



UNIVERSITY OF GEORGIA

GRADUATE STUDIES IN PHARMACUTICAL HEALTH SERVICES, OUTCOMES, AND POLICY

GRADUATE STUDENT MANUAL

2018-2019

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

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I. INTRODUCTION

The Pharmaceutical Health Services, Outcomes, and Policy Graduate Program is an interdisciplinary program leading to a Master's of Science or Doctorate in Philosophy Degree.

The increasing complexity of drug utilization in the modern world creates complex problems in pharmaceutical care delivery. Practitioners and researchers need to investigate and understand how changes in the health care system will affect the structure, process and outcomes of pharmaceutical care.

Increasingly, society has been called upon to maximize health outcomes subject to some type of budget constraint, and the need to identify and select efficient health inputs is paramount. Changes in products (goods and services), access to care, freedom of choice, reimbursement policy, direct-to-consumer advertising, health outcomes, health policy issues – including third party considerations and government regulation are a few examples of the issues which will impact on the delivery of pharmaceutical care.

These issues will require researchers skilled in a broad spectrum of disciplines including, but not limited to, economics, administration, finance, marketing, epidemiology, and psychology.

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II. COURSE OBJECTIVES & COMPETENCIES

Objective:

The objective of the graduate program in Pharmaceutical Health Services, Outcomes, and Policy (PHSOP) is to educate students to perform meaningful independent research and to develop scholarly characteristics preparing them for professional careers in academia, research, government, institutional pharmacy, and industry. Having accomplished the academic and research requirements, students find career opportunities with universities, industry, pharmaceutical associations, local, state and national health agencies, health care delivery organizations, managed care organizations, pharmaceutical industry, state boards of pharmacy, and medical media organizations.

During the course of study, the student is provided with the necessary tools to design and execute a research project, which is non-descriptive, involving hypothesis testing, and is significantly meaningful to pharmacy field. The plan of study will provide the student with the necessary technical knowledge and professional insight to investigate a worthwhile topic with appropriate analytical techniques.

Competencies:

1. Develop research questions to address health care problems.
2. Design and conduct patient-oriented and/or laboratory-based research and interpret the results.
3. Communicate effectively with the health care, research, and lay communities.
4. Apply ethical principles and comply with legal and regulatory requirements in the conduct of professional activities.
5. Implement a strategy for life-long personal and professional development.
6. Demonstrate professional values and behaviors.

III. ADMISSION TO THE PROGRAM

Clinical and Administrative Pharmacy's Pharmaceutical Health Services, Outcomes, and Policy program offers the Master of Science (MS) and Doctor of Philosophy (PhD) degrees. If after a student is initially admitted as a MS student he or she wishes to be considered as a PhD student, s/he may request a change of degree objective following one academic year of enrollment in the program. At this time, the student's performance in coursework and research will be assessed by the admission committee. Students applying should show evidence of excellent academic performance and excellent research progression. The application package should include CV, transcripts at UGA, and a personal statement explaining why s/he is interested in PhD graduate program and describing his/her research progress and research plan. Requests must include a support letter from the student's perspective PhD research advisor. Additional supportive information may be required upon request by the admission committee. Admission to the PhD program will be determined using the same criteria applied to new PhD students. Once in the PhD program, students become eligible for departmental assistantships, but acceptance into the PhD program does not guarantee an assistantship. Departmental teaching assistantships will be awarded on a competitive basis for all new PhD students, whether newly matriculating or converting from MS. For consideration of enrollment in fall semester, complete application must be submitted by May 15th. For consideration of enrollment in spring semester, complete application must be submitted by December 18th.

A. Classification of Students

1. Ph.D. Students

Students' are admitted on a competitive basis into the Ph.D. program of study by the PHSOP graduate faculty. Students wishing to enter a program of study leading to the Doctor of Philosophy degree in Clinical & Administrative Pharmacy's Pharmaceutical Health Services, Outcomes, and Policy must possess, at minimum, a Bachelor degree from an accredited four year college or university, a M.D. or a Doctor of Pharmacy degree. Preference is given to applicants who hold either a Bachelor of Science in Pharmacy or a Doctor of Pharmacy degree and who are licensed to practice pharmacy in the United States or one of its territories. Preference is also given to other U.S. trained health professionals such as nurses and physicians. Generally, admission directly into the Ph.D. program is reserved for students that have outstanding academic achievements during and after their undergraduate program of study. Students that are admitted to the Ph.D. program are eligible for Ph.D. candidacy once they have completed all the requirements for such. Applications must be submitted to the UGA Graduate School.

