

# *PHARMACEUTICAL SCIENCES*

Guide to Graduate Study: College of Pharmacy

*Choose a research track:*

*Chemical Biology & Medicinal Chemistry, Ph.D.*

*Health Outcomes, M.S. or Ph.D.*

*Molecular Pharmaceutics & Drug Delivery, Ph.D.*

*Pharmacology & Toxicology, Ph.D.*

*Pharmacotherapy, M.S. or Ph.D.*

*Updated Summer 2020*

*The University of Texas at Austin | College of Pharmacy*

# GUIDE TO GRADUATE STUDY

## COLLEGE OF PHARMACY

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## GUIDE TO GRADUATE STUDY

### COLLEGE OF PHARMACY

#### INTRODUCTION

Graduate education, research, and scholarly work leading to the Doctor of Philosophy (PhD) and Masters of Science (MS) degrees in the College of Pharmacy (COP) from The University of Texas at Austin are designed to assist the student to attain the highest level of professional and academic competence in the fields of Chemical Biology & Medicinal Chemistry, Molecular Pharmaceutics & Drug Delivery, Pharmacology & Toxicology, Pharmacotherapy, Health Outcomes, and Translational Science. These fields use study **tracks** for graduate education, along with a relatively new track, called Interdisciplinary. A student may choose to study in any of the tracks.

The information and regulations described in this manual are meant to guide the graduate student in proceeding through the program of study. Advanced degrees in the College are awarded on the basis of successful completion of courses and examinations, together with the writing and defense of a thesis (MS) or dissertation (PhD). The student is also judged by the graduate faculty on his/her ability to design and carry through work of the student's **own creation**, on the qualities of industry and invention, and on the personal character and attitude expected of a person holding an advanced degree from The University of Texas at Austin. The graduate faculty of the College of Pharmacy and the Dean of Graduate Studies of The University of Texas determines the academic fitness of each graduate candidate.

#### ORGANIZATION OF THE GRADUATE SCHOOL

When a graduate applicant is admitted to The University of Texas at Austin, the person becomes enrolled in the Graduate School of The University. The **Graduate School** is a body of professors and scholars of the graduate faculty and those students enrolled for studies beyond the baccalaureate degree. The graduate program is guided by the **Graduate Dean**. The administrative head in the College of Pharmacy is the **Associate Dean for Research and Graduate Studies** (Dr. John Richburg) who is responsible for the administration of the graduate program in the College.

The Graduate School delegates the supervision of graduate programs and related research projects within the College of Pharmacy to the **Graduate Studies Committee (GSC)** of the College of Pharmacy. This Committee consists of the graduate faculty within the College and is headed by a chair elected by the graduate faculty. In the College of Pharmacy, the progression and approval of a graduate student's program are delegated to **Division GSCs** consisting of graduate faculty members in that division. These Division GSCs have complete authority over graduate student programs in that division. An administrative sub-committee, made up of representatives from each graduate division (**Division Graduate Advisers, DGA**), reviews policies and students' progression in the program.

#### ADVISING

The **Graduate Adviser** in the College of Pharmacy (Dr. Karen Rascati) has overall responsibility for counseling and academic advising of graduate students in pharmaceutical sciences. Each division within the College of Pharmacy appoints a Division Graduate Adviser, (DGA) who aids the students with course selection and programmatic progress. The **Graduate Coordinator** (Char Burke) is the contact

person for applications to graduate school in the COP. The Graduate Coordinator assists the faculty with all administrative duties associated with graduate programs in the College. The Graduate Coordinator is a resource for information about the protocols involved in obtaining degrees, in choosing courses, and for answering other programmatic questions. In addition, each division has a **Division Head** who is available to describe the program to prospective students as well as to handle grievances. After a student chooses a **Supervising Professor**, that professor, the student, and the DGA work together in making course selections and ensuring timely progress through the graduate program. Formal paperwork must still go through the office of the Graduate Adviser. The contact information for the faculty members described above is provided here.

Position	Contact	Room	Phone	E-mail
Associate Dean for Research and Graduate Affairs	Dr. John Richburg	PHR 4.220	(512) 471-5198	john.richburg@austin.utexas.edu
Graduate Adviser	Dr. Karen Rascati	PHR 3.209A	(512) 471-1637	krascati@austin.utexas.edu
Graduate Coordinator	Char Burke	PHR 4.220A	(512) 471-6590	Char.burke@austin.utexas.edu
Med. Chemistry Division Head	Dr. Walt Fast	BME 6.202A	(512) 471-6198	whitman@austin.utexas.edu
Med. Chemistry Academic Adviser	Dr. Chris Whitman	BME 6.202A	(512) 471-6198	whitman@austin.utexas.edu
Pharmaceutics Division Head	Dr. Bill Williams	PHR 4.214B	(512) 471-4681	bill.williams@austin.utexas.edu
Pharmaceutics Academic Adviser	Dr. Hugh Smyth	PHR 4.214E	(512) 471-3383	hugh.smyth@austin.utexas.edu
Pharm/Tox Division Head	Dr. Karen Vasquez	BME 3.510A DPRI 2.214	(512) 495-3040	karen.vasquez@austin.utexas.edu
Pharm/Tox Academic Adviser	Dr. Andrea Gore	BME 3.510B	(512) 471-3669	andrea.gore@austin.utexas.edu
Pharmacotherapy Division Head	Dr. Chris Frei	MCD 3.410	(210) 567-8371	freic@uthscsa.edu
Pharmacotherapy Academic Adviser	Jim Koeller	MCD 3.434	(210) 567-8339	koeller@uthscsa.edu
Health Outcomes Head	Dr. Jamie Barner	PHR 3.210	(512) 471-5609	jbarner@austin.utexas.edu
Health Outcomes Academic Adviser	Dr. Karen Rascati	PHR 3.209A	(512) 471-1637	krascati@austin.utexas.edu
Translational Science GSC Chair-UT Austin	Dr. Chris Frei	MCD 3.410	(210) 567-8371	freic@uthscsa.edu

