professor in association with a research project, thesis, or dissertation.

C. Telephone and Fax Machine

The Departmental telephone system is intended to support the functions of teaching and research. No long distance calls, other than those associated with the student's research efforts, are permitted on the Departmental telephone system. An exception is long distance calls associated with a research project under the direction of a faculty member. An additional exception is for contacting potential employers near the completion of graduate work. Local personal telephone calls, both incoming and outgoing, should be brief so as not to distract other graduate students or faculty. The graduate telephone should not be used for any sort of personal business such as charitable, recreational, or entrepreneurial endeavors. Telephones are provided specifically for graduate student use. Please refrain from using other telephones, especially the master phones used by the administrators. If a graduate student needs to make long distance phone calls to support research efforts, the major professor will provide him or her with his or her long distance access number.

D. Computer Access

Graduate students will have access to an office where they have complete access to internet, computers, word processing systems available to type their own letters, reports, or dissertations and theses. Please keep the computer areas clean. Personal files should not be maintained on the hard drives. For theses, dissertations or special project research, College of Pharmacy accounts and associated passwords will be provided through the major professor or faculty advisor. College passwords are not to be shared with other graduate or undergraduate students. Use of these accounts results in direct charges to the Department of College. File space on the mainframe computer can be requested for the student through his or her major professor.

E. Supplies

Supplies are normally provided to support specific research projects. The graduate student is expected to purchase all of his or her supplies (paper, notebooks, usb drives, pencils, pens, etc.) necessary for academic functions.

F. Copy Machine

Charges for use of the copy machine are assigned directly to the Department. Use of the copy machine must be restricted for support of the administrative and some undergraduate and graduate instructional efforts by the faculty. Graduate students are encouraged to use other University copiers for course work and personal research. Copying materials essential for research and seminar presentations should be cleared with the student's major professor or advisor.

G. Smoking

Smoking is not allowed anywhere within the College of Pharmacy building in Athens or in any building of the Augusta University, or the VA Medical Center in Augusta.

H. Electronic Mail

All faculty, staff, and graduate students are provided a free Internet electronic mail address on the College of Pharmacy or Augusta University network. Network administrators will establish your e-mail address. It is **important** that you forward your UGAMail (University of Georgia email) account to your primary email account. This is because **all** UGA related correspondence is sent to this account, rather than the COP or AU accounts.

You are required to check your e-mail daily for departmental/college/university announcements.
   ➢ UGAMail link: http://eits.uga.edu/email_and_calendar/office365

I. Office Assignments

The CET director will assign students office space on availability basis.

J. Departmental Conference Room and Videoconferencing

The Departmental conference rooms are used for a number of administrative and academic functions including videoconferencing. Use of the conference room must be scheduled through the departmental administrators (Becky Glosson or Marcia Wilburn). This room must be kept clean.

K. Non-Discrimination and Anti-Harassment Policy

The department and The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. For more information review the Non-Discrimination and Anti-Harassment Policy.

L. Arrests and Convictions Policy

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Any student either accepted for admission to or currently enrolled in a UGA Clinical and Administrative Pharmacy (CAP) Department graduate program who is arrested, charged, or convicted for a crime other than a minor traffic offense (DUI is not a minor traffic offense) must report, within 72 hours, that arrest, charge, or conviction to the CAP Assistant Department Head for Research and Graduate Education. Failure to report may result in appropriate disciplinary action, including dismissal from the CAP Department graduate program. The CAP Assistant Department Head for Research and Graduate Education shall review the

nature of the arrest, charge, or conviction and make a determination on whether it should be forwarded to the CAP Department's Graduate Program Committee for disciplinary action. Additionally, within the University of Georgia, policies are available to handle all violations of the UGA Student Code of Conduct. All disciplinary decisions made by the UGA Office of Student Conduct will be reviewed by the CAP Department's Graduate Program Committee. Sanctions made by the UGA Office of Student Conduct, however, do not preclude additional disciplinary actions within the UGA College of Pharmacy given our responsibility to impact public health and safety related to the pharmacy profession.