<http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/>

2. M.S. Students

Students may be admitted directly into the M.S. program of study by the PHSOP graduate faculty upon a competitive basis. Students wishing to enter a program of study leading to the Master of Science degree in Pharmaceutical Health Services, Outcomes, and Policy must possess a Bachelor degree from an accredited four year college or university, a M.D. or a Doctor of Pharmacy degree. Preference is given to applicants who hold either a Bachelor of Science in Pharmacy or Doctor of Pharmacy degree and who are licensed to practice pharmacy in the United States or one of its territories. Preference is also given to other U.S. trained health professionals such as nurses and physicians. Applicants not having these credentials may be admitted with the provision that remedial non-credit course work may be required to acquaint them with the profession and problems of pharmacy practice in the United States. The applicant must also satisfy the requirements of The University of Georgia Graduate School prior to admission to the program.

If a student possesses an undergraduate deficiency, which would seriously hamper his or her progress in the graduate program, he or she may be required to correct the deficiency before formally entering the graduate program.

IV. STUDENTS WITH DEGREES FROM ANOTHER UNIVERSITY

Students may be admitted into the Ph.D. program after receiving a Pharm.D. or M.S. from another university. The record and performance of the student will be evaluated by the graduate coordinator and the PHSOP 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.

V. GRADUATE ASSISTANTSHIPS AND EXTRAMURAL FUNDING

(Doctoral Students Only)

A limited number of Graduate Assistantships are available (complete application must be received by the end of January, for Fall Semester consideration) to full-time doctoral graduate students on a competitive basis. These assistantships are at least 1/3 appointments requiring 13 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. 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 13 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 13 hours must be exclusive of class time. This is based on a 1/3 time assistantship. Students on more than 1/3 time will be required to work more hours.

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 reduced to \$25 per semester, for students on Graduate Assistantships; however, activity, technology, health insurance, and other fees must be paid by the student. Graduate Assistants must maintain a 3.0 GPA and must take a minimum of 12 credits of graduate study per semester, except for the Summer semester in which they are required to register for a minimum of 9 hours (if receiving a Graduate Assistantship stipend during the summer).

Graduate Assistantship Probationary Period:

Graduate Assistantships are initially awarded and maybe continued, but are based on satisfactory performance of assigned duties as judged by the advisor(s) and the Graduate Coordinator, and availability of funds.

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 Graduate Teaching Assistantship may be assessed through student teaching evaluations, faculty and Department and Associate Department Heads. All leave time must be approved through your advisor and the Department or Associate Department Head in advance. Be aware that Graduate Assistants do not get paid leave. Assistantships may be renewed at the discretion of the Department of Clinical & Administrative Pharmacy for up to 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/ta/resources>

Link to UGA's Graduate School-Based Financial Assistance:

<http://grad.uga.edu/index.php/current-students/financial-information/>

VI. PROGRESSION AND DEADLINES

(Semesters include Fall and Spring (and Summer if on Graduate 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 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 selection form](#) and the Program of Study form must be submitted to the Graduate Program Assistant. (Details in Section VI, Part D, and Section VIII)

Committee Meetings: Annually, Beginning in 2nd Year

Students admitted into the program in August will have annual committee meetings starting in the Fall Semester of their second year. Students admitted in January will have annual committee meetings starting in the Spring Semester of their second year. (Details in Section VI)

Qualifying Exams: End of 2nd Year

In the last semester of the second year (Summer Semester for students who started in August; Fall Semester for students who started in January), students must complete their written and oral preliminary examinations. If a second attempt is required, this must be successfully completed by the end of the first semester of the third year. (Details in Section IX)

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 5 years. (Details in Section XI)

Transfer of Credit - Master's

With proper approval, six semester hours of graduate credit may be transferred onto a master's or education specialist program of study. A request for transfer of credit cannot be made until a student has been admitted at UGA as a prospective candidate for a degree. The transfer credit must be included on the program of study. No grade below a "B" may be transferred, and the courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative GPAs. All requests for transfer of credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

A student enrolled in a program leading to a Master of Arts or a Master of Science degree may not use transfer credit to fulfill the requirement that twelve of the hours on the program of study be open only to

graduate students. The following course requirements may not be satisfied by transfer of credit: Master's research (7000), thesis writing (7300), or directed study courses.

