

**CLINICAL PHARMACEUTICAL SCIENCES  
DEPARTMENT OF PHARMACOTHERAPY AND TRANSLATIONAL RESEARCH  
UNIVERSITY OF FLORIDA COLLEGE OF PHARMACY**

**POLICIES AND PROCEDURES MANUAL  
(Ph.D. program)**

**A Reference Guide for Students Concerning  
Departmental Policies and Procedures**

**Revision date: August 2021**

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## Clinical Pharmaceutical Sciences Graduate Program – Policies and Procedures Manual

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### I. GRADUATE PROGRAM

#### Objectives of the Graduate Program

There is a critical need for future generations of clinician scientists and translational scientists with rigorous research training to facilitate bench-to-bedside or translational research. Importantly, the National Institutes of Health has emphasized the importance of clinicians and translational scientists trained to work in interdisciplinary, team-based research environments. The Clinical Pharmaceutical Sciences training program at the University of Florida College of Pharmacy is designed to prepare motivated individuals to pursue independent research careers in academia, industry or government. The degree program is under the general supervision of the University of Florida Graduate School and the University of Florida College of Pharmacy, but detailed supervision and advisement are provided by the Department of Pharmacotherapy and Translational Research (PTR) faculty.

The objectives of the Ph.D. program are:

- (i) to develop clinician and translational scientists who are capable of conducting translational research through the integration of biomedical and pharmaceutical sciences and clinical expertise;
- (ii) to guide students in acquiring specialized knowledge, through an individualized program of didactic course work and high-quality research in areas that include drug metabolism and transport, pharmacokinetics, pharmacodynamics, pharmacometrics, pharmacogenomics, clinical research, and experimental therapeutics;
- (iii) to help graduating students find employment suited to their interests and abilities, where possible.

The program's overarching research focus is understanding genetic and non-genetic factors that contribute to variability in drug response. These are applied to therapeutic areas including cardiovascular disease, oncology, infectious disease, pulmonary disease, and clinical pharmacology. The department is a national leader in the areas of pharmacy practice, education and clinical translational research. Faculty members in the department are successful in obtaining research funding from numerous sources, including the National Institutes of Health.

#### About the Department of Pharmacotherapy and Translational Research (PTR)

The Department of Pharmacotherapy and Translational Research provides classroom and clinical instruction for pharmacy students and trains graduate students in clinical translational research. The department is proud of its national reputation as a leader in the areas of pharmacy practice, education and clinical translational research. Faculty members in the department are successful in obtaining research funding from numerous sources, including the National Institutes of Health. The Department of Pharmacotherapy and Translational Research offers a variety of excellent clinical residencies and research fellowships and offers a PhD program in Clinical Pharmaceutical Science.

The Department of Pharmacotherapy and Translational Research is located in the University of Florida J. Hillis Miller Health Science Center complex, which includes colleges of [Dentistry](#), [Medicine](#), [Nursing](#), [Pharmacy](#), [Public Health and Health Professions](#) and [Veterinary Medicine](#). The UF & Shands system also encompasses six research institutes: the Clinical and Translational Science Institute, the McKnight Brain Institute, the Genetics Institute, the UF & Shands Cancer Center, the Institute on Aging and the Emerging Pathogens Institute. The location of the College

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of Pharmacy in this complex offers a broad variety of opportunities for learning and research collaboration.

### II. PROGRAM REQUIREMENTS

#### Admission to the Ph.D. Program

In order to be considered for admission, eligible applicants must complete all required application materials by the specified deadline. These materials are available from the [Program Webpage](#). Students are normally admitted in the fall semester but may be admitted in other semesters as needed. The fall application **deadline is December 1**. While admission decisions are made by the PTR graduate faculty, the Department adheres to the minimum standards for graduate student admissions as set forth by the [University of Florida Graduate School](#). Applicants who hold U.S. citizenship or permanent residency and a Doctor of Pharmacy degree from an ACPE-accredited institution are given priority in the selection process. However, all eligible applicants who hold bachelor's or master's degrees in pharmacy, biology, or related sciences will be considered. The number of positions available varies and depends to some extent on the level of external funding of department faculty.