## **ADMISSIONS, REGISTRATION, GENERAL REQUIREMENTS**

The requirements for admission to the Program are:

1. a minimum of a bachelor's or master's degree or equivalent;
2. a grade point average of at least 3.00 in upper-division work (junior- and senior-level) and in any graduate work already completed;
3. a satisfactory score on the Graduate Record Examinations General Test (GRE) [GRE scores more than five years old are not accepted. GRE information is available on campus from the Measurement and Evaluation Center, the Graduate School, and the Graduate and International Admissions Center. International students must also submit scores on the Test of English as a Foreign Language (TOEFL). Although there are no official cut-offs for GRE scores, a typical GRE score for previously admitted applicants has been above the 70<sup>th</sup> percentile in both verbal and quantitative];
4. adequate subject preparation for the proposed graduate major;
5. submission of complete University Application Forms (on line submission);
6. three letters of recommendation from individuals who are well acquainted with the applicant's academic work and moral character; and
7. recommendation for admission by the faculty after the application review and decisions are completed.

Applicants are not guaranteed admission even though they meet these minimum requirements. All completed applications are reviewed by faculty members in each Division or track. The Graduate Dean must approve all admissions.

Applicants will be admitted to the graduate program upon recommendation of the Pharmacy Graduate Studies Committee, provided that their previous academic training included appropriate work in fields related to the health sciences. Applicants without the appropriate background may need to complete additional course work during their career within the College. Applicants who feel that their grade point averages or their scores are not valid indicators of ability should explain any concerns in their statement of purpose.

### **ADMISSION WITH CONDITIONS**

Almost all of the students who are admitted to the Graduate School have qualifications equal to or higher than the minimum standards outlined above. However, the faculty may recommend, with the consent of the Graduate Dean, that a student who does not meet these minimum standards be admitted to the Graduate School with conditions. The Graduate Adviser may require the student to maintain a certain grade point average or to take a certain number of semester hours of course work. The Graduate Adviser or Graduate Coordinator notifies the student of these conditions at the time of his/her admission. A student who does not fulfill the conditions within the specified time may be barred from subsequent registration in the Graduate School. Typically, such students enter under probationary status and are not eligible to receive financial support.

During the admission process, the Graduate School imposes conditions on applicants who are to be admitted with conditions, if the College does not do so. Conditions are noted in the applicant's admission record until they are cleared. At the end of the semester for which conditions are imposed, the student's file is reviewed by the Graduate Adviser together with the Graduate Coordinator to see if conditions have been met. If all conditions have been satisfied, the Graduate Coordinator writes a letter to the Graduate Dean stating that the conditions have been met and requesting release from "probation." Standard conditions are: "must enroll in at least 9 hours of coursework, must earn a "B" or

better in each course, grades of X (incomplete) or Q (dropped course) are not permitted, continuance will be reviewed by the Chairman of the GSC or Graduate Adviser at the end of the semester." However, these conditions are at the discretion of, and may be modified by, the Graduate Adviser.

## **READMISSION**

A former graduate student in good standing (with no outstanding fines or bars) is eligible to apply for additional graduate study. He or she must submit an Application for Readmission to the Graduate and International Admissions Center. Readmission must be approved by the faculty and the Graduate Adviser. A student who has been admitted to candidacy for the doctoral degree must register every fall and spring semester as described in the section "Continuous Registration."

## **REGISTRATION FOR NEW GRADUATE STUDENTS**

Applicants are notified by email of their admission or denial to the College and specific division. Admitted applicants should notify the Graduate Coordinator for Pharmacy as soon as possible whether they plan to accept admission. The admitted applicant will be provided with further information on the program, including information on course registration either by correspondence or by formal orientation.

University students register for each semester and summer session through the online registration system. Complete information about the registration process is given at orientation and in the *Course Schedule*. A student should complete an advising form with his/her DGA and submit it to the Graduate Coordinator before registering.

## **LATE REGISTRATION**

The period of late registration is given in the *Course Schedule*. During this period, a student may register with the consent of the college's Graduate Adviser and a late fee is imposed. After this period, consent of the Graduate Dean is required.