Transfer of Credit – Doctoral

No courses taken prior to a doctoral student's admission to his/her degree program at the University of Georgia are eligible for transfer. Doctoral students who have enrolled into a degree program may take courses at other accredited institutions and have up to nine semester hours of credit transferred to the UGA program of study. These courses must constitute a logical part of the student's program and must be recommended by the student's major professor and graduate coordinator for approval by the dean of the Graduate School. No grade below a "B" may be transferred, and the courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative GPAs. All requests for transfer of credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

Courses transferred for the doctoral degree may not be used in fulfilling the following:

- (1) Requirement that a minimum of 16 hours of 8000/9000-level courses be included on the program of study
- (2) The university's residence requirement.

If the transfer credit course is taken during the fall or spring semesters, the student must also be registered at UGA to fulfill the graduate enrollment policy, if this requirement has not already been satisfied

VII. COMMITTEES AND ADVISEMENT

A. General Graduate School Requirements (MS and PhD)

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 Masters of Science and the Doctor of Philosophy degree planned in consultation with the student's Major Professor and the Advisory Committee. The program of study must be approved by the advisory committee, major professor, graduate coordinator, and the Dean of the Graduate School.

➤ **MS Final Program of Study form (online):**

➤ **PhD Final Program of Study form (online):**

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 PHSOP graduate program, students will be advised by the PHSOP 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 PHSOP graduate faculty members to discuss their research interests. This will assist the student in matching his/her research interests with that of his/her Major Professor or faculty advisor.

D. Selection of a Major Professor: End of First Year Second Semester

The Major Professor will counsel 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 is 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 PHSOP faculty member. Upon selection of a Major Professor, the student must notify the director of the PHSOP program and the department graduate coordinator in writing. 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 PHSOP 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 Graduate Coordinator.

E. Advisory Committee

Master of Arts/Master of Science

The Advisory Committee for the Master of Arts and Master of Science must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Faculty of the University of Georgia. The third member may be a member of the Graduate Faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental Graduate Faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study (see Non-affiliated Persons on Advisory Committees). No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the Graduate Faculty.

Committee requirements for professional master's and educational specialist degrees should follow the individual department's guidelines.

Doctoral

The Doctoral committee must consist of a minimum of three members of the Graduate Faculty, including the student's major professor, who will serve as chair of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, more than 50% must be members of the Graduate Faculty.

Persons employed by the University of Georgia who hold one of the following ranks may serve on doctoral committees: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve on doctoral committees: instructors and lecturers

A visiting professor or a part-time or temporary faculty member may not serve on a doctoral advisory committee, unless that person is replacing a professor with sole expertise in a designated area on the

student's program of study. The graduate coordinator must send a letter to the Graduate School explaining the need for this replacement. Replacements for original members of the advisory committee must be approved by the dean of the Graduate School prior to their service in any capacity. A revised advisory committee form showing the reconstituted committee must be submitted to the Graduate School.

Co-major Professor(s)

Co-major professors, limited to two, may be appointed to an advisory committee provided both parties are appointed members of the Graduate Faculty. Both parties must sign all forms requiring the chair's signature. Co-major professors count as one member of the committee; therefore, an additional faculty member must be added to the advisory committee with a majority of Graduate Faculty members being from the department.

Non-affiliated Persons on Advisory Committees

In addition to the regular committee members, a person having no official relationship with the University of Georgia may be appointed to serve as a voting member on the advisory committee of a graduate student on nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume with an Advisory Committee form (online; submitted by Graduate Coordinator or assistant), and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A person nominated must have distinguished credentials in the field of study. A nonaffiliated person appointed to a graduate student's committee must attend meetings associated with the appointment. Compensation, if required, must be provided by the department which originated the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

F. Course Loads

Graduate Assistantship Student (PhD Students Only): Clinical & Administrative Pharmacy's PhD Graduate Assistant students will not be considered as carrying a full course load if registered for less than 12 semester hours Fall and Spring semesters (9 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-Graduate 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).

G. Academic Performance and 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 that 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.

PHSOP 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, or have not maintained accepted standards of conduct. This would apply to: 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) 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.

H. Pharmaceutical Health Services, Outcomes, and Policy Seminar (PHRM 8620)

All graduate students enrolled in the Pharmaceutical Health Services, Outcomes, and Policy graduate program are required to participate in PHRM 8620, Pharmaceutical Health Services, Outcomes, and Policy Seminar. Seminars are held regularly throughout the fall and spring semesters. The content, scope and format of the seminars vary from semester to semester. The student is expected to make one presentation of a published research, a report on a current issue of major concern to the pharmaceutical profession, or the student's own research. The rationale of this requirement is that the student, upon graduation, will be called upon to present ideas, results of research, new procedures, etc., to learned audiences. 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.