XVIII. ASSISTANTSHIPS

The Department is solely responsible for the instructional and research efforts provided by individual graduate assistants. The Department policy requires that the graduate student post at least 15 hours during the week in which he or she will be available in the office, classroom, or laboratory area in fulfillment of the contract. The 15 hours must be exclusive of class time. This is based on a 1/3 assistantship. (Additional assistantship information in IV, VI - Section E, and XX)

XIX. STUDENT HEALTH & IMMUNIZATION REQUIREMENTS

Students must adhere to all university health requirements and guidelines. In order for a student to work in a laboratory and patient care settings he/she must:
1. Obtain complete Hepatitis B vaccination
2. Obtain tuberculosis screening (and treatment if positive).
3. Maintain current tetanus prophylaxis

➢ **UGA** Required Online Health History & Immunization Forms:

Required Immunizations: https://www.uhs.uga.edu/appts_forms/immunizations.html

➢ Immunization requirements for **AU** campus may be different than UGA. Students are advised to check for a complete list.

International students are required to have health insurance. Students are advised to check the Office of International Education website (www.uga.edu/oie) for requirements.

XX. STUDENT HOUSING

CET Students will have access to student housing offered at AU and off-campus housing marketplace: https://offcampushousing.augusta.edu/listing. You may contact Ophelia Givens for help or questions on housing. Her email is ogivens@augusta.edu and her phone number is 706-729-2300.

XXI. CAP GRADUATE TRAVEL

Clinical & Administrative Pharmacy (CAP) encourages the participation of graduate students in state, regional, national, and international professional meetings. To the extent possible, travel support will be provided by the CAP and the Graduate School. The Major Professor should be notified two to four months in advance when travel to professional meetings is anticipated. The travel request is submitted to the Graduate Coordinator (GC) with the recommendation of the Major Professor.
Travel funds to conduct research project(s) will be provided by the CAP or via research grant. It is imperative that an early assessment (prior to initiation of the research project) of the travel requirements be made by the graduate student and his/her Major Professor. In the event that significant travel expense is anticipated during the research, a travel budget should be prepared for review and approval by the Director.

For travel, you will need to fill out a Travel Authority (TA) and have your travel approved by your major

professor, and the graduate coordinator. The TA can be found at [UGA OneSource Financial Management System.](#)

DO NOT charge an airline ticket to the Graduate School or the CAP Department. You may charge to your personal credit card account, and then request to be reimbursed by the approver of your travel. Consult the university's Travel Regulations and Procedures for Employee (Graduate Assistant) and Non-Employee, if necessary. [UGA Travel - Policies and Forms](#)

Generally the department will try to provide funding or partial funding for one (1) trip per student per fiscal year. This is dependent on departmental budget, as well as cost of trip. Students who are first author and/or presenting will be given priority. Students are encouraged to seek additional funding, including discussion with their major professor. This rule may be relaxed if the major professor can help provide funding.

You will need to work with Ms. Diana Kingery at Diana.Kingery@uga.edu or at 912.819.7719 on your TA and reimbursements incurred from travels.

International Student Travel outside the U.S. at UGA
In order to leave the U.S. and re-enter in valid student status, you will need to plan carefully, and have all your papers in order.

A student who is returning to enroll in classes needs the following documents to re-enter the U.S.:

- Valid passport
- Valid F-1 visa sticker in the passport
- Unexpired Form I-20 ID signed recently on page 3 by DSO for re-entry

For more information click here for the [UGA Office of International Education Student Travel Policy](#) for *enrolled, not enrolled, and after completion of degree and/or Graduation.*

XXII.   PERMISSION TO BE ABSENT FROM CAMPUS

The University of Georgia policy for graduate students on assistantships or Fellowships does not provide for any leave—sick, annual, or miscellaneous. However, under certain circumstances, it is recognized that students may need to be absent from campus. Under these circumstances' permission may be granted for up to two weeks. Permission for time off must be obtained from their Major Professor and the Graduate Coordinator.

If a student requires a <u>longer time away from campus</u> then they must also notify the Graduate School and follow the [Graduate School Pregnancy/Childbirth/Adoption Leave Policy.](#) Further information is included in the [Graduate Enrollment Policy](#), as well as the [Leave of Absence form](#) (**required**).