## **REGISTRATION FOR CONTINUING GRADUATE STUDENTS**

Registration in the Graduate School beyond the first semester depends upon satisfactory progress in fulfilling any admission conditions that were imposed, meeting any requirements made in writing, and maintaining a grade point average of at least 3.00 for all upper-division and graduate courses. For further information about grade requirements, see the section "Grades." Anyone not in candidacy must make an appointment with his/her DGA before registering for courses in order to complete the advising form and review any remaining requirements. The DGA must approve all electives in advance.

## **RESIDENCE**

Each degree candidate must spend two semesters, or the equivalent, in residence at The University of Texas at Austin and its offsite components. A major portion of the graduate's degree program must be completed under the supervision of a member of the Graduate Faculty of The University of Texas at Austin.

No student may receive advice and/or assistance from a member of the faculty in the preparation of the thesis or dissertation without being registered (if necessary, for multiple semesters) for the appropriate thesis or dissertation course.

## **SAFETY, COMPLIANCE, IRB AND IACUC REQUIREMENTS**

### **SAFETY**

Students must complete and document all laboratory and University safety requirements in a timely manner. Overall the student must take personal responsibility for all lab safety and training. In addition, the student is responsible for reporting any observed safety violations.

The Supervising Professor may mandate other training. If you work with radioactivity or dangerous chemicals, you must take additional safety training. More information can be found at <http://www.utexas.edu/safety/ehs/>

In-lab training is required at the discretion of the Supervising Professor.

The Supervising Professor may mandate other training. If you work with radioactivity, you must take OH301 - basic radiation safety.

Biosafety information: <https://ehs.utexas.edu/programs/biosafety/>

### **COMPLIANCE**

Students must complete any and all compliance training (FERPA, sexual harassment, safety, ethics, etc.) required by the University and the College. As part of this process, students are required to read this entire handbook and certify that they have read and understand all of the contents. Students must sign a certification page, and turn it into the DGA at the time of matriculation (see page 18).

### **IRB AND IACUC PROCEDURES**

If students are to work with humans or animals they must complete all appropriate training and be included on the proper protocols before they begin the project.

Animal use and IACUC information

<https://research.utexas.edu/ors/animal-research/protocol-iacuc/>

Human protocols and IRB information

<https://research.utexas.edu/ors/human-subjects/irb-forms/>

## **COURSE LOAD**

### **FULL-TIME COURSE LOAD**

The University of Texas at Austin recognizes 9 credit hours as a full-time load during the long semesters and 3 credit hours during the summer semester.

### **MAXIMUM COURSE LOAD**

The maximum course load for a graduate student is 15 semester hours in a long-session semester or 12 semester hours in a 12-week summer session; a student whose maximum period of summer registration is 9 weeks may register for no more than 10 semester hours. A heavier course load must have the recommendation of the Supervising Professor, the Graduate Adviser, and the approval of the Graduate Dean. It will be permitted only under exceptional circumstances.

### **ADDING AND DROPPING COURSES**

Specific dates and information are available on the student's online Registration Information Sheet. The UT catalog states: "With the required approvals, a graduate student may drop a course through the last class day of the semester or summer term; after the 12<sup>th</sup> class day of the semester or the 4<sup>th</sup> class day of the summer term, and the graduate dean's approval is also required. If the student drops the course by the 12<sup>th</sup> class day of the semester or the 4<sup>th</sup> class day of the summer term, the course is deleted from the student's academic record and applicable fees are refunded.

If the student drops the course from the thirteenth through the 20<sup>th</sup> class day of the long semester or from the fifth through the tenth class day for the summer term, the symbol Q appears on his or her academic record. No refund is given. After these dates, the course instructor assigns the symbol Q or a grade of F. If the student is registered on the credit/no credit basis, the symbol of NC (no credit) is recorded."

Students with TA/GRA funding appointments must maintain full-time enrollment.

In general, the following policies apply to graduate students:

- a) Whether a course is to be taken on the credit/no credit basis should be decided at the time of registration. Any request for changes after the 12th class day requires a special petition from the Graduate Adviser to the Graduate Dean;
- b) Adds/Drops can be initiated in the Graduate Coordinator's Office; and
- c) Dropping a graduate course beyond the standard date for undergraduates will only be approved for substantial, non-academic reasons. Dropping a course at the end of the semester to prevent receiving a low grade will not be allowed. Assigning an X for the same reason will also not be allowed.

### **TRANSFER OF CREDIT**

Ordinarily, all work for the Ph.D. degree must be done at The University of Texas at Austin or its offsite components. Under rare circumstances, a maximum of six semester hours of graduate course work, in which the grade is 'A' or 'B', may be transferred from another institution, but only on the basis of petition by the College's Graduate Studies Committee and approval by the Graduate Dean. If transfer of

credit is requested, an official transcript of these courses must accompany the petition to the Graduate School. In cases where such transfer is approved, the student must still meet the residence requirement of two full semesters or the equivalent. Rather than granting transfer of credit, more commonly, students may be waived from Division course requirements if prior graduate work at another institution is deemed appropriate (see above).

## WITHDRAWAL FROM THE UNIVERSITY

Dropping an entire course load constitutes withdrawal from the University for that semester. To withdraw from the Graduate School, the student must file with the Graduate Dean a withdrawal petition before the first day of the semester for a full refund. After that date, any refund is prorated according to the schedule set out by the registrar's office for the applicable semester. If the student abandons his or her courses without withdrawing, the instructor in each course determines whether the symbol Q or a grade of F should be recorded.