All PHSOP students must register and participate in seminar, except those who have defended their dissertation proposal and have been admitted to doctoral candidacy, or those students who have presented their M.S. thesis proposal to their Advisory Committee. Resident students who have defended their M.S. thesis or Ph.D. dissertation proposals are expected to regularly attend seminar but are not required to register for seminar.

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

The final program of study, developed by the student and Major Professor and approved by a majority of members of the Advisory Committee, must be submitted for the approval of the dean of the Graduate School by the time the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year (6) time limit. The 6 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. For the Doctor of Philosophy degrees in Pharmacy the program of study must carry a minimum of 30 hours of course work, three (3) hours of which must be dissertation writing (PHRM 9300). A doctoral candidate who fails to take the final oral examination within 5 years after passing the written comprehensive examination and being admitted to candidacy will be required to take another comprehensive examination and be admitted to candidacy a second time.

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 16 hours of 8000 or 9000 level courses and 4 additional hours of University of Georgia courses open only to graduate students. Courses not allowed on a program of study are directed study courses, 9005 (Graduate Seminar), GRSC 7770, GRSC 9270, and ELAN 7768/7769.

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](#)."

The average minimum PHSOP Final Program of Study consists of 56 credit hours, including research hours and dissertation courses.

REQUIRED PHSOP CORE (19 total credit hours):

PHRM 8610 Social Behavior in Pharmacy
PHRM 8620 PHSOP Seminar
PHRM 8660 Health Care Marketing
PHRM 8670 Economic Evaluation in Health Care
PHRM 8680 Pharmacoepidemiology
PHRM 8690 Health Outcomes
Social Determinates of Health (Course in development FA14)

METHODS CORE (minimum 15 credit hours):

PHRM 8630 Health Care Systems
PHRM 8640 PHSOP Research Methods
PHRM 8650 PHSOP Advanced Research Methods
Technical Writing (i.e., GRSC 8200 Communicating Science and Scholarship)
Grant Writing (i.e., PHRM 8080 Grantsmanship)
Survey Design (i.e., ECHD 7980 Questionnaire Construction and Data File Management in SPSS)

STATS CORE (minimum 12 credit hours):

STAT 6210 Introduction to Statistical Methods I OR STAT 6310 Statistical Analysis I
STAT 6220 Introduction to Statistical Methods II OR STAT 6320 Statistical Analysis II
Stat Applications:

- Advanced Regression
- Logistic
- Multivariate

ELECTIVES (minimum 9 credit hours):

PHRM 6750 Health Care Systems (required by students without Pharm.D. degree)
PSYC 6250 Psychometrics
PSYC 6410 Statistics
PSYC 6420 Research Design
PSYC 6430 Applied Regression Methods in Psychology
PSYC 6440 Analysis ANOVA
HPRB 6040 Epidemiologic Data in Health Promotion and Behavior

Additional Requirements:

Students must take a series of at least 3 courses in a selected area of concentration. Examples of concentrated areas include:

Economics
Health Outcomes Research
Policy Analysis and Evaluation
Health Promotion

Marketing

Examples of elective courses in Economics:

- a. ECON 8070 Statistics for Econometrics
- b. ECON 8080 Introduction to Econometrics
- c. ECON 8090 Research Methods in Economics
- d. PHRM (PMCY)(HPAM) 8310 Discrete Choice Experiments in Health Economics Evaluations
- e. HPAM 8600 Health Economics

Example of elective courses for Health Outcomes Research:

- a. MARK 7700 Conjoint and Discrete Choice Analysis
- b. AAEC 8100 Nonmarket Economic Evaluation Techniques and Applications
- c. MGMT 9610 Introduction to Structural Equation Modeling
- d. PSYC 6250 Psychometrics
- e. PSYC 8930 Advanced Psychological Measurement

Examples of elective courses in Health Promotion:

- a. HPRB 7070 Program Planning in Health Promotion and Disease Prevention
- b. EPID 7010 Epidemiology
- c. HPRB 7920 Health Behavior
- d. HPRB 7470 Program Evaluation in Health Promotion and Health Education
- e. HPRB 8410 Human Ecology of Health and Illness
- f. HPRB 8420 Theory and Research in Health Promotion
- g. HPRB 8430 Intervention and Evaluation in Health Promotion

Examples of Policy Analysis and Evaluation:

- a. HPAM 8320 Survey Research Methods in Health Policy and Management
- b. HPAM 8400 Policy Analysis in Public Health
- c. HPAM 8450 Policy Evaluation in Public Health
- d. HPAM 8810 Health Policy Planning and Evaluation
- e. HPAM 8820 Global Health Policy

Examples of elective courses in Marketing:

- a. MARK 7510 Marketing Management
- b. MARK 7610 Qualitative Research in Marketing
- c. MARK 7750 Marketing Research I
- d. MARK 9400 Marketing Theory

Suggested Courses for First Year – FALL

Student must enroll in Research Methods I and Basic Statistics I courses, as well as a PHSOP Core course.