Successful candidates will be informed of their acceptance into the program in writing, with a letter directly from the Graduate Program Director. Students will be asked to inform the department in writing of their intention to **accept this offer by April 15** – the deadline set by Graduate School. A copy of the letter of offer will be sent with the graduate admissions referral sheet to the office of the Dean of the College of Pharmacy, and to the graduate school, who will further process the application. In the case of foreign students, the dean's office will forward the acceptance to the Office of International Student Services for the purpose of issuing a visa.

**Total Credits for Degree Confirmation:** A total of 90 credit hours with the inclusion of didactic and elective course credits and research/dissertation credits.

**Program Duration:** Approximately 4 years.

#### Specific Requirements for Graduate Study

The Graduate School, located in Grinter Hall, prepares an online [Graduate Catalog](#), which gives detailed information on requirements for study in graduate degree programs. The Graduate Catalog and latest Graduate School rules, including deadlines and requirements for graduation, are located on the [Graduate School home page](#). **It is the student's responsibility to stay informed of current Graduate School requirements.** The information in the Policies and Procedures manual does not contain the rules and requirements of the University or the Graduate School. These can be found at <http://graduateschool.ufl.edu/>.

#### Student Responsibilities

Students must stay informed regarding critical dates for their registration and progress through their program. The Graduate School generally does not grant appeals for missing deadlines. Students also may be financially liable for any course added or dropped after the enrollment deadline, including students with fee waivers. Critical dates are available on the [Graduate School website](#) at the link for "Graduate Students".

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### **Funding of Stipends, Tuition, and Research**

Students admitted to the program will receive tuition remission and a stipend for teaching and/or research assistantship appointments. Funding of students' stipends will be for a minimum period of four years. However, if the student is making satisfactory progress and extra time is needed, additional funds may be made available. Exceptional students may be eligible for additional stipends from the University. Students are encouraged to apply for fellowships and awards, particularly those that provide external funding support. These funds can be utilized to cover or supplement departmental stipends or fund appropriate research and travel expenses.

### **Leave Policy**

Personal time is paid up to five days per semester appointment, which is credited at the beginning of each semester. This leave may not be used in less than one-day increments, and leave is not cumulative from semester to semester. Students must request leave using the [College of Pharmacy Online Leave Request Form](#). Please be advised that time taken during official University of Florida semester breaks is considered part of the two-week vacation period allotment. In addition, graduate students are granted University holidays that do not count toward their leave allowance. These holidays are listed on the [University Holiday Calendar](#). Financial support may be terminated for excessive unexcused absences.

Graduate Assistant Leave of Absences should be coordinated with the student's faculty advisor, the Graduate Program Director, and the Office of Graduate Programs in accordance with the current Graduate Assistants United bargaining agreement. Questions about the Leave of Absence policy should be directed to the Office of Graduate Programs.

### **Role of the Departmental Graduate Program Director**

The Graduate Program Director or designee reviews admission materials and ensures that requests for information are sent in a timely manner. Department personnel will contact prospective qualified students to coordinate meetings with faculty and applicants selected after the first review round. The Graduate Program Director is responsible for advising students on general graduate policies, but other PTR graduate faculty members may assist. The Graduate Program Director will meet with all new students during their first month of enrollment to review policies and expectations. The Graduate Program Director will also oversee the process of selection of a major advisor, to ensure that each student meets with available faculty. The Graduate Program Director will review grades each semester and notify the student and their advisor if he or she is on probation due to a GPA < 3.0. The Graduate Program Director will serve as a contact for the Department concerning policies and procedures relating to graduate education and assist with recommending students for teaching assistant duties. Finally, The Graduate Program Director is responsible for overseeing the quality of the graduate program.

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### **Selection of a Major Advisor and Supervisory Committee**

A major advisor (which may include the Graduate Program Director) must be identified for each student in the first year. The student should also work with their advisor to select a supervisory committee by the end of the first year. The student should meet with the supervisory committee at least twice per year and submit documentation of these meetings. Prior to supervisory committee selection, the major advisor will serve as the supervisory committee and should provide documentation of at least twice per year meetings.

**Major Advisor:** A student may select a faculty mentor and research group at the time of graduate application. Incoming students are sometimes directly recruited into an individual research group to ensure that there is a match between the availability of funding (stipend and tuition), the student's interest, and faculty members who are accepting a student in a given year.