NOTE: Student's on Assistantship may not be paid while absent from campus.
Assistantship Students must complete the **Permission to be Absent Form**, if they will be out **for up to 10 days**. The form is located on the CAP website, [CAP Permission to be Absent Form](#)

CAP will use the following general guidelines for considering any request for time off by students on graduate assistantships or Fellowships, regardless of the source of funds.
- Time off with pay is a privilege granted by CAP on the basis of performance.
- Time off may be granted for illness, hospitalization, etc. at the discretion of the Major Professor.
- In the absence of a major professor, such decisions will be made at the discretion of the Graduate Coordinator.

- Up to 10 working days per year may be granted at the discretion of the Director. The student should make a written request to her/his major professor who should provide a recommendation to the Graduate Coordinator. This recommendation may also be submitted to the Department Head, if needed.
- In all cases, the departmental Leave Request Form must be used to request time off and appropriate records will be maintained in the institutional office.
- University approved holidays: are approved for all graduate students.
- Any unapproved time off will be leave without pay.
  Examples:
    o Not returning to school by previous approved time.
    o Not obtaining approval prior to taking leave

All Travelers - UGA Travel Basics

Prior to traveling, please review [UGA Travel Basics](#) to review key information from the travel policy.

The above resource is not meant to be a comprehensive summary of the complete travel policy. Please review the full policy for additional information.

SCAN QR CODE FOR FULL TRAVEL POLICY

https://policies.uga.edu/Travel/Employee-Travel-Effective-January-1-2015-Present/

Some Basic Rules:

- A travel authority is necessary for any business travel that is outside Georgia within 50 miles of its boarder and is considered out-of-state.
- Travel authorities should preferably be done at least one month prior to travel **even if** you are not requesting UGA funding. (This allows you to be insured through UGA during your travel)
- Remember the **30-60 rule**. All expenses must be submitted within this time period. That means that receipts should be uploaded into the system for reimbursement and YOU yourself must authorize it within this time period. If you go over 30 days a justification for going over will be necessary. If you go over 60 days, you will pay an additional tax (deduction from payment) on all expenses over 60 days.
- Funds- **It is your responsibility** to utilize your UGA funds wisely and keep up with your expenses.
- If lodging in-state, please take with you this form to receive tax-free. You will not be reimbursed the state tax if you forget. However, if they have a problem with the form, please let Kim McKenzie or Diana Kingery know and they can try and help. https://busfin3.busfin.uga.edu/accounts_payable/excise_exempt.pdf
- Air BnB and similar are **not allowed** lodging reimbursable expenses.
- **Do NOT** use a 3rd party company to book your lodging. They do not provide a zero-balance receipt and the hotel cannot verify that you have paid them so they cannot provide you with one either. This can be problematic in getting you reimbursed.
- If driving, you should use a University vehicle, if available, to keep costs low. If you prefer to take your personal vehicle when the University vehicle is available you will be reimbursed at the lower mileage rate.

- If considering a rental car you **must do a cost comparison** before driving your personal vehicle to see if a rental vehicle is more cost efficient prior to travel. Only Hertz & Enterprise are allowable reimbursable vehicle rental companies.
- If using the University vehicle, only UGA employees are allowed to ride in the vehicle. Also, the UGA vehicle may not be parked at a residence. You should pick it up when heading out for travel and return it immediately when you return. Do not take it home overnight and return it the next day. Also, Vehicle Training & Fuel Card Training must be completed prior to your first use of the vehicle. (This training is easily found on pep.uga.edu)
- Reimbursements will be deposited to the same account you have for direct deposit.
- ***Airfare and Registration Fees can be reimbursed prior to travel to keep within the 30-60 day rule but all other travel expenses must wait until after travel has been completed.

Travel Authorities: Out of State requirement only

- This must be done prior to travel- please try to have in at least month prior for approvals to complete
- Please send an email with the following to Diana Kingery at Diana.Kingery@uga.edu

  - Name of Conference
  - Dates of Travel.
  - Destination Location
  - All expense *estimates* for this travel to include:
    - Registration fee
    - Mode of Transportation Fee (mileage for vehicle, airfare, rental car...)
      - UGA has a travel agency you can use to prebook your flight, so you do not have any initial out-of-pocket expense.
    - Baggage Fee
    - Parking Fee
    - Uber/Taxi Fees
    - Lodging- please note that you must ask the hotel for a zero balance receipt upon leaving that shows the amount you paid. If sharing with someone else please have the hotel split the cost evenly on your bill. They can do this and it will save you time.