## GRADES

### LETTER GRADES

In the Graduate School, credit is given for the following grades. A grade lower than a C- cannot be used for your program of work.

Letter Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

Within the overall grade point average, the student must earn a grade point average of at least 3.00 in all upper-division and graduate courses in the major and in the supporting work. As an example, if you make a C in a three-hour course, you must make an A in another three-hour course to offset the C and keep a 3.0 GPA. Another example is - if you take three three-hour courses and received two Bs and a B-,

your average would be 2.89 (lower than the needed 3.0). High grades in courses outside the major and the supporting work will not serve to bring up these averages. On the other hand, high grades in the major and the supporting work may raise the overall average, provided they are in upper-division or graduate courses.

Grades from other institutions are not included in the grade point average. Only undergraduate upper-division and graduate-level courses taken while in graduate status for a letter grade at The University of Texas at Austin or reserved for graduate credit are counted in the average; thesis, report, and dissertation courses are not counted, since they are credit/no-credit courses.

### **CREDIT/NO CREDIT**

No more than 20% of the hours (excluding thesis/report/dissertation courses) for any master's degree may be taken on a credit/no credit basis, and no more than 20% of a comparable portion of the Program of Work for the doctoral degree. A student who wishes to take a course or courses on the credit/no credit basis should choose this option at the time of registration. Courses taken on the credit/no credit basis are not included when the grade point average is computed.

All regulations regarding registration on the credit/no credit basis apply to all courses, both undergraduate and graduate, taken by graduate students.

### **INCOMPLETE GRADES**

The symbol X may be reported in cases where the student has not completed all the assignments in a course before its conclusion. The symbol X may be converted into a grade by the instructor, with the approval of the Graduate Dean's office, if such conversion is made within one semester of the filing of the symbol X. Otherwise, it is converted to a permanent incomplete (symbol I). Courses for which the symbol I is recorded may not be used to fulfill degree requirements. Students with two or more un-cleared incompletes are ineligible for a TA or RA appointment.

### **PROHIBITION OF EX-POST FACTO CREDIT**

The Graduate School does not grant ex post facto credit. With the appropriate approval, an upper-division student, a non-degree undergraduate, or a transient summer student may take any graduate course for which he or she has fulfilled the prerequisite. However, credit will not be granted toward a graduate degree; nor may a student who is later admitted to the Graduate School petition for ex post facto credit.

### **COURSES COUNTED TOWARD ANOTHER DEGREE**

No course counted towards another degree may be counted toward a master's degree, either directly or by substitution.

Work done while pursuing the master's degree may be included in the work for the doctoral degree, provided it is acceptable to the Supervising Committee, the Graduate Studies Administrative Subcommittee, the Graduate Adviser, and the Graduate Dean and provided it has not already been used toward another doctoral degree.

## **WARNING STATUS AND ACADEMIC DISMISSAL**

To remain in the Graduate School beyond the first semester or summer session, a student must make satisfactory progress in absolving any admission conditions that were imposed by the Graduate Studies Committee. If the student fails to remove admission conditions, the Committee may recommend that he or she be dismissed.

To remain in the Graduate School, a student must maintain an overall grade point average of at least 3.00. The overall grade point average includes all upper-division and graduate course work the student has taken while enrolled in the Graduate School. If this grade point average falls below 3.00, the Office of Graduate Studies will warn the student that his or her continuance in the Graduate School is in jeopardy.

During the next semester or summer session in which the student is registered, he or she must raise the overall grade point average to at least 3.00 or be subject to dismissal; during this period the student may not drop any course or withdraw from the University without the approval of the Supervising Professor, the Graduate Adviser, and the Graduate Dean.

Academic dismissal is reflected on the student's academic record; removal from warning status is reflected by the statement "Probation ended." A change in status caused by the conversion of an incomplete to a letter grade or by a change in grade is reflected only in the final grade report of each semester.

## **TIME LIMITS**

### **Master's degree**

All requirements for a master's degree must be completed within one six-year period. Work over six years old can be reinstated only with the permission from the Graduate Dean, upon recommendation of the faculty.

### **Doctoral degree**

All completed work that is included in a doctoral student's degree program at the time of admission to candidacy must have been taken within the previous six years (exclusive of a maximum of three years of military service).

### **Minimally Acceptable Progress**

In order to remain in the PhD program, a student must continue to make progress towards the degree as determined by each division's GSC.

## **ETHICAL GUIDELINES**

The mission of the College of Pharmacy is to assure its students the opportunity to receive an unsurpassed education in the field of Pharmacy, including working with members of the Pharmacy faculty on their grant-funded or other research. While enrolled, students who are provided such opportunities are expected to use the knowledge and experience obtained from them in a manner that promotes, and is consistent with, the College's mission. Activities or outside employment that interferes with a student's ability to promote the College's mission should not be undertaken. If in doubt whether an activity or employment situation is in conflict with the College's mission, a student should consult

with his/her Division Graduate Adviser or the Graduate Coordinator prior to undertaking the activity or employment.