For students entering the program without a chosen mentor, the Graduate Program Director will act as the student's supervisor until a major advisor is designated. For these students, it is mandatory to have individual meetings with selected faculty members to coordinate laboratory rotations with a goal of identifying the mentor by the end of the first year. During program orientation, faculty with potential openings in their research groups will meet with the students to discuss the potential for completing a rotation.

**Changing Major Advisor:** Changing a research advisor is very costly to both the student and faculty member involved. Research projects are generally non-transferable from one advisor to another. The following protocol should be followed to initiate the process:

1. The student must first discuss the change with their advisor.
2. The student and faculty member should both submit a letter of explanation to the Graduate Program Director and the Department Chair. The faculty member's letter should contain an overall evaluation and appraisal of the situation.
3. The Department Chair will evaluate the letters and discuss them with both individuals. The Chair will then make a decision regarding the requested change.
4. All notebooks and pertinent work/data must be left with the initial advisor unless permission to transfer them is obtained from the initial advisor.

**Supervisory Committee:** The supervisory committee should be appointed as soon as possible, but no later than the end of the first year of graduate study. The composition of this committee must be reported to the department and the Graduate School. Failure to do this may result in the Graduate School flagging the student record. The composition of the committee should consider expertise relevant to the anticipated research project. All committee members **MUST** hold Graduate Faculty status at the University of Florida. Supervisory Committees for Ph.D. students shall consist of a minimum of four members including:

1. the major faculty advisor, who serves as the committee chair;
2. at least two other members of the committee (not including the major advisor) must be from PTR;
3. one member of the committee must be designated as an "external member," in accordance with Graduate School policies. This person should represent a discipline which is **not** the major discipline of the Ph.D. and with no ties to PTR. This includes faculty holding joint, affiliate, courtesy, or adjunct appointments in PTR.

Additional members may be added to the supervisory committee if it is deemed necessary for the student's project. Once the supervisory committee has been established, it is responsibility

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of the student to submit the supervisory committee form signed by the committee members to the Office of Graduate Programs.

The supervisory committee should be selected by the committee chairperson in conjunction with the student. If a supervisory committee member cannot be present at the qualifying exam or student's final defense, a Graduate Faculty member in the same academic area may substitute for the absent committee member. No substitutes are allowed for the chair or external member of the committee.

The chair of the student's major academic unit must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination:

**Chair and Co-chair:** In unusual cases, doctoral research may require the guidance of a specialist in an area of study other than that of the supervisory committee Chair. In such cases the department Chair may recommend appointment of a co-chair who is on the graduate faculty.

**Other Members of the Supervisory Committee:** Courtesy faculty and faculty not appointed to the Graduate Faculty shall not be included on the official supervisory committee. They may attend the final oral examination, and must sign the SACS Graduate Exam Form.

### **Duties of the Supervisory Committee:**

- Inform the student of all regulations governing the degree sought. This does not absolve the student from responsibility for being informed about these regulations.
- Meet immediately after appointment to review the student's qualifications and discuss and approve a program of study.
- Meet to discuss and approve the proposed dissertation project and the plans for carrying it out.
- Students are required to meet with their supervisory committee at least once per academic calendar year. However, it is strongly recommended students meet with their committee twice per academic calendar year.
- After every committee meeting, the Supervisor Committee Report form should be submitted to the Office of Graduate Programs.

**Special Appointments:** in certain cases, an individual without Graduate Faculty status may be nominated to serve on a supervisory committee through a Special Appointment. If approved, this appointment is specific only to that individual student's committee. An individual approved to serve as a Special Appointment may not serve in the role of the committee chair, co-chair, external member, or minor representative. If interested, please contact the College of Pharmacy's Office of Graduate Programs at [graduatestudents@cop.ufl.edu](mailto:graduatestudents@cop.ufl.edu) for more information.

**Minor Representatives:** If a minor is chosen, the supervisory committee includes at least one Graduate Faculty member representing the student's minor. If the student elects more than one minor, each minor area must be represented on the supervisory committee. Therefore, committees for students with two minors must have a minimum of five members. The Graduate Faculty member who represents a minor on a student's committee may be appointed as the external member if he/she does not have a courtesy graduate appointment in the student's major academic unit.