Course Number	Title (and/or equivalent)	Credit Hours / Even or Odd Year
PHRM 8620	PHSOP Seminar	1 credit hour / Every Fall/Spring
PHRM 8640	PHSOP Research Methods; or equivalent, such as: SOWK 8116 Research Methods I SOWK 8166 Qualitative Research Methods	3 credit hours / Every Fall
GRSC 8200	Communicating Science and Scholarship	1 credit hour
STAT 6210 OR STAT 6310	Introduction to Statistical Methods I Statistical Analysis I	3 credit hours
PHRM 9000	Doctoral Research	1-18 credit hours / Every Semester

First Year – SPRING

Student must enroll in Research Methods II and Basic Statistics II courses, as well as a PHSOP Core course.

*Note: A Student who did not earn their Pharm.D. degree will be required to take **PHRM 6750**, Health Care Systems, or equivalent (see advisor for options).*

Course Number	Title (and/or equivalent)	Credit Hours / Even or Odd Year
PHRM 8620	PHSOP Seminar	1 credit hour / Every Fall/Spring
PHRM 8660	Health Care Marketing	3 credit hours / Spring – Odd Year
PHRM 8670	Economic Evaluation in Health Care; or, HPAM 8850 Cost-Effectiveness in Health Med	3 credit hours / Every Spring HPAM8850 – Spring - Even Year
PHRM 8680	Pharmacoepidemiology; or equivalent, such as: EPID 8100 Clinical Epidemiology and Evidence- Based Practice	3 credit hours / Spring – Even Year EPID 8100 / Every Fall
STAT 6220 OR STAT 6320	Introduction to Statistical Methods II Statistical Analysis II	3 credit hours
PHRM 9000	Doctoral Research	1-18 credit hours / Every Semester

UGA's Graduate Preliminary Doctoral Program of Study Form:

J. Requirements for the M.S. Program of Study

The program of study for the M.S. candidate is due the second semester of resident study. For the M.S. degree, the program of study must include: 1) at least 3 hours of thesis research, 2) a total of not less than 24 semester hours of graduate courses, excluding thesis research and writing, and 3) at least one-half (12 hours) of the 24 hours must be in courses open only to graduate students. All requirements for a Master's degree should fall within a six year time limit beginning with the first registration for graduate courses listed on the program of study.

Required M.S. Core Courses:

Students in the M.S. program in PHSOP must successfully complete the following core courses:

- PHRM 6750 Health Care Systems (waived for Pharm.D. graduates)
- PHRM 8620 Pharmaceutical Health Services, Outcomes, and Policy Seminar
- PHRM 8640 PHSOP Research Methods
- STAT 6310 Accelerated Statistics I
- STAT 6320 Accelerated Statistics II

Alternative M.S. Core Courses or Supplemental Electives:

- HPAM 7010 Intro to Health Policy and Management
- EPID 7010 Intro to Epi I (Public Health)

At least 2 additional Pharmaceutical Health Services, Outcomes, and Policy Core 8000 level courses are required for the Ph.D. Program.

MS Final Program of Study:

http://grad.uga.edu/wp-content/uploads/2014/11/body_prgmams.pdf

VIII. SELECTION OF THE MAJOR PROFESSOR AND ADVISORY COMMITTEE

The Major Professor must be from the core PHSOP program and serve as chairman of the Advisory Committee. The Advisory Committee must contain a minimum of three Graduate Faculty members; including the student's Major Professor, who will serve as head of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, more than 50% must be members of the 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 **PHSOP Graduate Student Activity Report at Pg. 22** annually to assist in updating their Major Professor and the Advisory Committee of the student's accomplishments and plan of action for degree completion.

Form must be completed online via Grad Status

Link to Grad Status to complete MS or PhD Advisory Committee Forms (Instruction below):
<https://cas.uga.edu/cas/login?service=https%3a%2f%2fgradstatus.uga.edu%2fForms%2fG130>

UGA's Graduate Advisory Committee Form Instruction:

<http://grad.uga.edu/wp-content/uploads/2018/01/Advisory-Committee-form-how-to-submit1.pdf>

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

IX. 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 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/compliance/>