## THE MASTER OF SCIENCE DEGREE

### SUPERVISING PROFESSOR

Incoming students in Health Outcomes and Pharmacy Practice do not ordinarily choose a supervising professor until after their second semester. During this time, each new graduate is expected to talk with each faculty member within the Division. Upon choosing an area of specialization, the student should approach and obtain approval from a faculty member within the Division to serve as his/her Supervising Professor. Incoming students in Pharmacotherapy should choose a Supervising Professor at the time of admission.

### SUPERVISING COMMITTEE

Each master's degree program is developed under the guidance of a Supervising Committee composed of two or more members of the Graduate Studies Committee, one of whom is designated as supervisor.

### PROGRAM OF WORK

Each student's program must include at least thirty semester hours of graduate-level course work, including the thesis. (See division handbook for specific coursework requirements). The thesis is prepared under the direction of a supervisor who is chairman of the Supervising Committee appointed by the Graduate Dean; it is subject to the approval of the Committee and ultimately to the approval of the Graduate Dean. Six semester hours of credit are granted for researching and writing the thesis. Course 698A (research project) must precede course 698B (writing period); 698A may not be repeated. Both 698A and 698B are taken on a credit/no credit basis. The student must register for 698B the semester he or she intends to graduate. The thesis cannot be accepted before the semester in which the student applies for graduation.

An on-line Application for Master's Candidacy will be required for each student who expects to complete the M.S. degree. After contacting the Division Graduate Adviser, the Graduate Coordinator will input the course work and approve the program of work. On-line approval of the program of work is required before the Graduate School will accept the Application for Graduation.

### MS ORAL DEFENSE

An oral examination of the thesis is required by the College divisions. A complete draft of the thesis (including the title page, abstract, table of contents, text, references, tables, and appendices) *that has been approved by the Supervising Professor* must be submitted to each member of the Committee at least two weeks before the defense date. University-wide formatting guidelines must be followed. The defense date must be set to allow ample time for revisions. Non-committee faculty members and graduate students may be invited by the Supervising Professor to attend the defense as observers. At his/her discretion, the Supervising Professor may require that a student complete and submit a manuscript based on the thesis before signing a student's graduation forms. The student is responsible for reserving a room and A/V equipment for the defense.

## **THESIS FORMAT AND SUBMISSION INSTRUCTIONS**

The website <http://www.utexas.edu/ogs/pdn/> provides detailed instructions for formatting the thesis and deadlines for submission. Each semester, the last class day is the final day by which all graduation requirements must be completed.

## **THE DOCTOR OF PHILOSOPHY DEGREE**

The Doctor of Philosophy (PhD) in Pharmaceutical Sciences is a research degree designed to prepare students to discover, integrate, and apply knowledge as well as to communicate and disseminate it. The degree emphasizes development of the capacity to make significant original contributions to knowledge within the context of free inquiry and expression. The student pursuing this degree is expected to develop the ability to understand and to evaluate the literature of his or her field and to apply appropriate principles and procedures to the recognition, evaluation, interpretation, and understanding of issues at the frontiers of knowledge.

## **COURSE REQUIREMENTS**

All the completed course work, which is included in a degree program from the time of admission to candidacy for a doctoral degree, must have been taken within the preceding six years (exclusive of a maximum of three years of military service). All doctoral work is subject to review by the Graduate Dean.

In addition to courses and research in a field of specialization, additional work is taken to broaden or supplement the field. This supporting work may consist of course work in one area or several; it may be in conference, laboratory, or problems courses; or it may be a supervised activity off campus relevant to the major interest. *See the division handbook for specific coursework requirements.*

## **ADMISSION TO CANDIDACY**

Students seeking the Ph.D. degree must be admitted to candidacy on the recommendation of the Graduate Studies Committee Chair, student's dissertation supervisor, and Graduate Dean. Students may not register for the dissertation until they are admitted to candidacy, and completion of coursework does not in itself constitute admission. Formal admission to doctoral candidacy is contingent on the completion of requirements set out in the division handbook.

## **DISSERTATION COMMITTEE**

The Dissertation Committee consists of either 5 or 6 members, at least three of whom are members of the Pharmaceutical Sciences or Translational Science GSC, and at least one of whom must be from outside the College of Pharmacy. The student, working with his or her supervising professor, selects the Dissertation Committee. The list of dissertation committee members, proposed by the student with the consultation and approval of the Division Graduate Adviser, is submitted to the Graduate School for appointment by the Graduate Dean. Non-UT Austin members of a committee must provide a copy of their *curriculum vitae* and a letter stating they will serve on the committee at no cost to UT Austin.

## **DISSERTATION PROPOSAL**

A brief statement of the proposed dissertation must be submitted. See the division handbook for more information.

## CONTINUOUS REGISTRATION

After a student has been admitted to candidacy for the doctoral degree, he or she must enroll in dissertation hours and pay tuition and fees by the twelfth class day of the fall semester and the spring semester of each academic year until graduation. If the student fails to register in a long-session semester, he or she will be barred from further enrollment as a graduate student. This will terminate the student's doctoral program. A student may not receive advice and assistance from a member of the faculty in the preparation of the dissertation without being registered for the dissertation course.