**Changes to existing Supervisory Committee:** It is expected that the Supervisory Committee will change throughout progress through the Ph.D. program. A student, in consultation with the major advisor and Graduate Program Director, can change the composition of the supervisory committee until the beginning of the semester of dissertation defense. No

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changes are allowed after the defense. Further information about the supervisory committees can be found on the Graduate Catalog website at: <http://gradcatalog.ufl.edu>

### III. COURSE REQUIREMENTS FOR PH.D. STUDENTS

#### Curriculum

The curriculum provides students with advanced knowledge and skills in pharmacogenomics, pharmacokinetics, clinical research, and laboratory-based methods in clinical pharmacology. The student's dissertation research must meet the NIH definition of clinical research – “research that either directly involves individual people or uses materials of human origin, such as tissue samples, obtained through direct contact with a particular living person that volunteers and agrees to participate in a research study”. A minimum of 90 semester hours beyond the Bachelor's degree is required for the doctoral degree. All credits earned in the approved degree program count toward this minimum. Course work must be 5000 level or higher. Courses for major credit must be taken by letter grade, except for those courses listed as S/U in the catalog. Each student, together with his/her graduate committee, will construct a course program of study specifically designed to meet the student's interest including the following core courses. If course availability prevents the student from completing any core course, the student should contact the Graduate Program Director for acceptable alternative courses or, after the consulting with the major advisor, the Director may rarely opt to waive the requirement.

<b>Course Number</b>	<b>Required Core Courses</b>	<b>Credits</b>
PHA6427	Pharmacogenetics of Drug Metabolism and Transport	2
PHA6449	Pharmacogenomics	3
PHA6052 and PHA6053 OR GMS6862 or GMS6863	Statistics course series (two 3 credit courses such as: PHC6052 and PHC6053; STA6166 and STA6167; or GMS 6862 and GMS6863)	3/course, total =6
BCH5413	BCH5413: Eukaryotic Molecular Biology and Genetics	3
GMS7003	Responsible conduct of biomedical research	1
PHA6910	Supervised research	Varies
PHA6938	Research Seminar - <i>taken three times for 1 credit hr each</i>	3
PHA6894	Intro to Graduate Skills	1
PHA6935	Life cycle of a drug	1
PHC6937 Or PCB5065	Population Genetics (PHC6937) OR Advanced Genetics (PCB5065)	3-4 (please discuss with you supervisor)
PHA6935	Grant Writing	1
PHA7939/6939	PTR Journal Club (PHA7939) – <i>taken three times for 1 credit hr each</i>	3
PHA7979	Advanced Research	Varies
PHA7980	Doctoral Research	Varies
	<i>Additional elective courses are available depending on research area</i>	

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### **Example List of Elective Courses**

Please note that this is not an inclusive list; students may take additional courses at the 5000 level or greater. This list may change based on course offerings, previously taken courses and individual research areas selected for the dissertation.

<b>Course Number</b>	<b>Elective Course Name</b>	<b>Credits</b>
PHA6134	Foundations in Precision Medicine: Genomic Technologies	1
PHA5224	Foundations in Precision Medicine: Medical Molecular Genetics	1
PHA6598	Foundations in Precision Medicine: Genetic Epidemiology	1
PHC6001	Introduction to Epidemiology	3
PHA6152	Advanced Pharmacokinetics	3
PHC6055	BIOSTATISTICAL COMPUTING USING R	1
GMS6818	Design and Conduct of Clinical Trials 1	2
PHC6001	Introduction to Epidemiology	3
PHC6055	BIOSTATISTICAL COMPUTING USING R	1
PHC6080	SAS PUB HLTH - DATA	1
PHC6081	SAS PUB HLTH-ANALYSIS	1
PHA6125	PHARMACOKN & BIOPHARM	3
GMS6231	Genomics and Bioinformatics	3
GMS6893	Clinical and Translational Sciences Seminar	2
GMS6803	Data management for epidemiological and clinical research	3
GMS6931	Ethical and policy issues in clinical research	2
GMS7093	Introduction to clinical and Translational research	2
PHC6937	Survival Analysis	3
GMS5905	Genomics in Clinical Practice: Precision oncology	1
BCD6415	Advanced Molecular and Cell Biology (BCH6415)	3
PHA6135	Clinical Applications of Precision Medicine: Pharmacogenetics	2