OVPR Forms & Policies site: <http://research.uga.edu/documents/>

X. 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 permitted two exam days (up to 8 hours per day) to complete their written comprehensive exams. The two exam days can be separated by one non-exam day. Day 1 exam will address general questions pertaining to their PHSOP program. Day 2 exam will pertain to specific questions relating to the student's research projects. 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 80% 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 Ms. Annelie Klein (annelie@uga.edu) with the Exam Date, Time, Building Location and Room Number, and whether you will need a video conference connection with a Committee Member. **NOTE: ALL Committee Members MUST be present for the exam.**

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 Comprehensive 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/her general knowledge of Pharmaceutical Health Services, Outcomes, and Policy program. Additionally, the student will be given the opportunity to demonstrate competence in any areas of perceived weakness noted on the Written Comprehensive examination. A majority vote by the Advisory Committee is required to pass the oral examination. Successful completion of the oral examination will result in formal admission to candidacy for the Ph.D. degree.

XI. 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.

Candidacy begins on the date the form is received in the Graduate School. The graduate coordinator must notify the Graduate School should there be a reason to delay admission to candidacy as indicated on the comprehensive examination report form.

A dissertation or thesis will not be approved by the Dean of the Graduate School prior to the student's admission to candidacy. After admission to candidacy, a student must register for a combined minimum of three (3) hours of dissertation or other appropriate graduate credit during the completion of the degree. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten (10) hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three (3) hours of credit in any semester when using UGA facilities, and/or faculty or staff time.

Time Limit on Candidacy: The dissertation must be completed within five years following admission to candidacy in order to qualify for graduation. 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.

UGA Graduate Application for Admission to Candidacy for Doctoral Degrees form:

http://grad.uga.edu/wp-content/uploads/2014/09/body_candphd.pdf

XII. FINAL DEFENSE OF THESIS OR DISSERTATION

The student must register for a minimum of 10 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. Randall Tackett. 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 (a majority of positive votes at the final defense is required for successfully passing) and inform him/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/faculty-and-staff/graduate-coordinators/scheduling-oral-comps-dissertation-defenses/>, which will provide you with the information needed to complete the announcement.

UGA Graduate Student's Approval Form for Doctoral Dissertation and Final Oral Examination Form:

http://grad.uga.edu/wp-content/uploads/2014/09/body_appphddis.pdf

Guiding Principles: Graduate School Style Manual & Preparing for Electronic Submission

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

UGA Graduate Student's Electronic Thesis and Dissertation (ETD) Submission Approval Form:

http://grad.uga.edu/wp-content/uploads/2014/09/etd_approval.pdf

Important Dates & Deadlines:

<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/important-dates-deadlines/>

XIII. 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.

XIV. 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. Annelie Klein, annelie@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 the 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: https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage

XV. DEPARTMENTAL OFFICE POLICIES

The PHSOP 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 insure 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. Graduate students will have access to the student offices where they have complete access to internet, computers, word processing systems available to type their own letters, reports, or dissertations and theses. Graduate students are not allowed to use the administrators' computers. Many of the files contained in the administrators' computers are confidential. Administrator typewriters are not available for graduate student use.

B. Departmental Stationary and Letterhead

College of Pharmacy letterhead and stationary 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 access to a telephone.

D. Computer Access

Graduate students will have access to the student offices (R.C. Wilson Bldg., Room: 231), where they have access to the internet, computers, and printer 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, disks [DVD, CD-R, CD-RW], pencils, pens, etc.) necessary for academic functions. Poster tubes are available for checkout, if attending conference.

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

All forms of tobacco are prohibited from use on all University of Georgia campuses.

H. Electronic Mail

All faculty, staff, and graduate students are provided a free Internet electronic mail address on the College of Pharmacy or University of Georgia 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 account. *You should check your e-mail daily for departmental/college/university announcements.*

- UGAMail link: http://eits.uga.edu/email_and_calendar/office365
- UGAMail Policy: https://ugamail.uga.edu/student_email/

I. Office Assignments

The Graduate student office is located in room 231 of the R.C. Wilson Pharmacy Building.

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(s) must be scheduled through the departmental administrators (Annelie Klein or Misty Pierce). These rooms 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. Departure Procedures

BEFORE departing, it is the student’s responsibility to:

- 1) Submit new or forwarding contact information to PHSOP Graduate Program Office: email, mailing address, and LinkedIn accounts are all requested
- 2) Turn in keys to PHSOP Graduate Program Office
- 3) Insure grad lab space and equipment are cleaned and ready to be reallocated
- 4) Submit one hardbound copy of a thesis/dissertation to the Admission Counselor’s Office

Failure to fulfill these requirements may result in the withholding of the graduate assistants final paycheck until these items have been satisfied.