Expense Reports (Reimbursements)-

- You may do a separate expense report prior to travel for airfare or registration fees.
- All expenses must fall within the 30-60 day rule (see note above in basic rules)
- Original receipts must be kept until reimbursement has completed.
- Meals are reimbursed per diem. No need to keep your meal receipts.
  - An estimate of per diem rates can be provided by Kim McKenzie or Diana Kingery prior to travel.
  - Only meals not showing provided on the agenda are eligible for reimbursement. If you have dietary needs it is up to you to alert the conference of these needs so that they can make other arrangements for you. UGA will not provide reimbursement for meals you decided not to utilize due to dietary issues or personal taste. Please be aware of this!

- An agenda of the conference must be provided and uploaded into the system for any travel.
- All expenses listed above in the travel authority section are eligible expenses and will be entered individually.
- Your name must be visible on all receipts. If it is not, you must sign the receipt to verify that this was an expense that you paid for. If the receipt has another person's name, you will not be reimbursed.
- **Do not** pay for someone else's expenses. You may think that paying for your roommates lodging may save time, but we cannot pull their funds to reimburse you.

XXIII.   CET PROGRAM COMPETENCIES

Enabling and Terminal Objectives (EO'S AND TO'S):

The following statements provide an overview of the educational competencies that are expected of any student who successfully completes the CET graduate program. These benchmarks will be used to evaluate the progress, capabilities, and achievements of all graduate students in the program.

Competency Statement 1.   Develop research questions to evaluate therapeutic problems based on pharmacologic and clinical principles.

TO 1.1   (Application) Use pharmacologic principles to address common therapeutic challenges.

EO 1.1.1 (Knowledge) Discuss the prevalence, epidemiology, and proposed etiological theories associated with the major diseases that affect humans.

EO 1.1.2 (Knowledge) List the major clinical signs and symptoms of the major diseases that affect humans.
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EO 1.1.3 (Comprehension) Explain the pertinent pathophysiological processes and anatomical changes associated with the major human diseases.

EO 1.1.4 (Comprehension) Explain the pharmacologic actions of the major drug classes (and commonly prescribed individual drugs).

EO 1.1.5 (Comprehension) Give examples of non-drug approaches to therapeutics.

EO 1.1.6 (Knowledge) Identify the desired outcomes of drug therapy of common diseases.

TO 1.2   (Evaluation) Describe clinically relevant gaps in scientific knowledge associated with specific human diseases.

EO 1.2.1 (Application) Conduct a comprehensive literature search to identify current therapeutic needs and challenges.
EO 1.2.2 (Analysis) Determine the reliability and validity of peer-reviewed and non-peer-reviewed scientific research.
EO 1.2.3 (Evaluation) Critically evaluate the results of peer-reviewed literature and other communications to identify important research questions.
EO 1.2.4 (Synthesis) Formulate a testable scientific hypothesis that is rational, innovative, and clinically relevant.

Competency Statement 2. Design and conduct clinically-oriented and laboratory-based research and interpret the results.

TO 2.1   (Evaluation) Design a scientifically valid and hypothesis-driven study.

        EO 2.1.1 (Evaluation) Compare available models and methodologies to select the most appropriate to address specific research questions.
        EO 2.1.2 (Analysis) Differentiate the limitations of available methodologies and modify/develop new methodologies.
        EO 2.1.3 (Synthesis) Devise a data analysis plan for a research proposal.
        EO 2.1.4 (Analysis) Select appropriate controls to clearly demonstrate that the completion of the proposed studies will answer the research question.
        EO 2.1.5 (Application) Predict the appropriate number of subjects/animals/experiments in a research study to achieve statistical validity.
        EO 2.1.6 (Evaluation) Defend the overall design of a research study.

TO 2.2   (Complex Overt Response) Implement an experimental protocol.

        EO 2.2.1 (Application) Demonstrate appropriate laboratory and clinical skills required for the research project.
        EO 2.2.2 (Evaluation) Validate the methodology employed in the research protocol.
        EO 2.2.3 (Synthesis) Devise a documentation system for each component of the research project including equipment log, data recording, budget expenditure, experimental conditions and analyses.