## LEAVE OF ABSENCE

The only alternative to continuous registration for a doctoral candidate is a leave of absence. Under rare circumstances, the candidate may apply to the Graduate Studies Committee for a leave of no more than two semesters. The Supervising Committee and the Graduate Dean must approve the application in advance of the leave. The student may not receive advice and/or assistance from a member of the faculty while on leave.

## THE DISSERTATION

The student must register for the dissertation for a period of more than one semester or summer session. The dissertation research course (399R, 699R, 999R) must precede the dissertation writing course (399W, 699W, 999W) and may not be repeated. A dissertation is required of every candidate. It must be an original contribution to scholarship, the result of independent investigation in the major area, and must be approved by the Dissertation Committee.

## FINAL ORAL EXAMINATION (Defense of Dissertation)

A satisfactory final oral examination is required for the approval of a dissertation. A written request to hold the final oral examination must be submitted to the Graduate School two weeks in advance. This request signifies the acceptance of the doctoral dissertation for the purpose of giving the examination.

Only one member of the dissertation committee may be excused from participating in the defense, participants can be in the room or present electronically. At minimum, the student and supervisor must be in the room. Additionally, the student is responsible for ensuring that the electronic system that allows virtual participation is adequate for the intended purpose. The student is responsible for reserving a room and A/V equipment for the defense.

The Committee's decision to examine a dissertation must be unanimous. A complete draft of the dissertation, *which has been approved by the Supervising Professor*, (including the title page, table of contents, text, references, tables, and appendices) must be submitted to each member of the Committee **at least three to four weeks** before the defense date. University-wide formatting guidelines must be followed (these are available online). The defense date must be two weeks before the last day of class. The Dissertation Committee Chair does not sign the signature page until revisions are satisfactory. At his/her discretion, the Supervising Professor may require a complete dissertation and a submitted manuscript based on the dissertation before signing the graduation forms.

Dissertation defense dates and times are published to allow non-committee members to attend. The examination covers the dissertation and the general field of the dissertation and such other parts of the student's program as the Committee determines. If the members of the Committee are satisfied that (1) the dissertation is an independent investigation in the major field and itself constitutes a

contribution to knowledge; and (2) the student has passed the final oral examination, they indicate approval on the Report of Dissertation Defense. The decision of the Committee must be unanimous. In the event that a committee cannot agree on a single decision, the matter is referred to the Graduate Dean for review. The Dean's recommendation concerning the dissertation must be approved by a majority of the dissertation committee. The Division may impose other publication requirements.

## **SUBMISSION AND PUBLICATION OF THE DISSERTATION**

Before graduation, students must take and pass an Intellectual Property (Copyright) Tutorial. This is found at: [http://www.utexas.edu/ogs/pdn/int\\_prop\\_tutorial.html](http://www.utexas.edu/ogs/pdn/int_prop_tutorial.html). Dissertations are required to be turned in to the Graduate School using an electronic format. The Graduate Coordinator can provide instructions. As the completion of the program approaches, graduation deadlines should be followed. All information related to these deadlines is available at <http://www.utexas.edu/ogs/pdn/> or from the Graduate Coordinator.

The Degree Candidate Form should be submitted at the beginning of the semester in which the student intends to graduate. A new form must be submitted for subsequent semesters if the student fails to graduate as planned.

“Pharmaceutical Science” is the department for all faculty members in this college regardless of their division. (Some faculty members may also be faculty members in the “Translational Science” program of the College.)

The Request for Final Oral Examination form and accompanying paperwork must be submitted to the Graduate School at least two weeks before the date of the dissertation defense. The pdf form is available at the Graduate School or the Graduate Coordinator.

Each semester, the last class day (at 3:00 pm) is the final deadline by which all graduation requirements must be finished. The requirements include the dissertation defense, uploading of the dissertation, and submission of all paperwork to the Graduate School.

## **APPROVAL OF THE DEGREE**

Upon approval by the Dissertation Committee of the dissertation and its defense, the Division Graduate Adviser certifies that the student has completed all assigned work, has passed all examinations required by the department, and is entitled to the award of the doctoral degree.

## **GRADUATION**

The University holds commencement exercises at the end of the spring semester. Those who graduate in the preceding summer session or fall semester are eligible to attend along with those who graduate in the spring semester. In addition, the Graduate School holds a Convocation at the end of the spring semester at which master's and doctoral degree candidates from the previous summer, fall, and current spring are recognized.

## **GRADUATION UNDER A PARTICULAR CATALOG**

Degree requirements may be changed from one catalog to the next. The student is normally bound by the requirements of the catalog in force at the time of his or her first registration. The student may choose, however, to fulfill the requirements of a subsequent catalog. If the student does not fulfill the requirements within six years of his or her first enrollment in the Graduate School, he or she is then bound by the requirements of a subsequent catalog. The student may choose the catalog in effect in any year in which he or she is enrolled in the Graduate School, within the six-year limit.

## **GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS**

Graduate students have the right to seek redress of any grievance related to academic or nonacademic matters. Every effort should be made to resolve grievances informally between the student and the faculty member involved or with the assistance of the Graduate Adviser, Graduate Studies Committee Chair, or Division Head. If the grievance cannot be resolved informally, students have recourse to the formal grievance procedure (found at: [www.utexas.edu/ogs/student\\_services/grievances.html](http://www.utexas.edu/ogs/student_services/grievances.html)).