XVI. 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 College of Pharmacy Immunization requirements (Fall 2018): <http://rx.uga.edu/wp-content/uploads/2018/03/immunization-requirements.pdf>
 - UGA Required Online Health History & Immunization Forms:
Online Health History: https://patientportal.uhs.uga.edu/login_directory.aspx
Required Immunizations: https://www.uhs.uga.edu/appts_forms/forms.html
 - **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.

XVII. 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 in-state travel, the student must use the [CAP Travel Request Form](#) (use the [CAP Travel Tips](#)), and submit the form, with the Major Professor's signature, to the Graduate Coordinator Assistant. The assistant will then submit it to the Director for approval - prior to each travel event. Similarly, for out-of-state travel, the student must submit the [CAP Travel Request Form](#) at least ***three weeks prior*** to the planned travel which will be prepared by the Administrative Associate with information and approval coming from the Major Professor, Graduate Coordinator, Director, and Graduate School if the funding is coming from them. Once the graduate student returns, reimbursement for institutionally funded travel must be submitted to the Administrative Associate within one week of returning. Please see below for instructions for travel funding provided by the Graduate School.

The following Graduate School Travel Reimbursement Procedures were copied from a handout from the Graduate Coordinator's Assistant's Workshop given by the UGA Graduate School:

This information is provided so that graduate students may understand and obtain reimbursement of travel expenses from the Graduate School as painlessly and as quickly as possible.

An approved check request, travel expense statement, and receipts (as required) will be submitted. All documents should be typed. The Director will have to approve the travel expense statement. Original receipts are required for lodging (must be in the student's name and show a zero (0) balance), common carrier (taxi, shuttle service), parking, and registration Fees.

The department administrative staff member must process your reimbursement request within 20 days of your return. Reimbursement requests received after the 20 day deadline **will be denied.**

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](#) / [CAP Travel Tips](#)

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.

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.*

XVIII. 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 using the [Permission to be Absent form](#).

If a student requires a longer time away from campus 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 \(required\)](#).

CAP Permission to be absent form at Pg. 24

NOTE: Student's on Graduate Assistantship may not be paid while absent from campus.

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:

- Not returning to school by previous approved time.
- Not obtaining approval prior to taking leave



Graduate Student Activity Report

Date:

Semester (i.e, Fall 2016):

Program:

Student Name:

Signature:

Major Advisor Name:

Signature:

Did you meet your Advisory Committee this grading period: Yes / No

Date of last Advisory Committee meeting (mm/dd/yyyy):

NOTE: Students are required to meet with their Advisory Committee at least once per year.

I. Courses Work:

(Attach one of the completed forms below to this report.)

A. First Year Students: Attach Registration History from Athena

B. Second Year and Up:

Master's: [MS Program of Study Form](#)

Doctoral: [Doctoral Program of Study Form](#)

(Note: If you have been 'Admitted to Candidacy', add PHRM 7300 (MS), or 9300 (PhD). If you have not taken this course you may add it, BUT do not list Hours/Grade/Term information.)

II. Manuscripts: (print on separate page if needed)

A. Published (Give Full Citation):

B. Accepted:

C. Submitted (Authors, Title Target Journal):



Pharmaceutical Health Services, Outcomes, and Policy
Graduate Student Advisement Report

Semester (i.e., FA, SP, or SU, and year; 'FA18'):

Date:

NOTE: Students are required to meet with their Advisory Committee at least once per year.

Courses Work – Plan of Action:

Student Name:

Signature:

Major Advisor Name:

Signature:



The University of Georgia requires ALL faculty and student travel have a Travel Authority (TA) completed prior approval.

Submit your travel request at least **3 weeks** in advance.

How the process works:

1. Complete the CAP Travel Request form. There are links for travel per-diem rates in the document. Be sure and follow the tips in the form.
2. Have your department head approve and sign it.
3. Submit the request form to travel administrator at your site.

Albany: Arica Barfield (abarfiel@uga.edu)
Athens: Misty Pierce (mistyp@uga.edu), Primary
Annelie Klein (annelie@uga.edu), Secondary
Augusta: Kathi Hardwick (khardwick@augusta.edu), Primary
Becky Glosson (bglosson@augusta.edu), Secondary
Savannah: Trisha Cordray (pcordray@uga.edu)

The travel administrator will create a TA, which will need your signature.

4. The travel administrator will obtain approval signatures from Dr. Phillips and the Dean of the College of Pharmacy.
5. Finally, the TA is submitted it for final approval to UGA's Foundation or Account Payable office.