TO 2.3   (Evaluation) Interpret the data collected in a research study.

        EO 2.3.1 (Application) Execute data analysis.
        EO 2.3.2 (Evaluation) Interpret the results of a research study with respect to the aims of the study.
        EO 2.3.3 (Evaluation) Discuss the significance of the results of a research study.
        EO 2.3.4 (Evaluation) Identify the limitations of the study to develop future research questions.

Competency Statement 3. Communicate effectively with the health care, research, and lay communities.

TO 3.1   (Synthesis) Formulate a strategy to communicate effectively with professional or lay audiences.

        EO 3.1.1 (Analysis) Select the appropriate level of verbal communication based on a person's (or groups') level of comprehension.
        EO 3.1.2 (Analysis) Identify appropriate nonverbal aids (e.g., computer assisted instruction) to enhance verbal communication.
        EO 3.1.3 (Application) Use effective speaking skills and technologies to present the results of research studies.
        EO 3.1.4 (Application) Employ effective strategies to assess an individual's comprehension of verbal information (e.g., Informed consent).

TO 3.2   (Synthesis) Write clear, concise written reports of research results.

        EO 3.2.1 (Analysis) Select the appropriate type and style of written communication based on the intended audience.
        EO 3.2.2 (Application) Use the rules of grammar, punctuation and spelling to prepare a written communication.

EO 3.2.3 (Analysis) Determine the most appropriate way to display data (e.g., bar graph, box plot).

TO 3.3   (Application) Use effective strategies to obtain funding for research ideas.

EO 3.3.1 (Knowledge) List the essential components of a research proposal (AHA, NSF, NIH).
EO 3.3.2 (Application) Identify potential sources of funding for research projects.

Competency Statement 4.   Apply ethical principles and comply with legal and regulatory requirements in the conduct of professional activities.

TO 4.1 (Synthesis) Integrate ethical principles into one's professional conduct.

EO 4.1.1 (Application) Recognize what constitutes scientific fraud and plagiarism and conditions under which they occur.
EO 4.1.2 (Application) Recognize what constitutes proper attribution for the contributions of others.
EO 4.1.3 (Evaluation) Identify when actual or perceived conflicts of interest exist.

TO 4.2   (Application) Comply with all legal and regulatory requirements for research, teaching and service.

EO 4.2.1 (Application) Follow the Federal Code of Regulations in the performance of clinical research.
EO 4.2.2 (Knowledge) Successfully complete the NIH certification for clinical investigators.
EO 4.2.3 (Application) Adhere to and comply with all state and federal regulations concerned with biological, chemical, and radiation safety.
EO 4.2.4 (Application) Adhere to and comply with all state and federal guidelines concerned with the ethical use of animal subjects in research (e.g., NIH, AALAC, etc.).

Competency Statement 5.   Implement a strategy for life-long personal and professional development.

TO 5.1 (Synthesis) Formulate a strategy for life-long learning.
EO 5.1.1 Identify (analysis) professional and personal resources for life-long learning.
EO 5.1.2 Employ (application) effective time-management and organizational skills.
EO 5.1.3 Establish (application) an effective network for professional and personal development.
EO 5.1.4 Identify (analysis) and participate actively in professional organizations.

Competency Statement 6.   Demonstrate professional values and behaviors.

TO 6.1   (Synthesis) Practice appropriate professional behavior when interacting with other people in classroom, laboratory and clinical settings.

EO 6.1.1 (Knowledge) Identify what constitutes professional behavior in various settings.
EO 6.1.2 (Application) Recognize and respect differences in culture, religion and gender.
EO 6.1.3   (Application) Demonstrate respect toward all individuals.
EO 6.1.4 (Application) Demonstrate punctuality, timely communication and adherence to deadlines.
EO 6.1.5 (Application) Dress appropriately for each professional setting and demonstrate good hygiene.

TO 6.2   (Synthesis) Demonstrate empathetic responses to patients/human research subjects.

EO 6.2.1(Analysis) Identify the cognitive and affective information conveyed in the verbal portion of communication.
EO 6.2.2 (Comprehension) Explain the characteristics of an empathetic response.

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