## **FINANCIAL SUPPORT**

The graduate student should check with the Supervising Professor or Division Graduate Adviser for availability of financial support. Assistantships are for services rendered, and should not be construed exclusively as a subsidy for graduate education.

## **TEACHING ASSISTANTSHIPS (TA)**

The stipends for a Teaching Assistant vary from year to year. The usual expectation for a TA is to spend approximately 20 hours per week in the performance of duties. The duties of a TA may include, but are not limited to, attending assigned PharmD classes, developing exams/assignments, proctoring exams, grading exams/assignments, recording grades, conducting library-related research, maintaining office hours, leading laboratory discussion sessions, and presenting lectures. The course supervisor will evaluate the performance of TAs each semester.

A number of TA positions are available for graduate students. Selection of students for TA assignments is based on the needs of the College and the qualifications of the student. For example, some laboratories require that the TAs hold a license to practice pharmacy in Texas. Priority is usually given to newer students who have not had the opportunity to secure Research Assistantship funding. Seniority does not guarantee that a student will be selected for a TA. The College and its divisions are not always able to accommodate every student with funding. In addition, students may be slotted as TAs in other Departments (e.g. Chemistry, Biology, or Nutrition).

## **GRADUATE RESEARCH ASSISTANTSHIPS (GRA)**

The Graduate Research Assistant receives a wage based on the specific grant or contract on which the student is supported, and the number of hours per week employed. The supervising faculty member determines the duties of the GRA. The performance of a GRA will be evaluated by the Supervising Professor each semester.

## **COLLEGE OF PHARMACY GRADUATE SCHOLARSHIPS**

Graduate Scholarships are available through donations made to the College of Pharmacy. Application information will be forwarded to all graduate students each year.

## **UNIVERSITY FELLOWSHIPS**

University Fellowships are awarded to first year and advanced graduate students on the basis of departmental nomination. Selections are made on the basis of merit, rather than need.

## **OUTSIDE FOUNDATIONS**

Foundations, such as the American Foundation for Pharmaceutical Education, provide fellowship aid. The student should check with the Division Graduate Adviser or Graduate Coordinator for more information on information about outside foundations.

## **BALANCE BETWEEN ACTIVITIES AND WORK**

Graduate students are not prohibited from involvement in off-campus activities or employment, as long as these outside activities do not interfere with the College's mission, coursework, or divisional responsibilities. Excessive involvement in other activities can slow your progress in the graduate program.

## **RESEARCH INVOLVING HUMAN SUBJECTS**

The University adheres to the guidelines of the National Institutes of Health with regard to the involvement of human subjects in research. All faculty, staff, students, or employees who propose to engage in any research, demonstration, development, or other activity involving human subjects are bound by these regulations.

Doctoral or master's research proposals, as well as sponsored or unsponsored research, must be submitted to the appropriate Human Subjects oversight committees. Students should consult with their Supervising Professor or Division Graduate Adviser to determine the appropriate committees.

Information about required procedures, agenda deadlines, and guidelines for preparing research proposals are available from the Office of Sponsored Projects at <https://research.utexas.edu/ors/human-subjects/>. It is advisable to consult this office in the early stages of preparing a research proposal in order to facilitate the review process.

## **GRADUATE STUDENT / PROFESSIONAL ORGANIZATIONS**

The Pharmacy Graduate Student Association (PGSA) represents all graduate students in the College of Pharmacy. The President of this organization serves as a liaison to College Administrators and assists in obtaining funds for students wishing to attend professional meetings. Also, the PGSA provides a means for selection of graduate student representatives for the Graduate Council and Graduate Assembly.

## **OTHER IMPORTANT INFORMATION**

### **SCHOLASTIC DISHONESTY AND UNIVERSITY DISCIPLINARY PROCEDURES**

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student, or the attempt to commit such an act. Detailed definitions of these infractions may be found in The University's *General Information Catalog*, Appendix C, Section 11-802. Detailed information also may be found under the Dean of Students on the Student Affairs web page at <http://www.utexas.edu/student/>. The following section is copied from this web page.

While the Student Judicial Services of the Office of the Dean of Students has the delegated responsibility for student discipline, when there is recommendation for suspension from the University or dismissal from the graduate student's academic program, Student Judicial Services will work with the Office of Graduate Studies in investigating and recommending resolution of the case.

### **SUBCHAPTER 11-800. STUDENT STANDARDS OF CONDUCT**

#### **Sec. 11-801. Conduct Expected of Students**

This subchapter describes offenses for which a disciplinary proceeding may be initiated, but the University expects from its students a higher standard of conduct than the minimum required to avoid discipline. The University expects all students to obey the law, to show respect for other members of the University community, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars.

#### **Sec. 11-802. Scholastic Dishonesty**

The dean or a faculty member may initiate disciplinary proceedings under section 11-300 against a student accused of scholastic dishonesty.

"Scholastic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act.

"Cheating" includes, but is not limited to copying from another student's test paper; taking, keeping, misplacing, or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and misrepresenting facts, including providing false grades or résumés, for the purpose of obtaining an academic or financial benefit for oneself or another individual or injuring another student academically or financially.

"Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit; using during a test materials not authorized by the person giving the test; failing to comply with instructions given by the person administering the test; possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The

presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test; using, buying, stealing, transporting, or soliciting in whole or part the contents of an un-administered test, test key, homework solution, or computer program; collaborating with or seeking aid from another student during a test or other assignment without authority; discussing the contents of an examination with another student who will take the examination; divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student; substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment; paying or offering money or other valuable thing to, or coercing another person to obtain an un-administered test, test key, homework solution, or computer program, or information about an un-administered test, test key, homework solution, or computer program; falsifying research data, laboratory reports, and/or other academic work offered for credit.

"Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

"Falsifying academic records" includes, but is not limited to, altering or assisting in the altering of any official record of the University or the University of Texas System, the submission of false information or the omission of requested information that is required for or related to any academic record of the University or the University of Texas System. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

### **THE COSTS OF SCHOLASTIC DISHONESTY CAN BE SEVERE**

You may see or hear of others cheating. If so, don't assume that it is tolerated. A failing grade in the course is a common sanction. In addition, scholastic dishonesty leads to the creation of a disciplinary record, which may impact your future employment and educational opportunities. Students can be suspended or expelled permanently from the University for scholastic dishonesty. Awarded degrees can be rescinded. In short, it is simply not worth the risks!

Scholastic dishonesty also has consequences that extend beyond the individual. In the marketplace where graduates compete for jobs, the value of a University of Texas degree is largely related to the reputation of the University. Incidents of scholastic dishonesty reflect poorly on the institution's integrity and lessen the worth of the education attained by all University students.

### **AVOIDING SCHOLASTIC DISHONESTY: GENERAL TIPS**

Know what the instructor expects. Always seek clarification from the instructor; don't rely on fellow students for information regarding class policies. For example: To what extent is working together allowed, if at all? Know exactly where the line is and don't cross over it. What types of citations are expected on a paper?

Desperation clouds judgment and leads to poor decision making. Don't allow yourself to feel desperate

in a course. Don't put off to the last minute completing a paper or project, or studying for an exam. What you may see as a "shortcut" could actually be scholastic dishonesty. Don't allow yourself to think the risks are worth it. That's gambling with your future! If you think you need some help in a course, get tutoring early. Planning ahead will help you be more adequately prepared.

### **UNAUTHORIZED COLLABORATION**

In the American educational system, the concept of original work is a fundamental tenet of scholarship. In recent years, more educators have also recognized the value of having students work on some assignments in groups. Students, however, may be engaging in scholastic dishonesty if they fail to distinguish between collaboration that is authorized for a particular assignment and collaboration that is done for the sake of expediency. Some students rationalize their involvement in unauthorized collaboration on the basis that it "helps them learn better" and is not cheating because they are contributing to the final product. Indeed, many educators believe that group assignments enhance some forms of learning. However, the purpose of a particular assignment *and* the acceptable method of completing it are to be determined by the instructor, not the student.

Unauthorized collaboration with another person on an assignment offered for academic credit is a common form of scholastic dishonesty. Such assignments may include, but are not limited to, lab reports, computer programming assignments, papers, homework, or tests (take-home or in-class). This violation also includes allowing another person to view your work drafted or completed without the necessary authorization. Unauthorized collaboration can even occur within the context of group projects when the degree or type of collaboration exceeds the parameters of what has been expressly authorized.

Unless working together on an assignment has been *specifically approved*, it is not allowed. The extent of collaboration permitted may vary widely from one class to the next or even from one project to the next within the same class. Do not assume that working together is allowed. Always ask your instructor what his or her expectations are in this regard. While the course requirements in some classes at the University may consist primarily of group assignments, the norm in most classes is that each student is expected to do his or her own work individually. You should assume that you are to perform all assignments independently unless you have specific permission to work together on an assignment.

### **AUTHORSHIP**

Professor and peer collaboration on projects leads to questions about authorship of presentations and publications. Discuss and decide on authorship before writing an abstract or manuscript. **Do not submit either an abstract or manuscript without the knowledge and approval of your co-authors.** At his/her discretion, the Supervising Professor may require you to complete and submit a manuscript based on your thesis or dissertation before signing your graduation forms.

### **RESEARCH ETHICS**

Graduate students should be masters of the Responsible Conduct of Research ("Ethics"). As such, ethics courses are required in the COP, and each division has its own requirements. Students should strive to acquire more ethics training than the simple division requirements dictate. In fact, the U.S. National Institutes of Health requires, and The University of Texas at Austin strongly supports, all efforts at maintaining the highest levels of research ethics possible.

## **CONFLICT OF INTEREST**

*Conflict of Interest, Conflict of Commitment, and Outside Activities* provides the institutional framework to protect the credibility and reputation of the University and its faculty and staff when those employees are engaged in outside activities. Graduate students who work under a federal fellowship or Graduate Research Assistantship from NIH or NSF are required to obtain training and fill out paperwork having to do with conflict of interest. Students should discuss the need for filling out such paperwork with their Supervising Professors. See here for the policy: <http://www.policies.utexas.edu/policies/conflict-interest-conflict-commitment-and-outside-activities>