UGA Policy if NO Travel Authority is submitted prior to travel:

"All employee travel outside of Georgia must be encumbered prior to the trip. The travel authority is required prior to the trip for insurance purposes. In the event that you do not submit a travel authority prior to the trip, and you submit the travel authority with your request for reimbursement, you will need to submit a letter of justification stating that you have not followed proper procedure and will adhere to the policy in the future."

PRIOR TO TRAVEL:

Keep the following in mind when completing your travel requests:

- List the actual name of the event and why you are attending (presentation, networking, etc.), on under 'Nature of Official Business' on the CAP Travel Request. All registration fees must be paid at the early bird rate, so make sure and let Misty assist you with registering early for your events. You may also register yourself, which could be the most timely way of meeting all the deadlines.
- If you are traveling by vehicle a [COP State Vehicle request](#) should be made. It is highly probable that one will not be available, but the request must be made, regardless. You must include an email from Kirsten Jackson (kirene@uga.edu, COP Business Office), stating a university vehicle was not available
- **Registration fees:** Membership is required for trips to ACCP, ASHP, AHA, etc. A refund for registration fees not paid by the Early Bird date will be refunded only at the lower rate. **Very**



CAP Travel Authority Request

Last Name:

First Name:

Nature of official business: (name of event)

Will you be presenting?

If 'Yes', add title of presentation:

Departure Date:

Return Date:

Address while absent: City

State

Country

Means of handling classes and other business while away (N/A is NOT an acceptable answer):

Mode of travel (University Vehicle, Personal Vehicle, or Airline):

Personal Vehicle

University Vehicle

Airline

Rental Car

Will you use a UGA authorized travel agency for airline ticket? (*Direct Billing*) Yes No

Information below is required for Direct Billing

Travel Award Number (i.e., Delta Skymiles):

Date of Birth (mm/dd/yyyy):

Name as it appears on your License or Pass Port:

Estimated Cost:

Click on option below for meal & lodging rates:

[GSA Per-Diem for Out of State](#)

[In-State Per-Diem for travel in Georgia](#)

[Foreign Per-Diem](#)

Meals: \$

Lodging: \$

*Transportation: \$

Registration: \$

*US travel insurance is not reimbursable

Are you a Member?

Was Registration paid with P-card?

Other: \$

Mileage (\$0.545 mile/State Vehicle \$0.18): \$

Grand Total: \$

Explain Other (Baggage, Shuttle, Airport Parking, etc.):

Justification for possible over per-diem expenses (i.e., lodging, transportation, etc.):

Expenses to be charged to:

Account Number:

Account Name:

Amount:

Account Number:

Account Name:

Amount:

Grand Total Requested:

Traveler's Signature:

Major Professor or Program Director's Signature (if required):



PERMISSION TO BE ABSENT FROM CAMPUS

(NOT TO EXCEED 10 DAYS of ACADEMIC SESSIONS, EXCLUDING HOLIDAYS AND WEEKENDS)

Graduate students may be granted permission to be absent from campus for up to *(but no more than)* 10 days of Academic sessions at a time, excluding holidays and weekends. Time absent from campus must not conflict with the student's academic responsibilities, coursework, research, or teaching, and should be discussed and approved (via this form) in advance with one's advisor, program director and director/primary instructor of any courses the student will be enrolled in during the absent time period.

Student Name:

UGA ID:

Graduate Program (check one):

CET

PHSOP

PGY1

PGY2

Indicate if you are funded by one (1) of the following assistantship positions during the time period of your absence from campus:

Graduate Assistant (Dept. funding - GA)

Graduate Research Assistant (Grant funded; ex: AHA)

Scholarship (Specify Name of Scholarship and Country of Origin):

Requested dates, reason(s), and contact information:

Departure Date:

Return Date (return to UGA campus):

Total Number of Days Absent:

Reason for Travel:

Travel Destination (City, State, Country):

Address:

Phone Number:

Emergency Contact Name:

Emergency Contact Phone Number:

The undersigned parties certify that the above named student is fulfilling all the duties of his/her Assistantship (if applicable) and may be absent from the University of Georgia for the time period indicated. All parties acknowledge and agree that the above named student will, at all times specified by this document, remain enrolled in the UGA Graduate School and will be subject to all relevant policies, procedures, and fees.

Major Advisor (N/A for Resident)

(Print name/sign):

Date:

Program Director or RPD

(print name/sign):

Date:

Department Chair

(Print name/sign):

Date:

I understand the above and have received a copy of this notification. I understand that I am responsible for checking and responding to my UGA email account while I am absent, on a timely basis.

Student:

(Print name/sign):

Date:

International students must contact the Office of International Education for additional travel information and requirements. Web: <http://international.uga.edu/oie>