### **Clinical Experience**

Graduate students clinically trained as a pharmacist (usually with a Pharm.D.) will be expected to provide limited clinical service within the UF Precision Medicine Program during their first and second years. Students will need to become licensed in the State of Florida in order to provide this service. Several additional clinical opportunities may also be available in the areas of ambulatory care, oncology, and infectious disease. Discussions with the Graduate Program Director and Department Chair may be required to pursue these opportunities. Overall, these experiences are expected to strengthen the student's clinical background and provide training necessary to become a translational clinician-scientist.

### **Soft Skills**

Throughout the program duration, graduate students are prepared for many of the non-laboratory/non-research aspects that will help make them successful. A grant-writing course is required and most students prepare a grant application during their graduate studies. Their communication skills are developed through required presentations in our departmental seminar series, weekly journal club, and also presentations in lab meetings. The students gain

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mentoring/supervising skills through working with high school, undergraduate, and professional students who work in the labs through various programs (e.g. HHMI, University Scholars, COP Summer Research Programs, etc.). The Graduate School Office of Graduate Professional Development also works to facilitate the professional development of graduate students in the areas of teaching, mentoring, ethics, communication, teamwork, and leadership through workshops and training. The Health Science Center also sponsors professional development seminars for graduate students and post-doctoral fellows.

### **Academic Progress**

Students are required to maintain an overall GPA of at least 3.0 to remain in good standing. Grades considered passing for graduate students are C or higher (or S for courses taken pass/fail). Courses where a student receives a grade of lower than C must be repeated. If receiving a C, C+ or B- in a required graduate course, the major advisor and/or Graduate Program Director has the option of requiring the student to repeat the course.

It is the primary responsibility of the major advisor to assure quality performance of the student. It is also the responsibility of the major advisor to document, in writing, unacceptable performance by a student. This documentation should be placed in the student's file. The major advisor will provide the student with a written evaluation of their academic progress at the end of each academic year, and discuss the evaluation with the student. The evaluation will be signed by both the major advisor and the student and kept in the student's academic file.

### **Probation**

A student whose GPA falls below 3.0 will be allowed one semester on probation to make up the deficit. The Graduate Program Director or major advisor will write a letter to the Dean of the Graduate School requesting that the student be allowed one semester on probation. If the student is placed on probation, the Department will assume the tuition fee waiver only once in the course of the student's matriculation. Students who fail to raise their GPA above 3.0 by the end of the semester while on probation will generally be required to leave the program. Under exceptional circumstances, students may request a further extension. This request will be reviewed by the major advisor and the Graduate Program Director, and if a further extension is recommended this must be approved by the department chair and the Dean of the Graduate School.

### **Individual Development Plan**

All Ph.D. students will be required to create and update an IDP on an annual basis, in consultation with their advisors. The IDP is intended to be a working document, to guide new and continuing Ph.D. students in identifying, pursuing, and meeting their professional and personal goals. More information is located at the [UF IDP policy webpage](#). The templates for first year and 2<sup>nd</sup>-4<sup>th</sup> year students are also available at the UF website or can also be obtained from COP Office of Graduate Programs.

### **Presenting Research Findings**

All students in the Ph.D. programs are expected to begin their involvement in research early in the graduate program. Involvement in research and presentation of research findings in a public forum is required. Presentation of research findings may involve submitting a manuscript to a professional journal, presenting a project (poster or podium) at a research forum (e.g. the College of Pharmacy Annual Research Showcase), or at a professional meeting. ***Ph.D. students are required to have published (or have accepted for publication) at least one original research***

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*article in a peer-reviewed scientific journal.* Students are also expected to present their research at the Annual Research Showcase yearly. All abstracts, posters, slides, or other materials that are presented or published should be shared with all co-authors in advance of submission/presentation. Plans for research presentation should be discussed during the annual evaluation and indicated in the individual development plan (IDP) plan.

### IV. EXAMINATIONS

#### Qualifying Examination

All students must pass a qualifying examination before being formally admitted as a candidate for the Ph.D. degree (admitted to candidacy). Before taking the qualifying examination, the student must have a minimum 3.0 GPA and must have completed (or nearly completed) the didactic course work required by the program. Exceptions can be made with approval by the student's supervisory committee and the department faculty. The qualifying exam will have a written and oral component, and should preferably be completed by fall of the student's third year.

The written part of the examination will compose of a research proposal conforming to the formatting requirements of NIH R21 applications (1-page specific aims, 6-page research strategy, with no page limit for references). This proposal should include a title page and should be submitted to the supervisory committee at least 3 weeks before the scheduled oral exam date. NIH guidelines for preparing the written proposal should be followed. The supervisory committee will determine whether or not the candidate has passed the written exam.

After satisfactory completion of the written portion, the oral will be administered. At least five working days before the oral exam is to be conducted, formal notices must be sent to all College faculty and supervisory committee members. **All members of the supervisory committee (or designated alternates) must be present at the oral part of the exam.** The duration of the oral qualifying exam should not exceed 3 hours and is divided into four sections:

1. The first section is open to the public and consists of a research presentation (approximately 45-60 minutes) of the student's dissertation project and any results obtained up to that point. A short question and answer period with the audience (primarily trainees and non-supervisory committee faculty) will immediately follow the presentation.
2. The second portion (approximately 30 minutes) is a closed oral exam where department faculty and the supervisory committee provide questions for the student to answer.
3. The third section is a continuation of oral exam questioning but only open only to the supervisory committee.
4. In the fourth section, the supervisory committee deliberates (without the student) and determines final grading of the qualifying exam.

**Time Limitations:** Between the successful completion of the qualifying examination and the date of the degree, there must be a minimum of two semesters. The semester in which the qualifying examination is passed is counted provided that the examination occurs before the midpoint of the term. All work for the doctor's degree must be completed within five calendar years after the qualifying examination, or this examination must be repeated.

#### Admission to Candidacy

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Formal admission to candidacy (graduate student becomes a Ph.D. candidate) requires approval of the student's supervisory committee after the successful completion of the Qualifying Exam, as indicated to the Office of Graduate Programs on the SACS Grad Exam Form. Approval is based on:

1. the academic record of the student;
2. the opinion of his or her supervisory committee concerning his or her overall fitness for candidacy;
3. an approved dissertation topic;
4. successfully passing the qualifying examination.

### **Dissertation**

Every candidate for a doctoral degree is required to prepare and defend a dissertation that shows independent investigation. Since all doctoral dissertations will be published online, work must be of publishable quality and in a form suitable for publication. Dissertations should be prepared in the format specified by the Graduate School and must be of acceptable breadth, depth, and quality as determined by the supervisory committee. All editorial deadlines set forth by the department and Graduate School must be met in order to be eligible for graduation. These [deadlines](#) can be found on the Graduate School website.

### **Publication of Dissertation**

All candidates for the Ph.D. degree are required to sign an agreement regarding electronic publication of the dissertation.

### **Copyright**

The candidate may, for a charge, choose to copyright the dissertation. To assure receipt of the valuable Copyright Registration Certificate, the candidate must give a permanent address through which he/she can always be reached.

### **Final Examination**

After first submission of the dissertation to the Graduate School and completion of all other work for the degree, the candidate will defend their dissertation via a final oral examination by the supervisory committee. The exam must take place less than six months before the degree confirmation. The duration of the defense should not exceed 3 hours and is divided into four sections:

1. The first section is open to the public and consists of a research presentation (approximately 45-60 minutes) of the student's dissertation project. A short question and answer period with the audience (primarily trainees and non-supervisory committee faculty) will immediately follow the presentation.
2. The second portion (approximately 30 minutes) is a closed oral exam where department faculty and the supervisory committee provide questions for the student to answer related to their project.
3. The third section is a continuation of oral exam questioning but only open only to the supervisory committee.
4. In the fourth section, the supervisory committee deliberates (without the student) and determines final grading of the qualifying exam.

### **Announcement of Final Examination**

The student is required to notify the Office of Graduate Programs by email at least two weeks before the scheduled final examination. Graduate Programs then will create and distribute the Final Defense announcement to the College, inviting them to attend.

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### **Members required at the examination**

At least four faculty members must be present at the oral portion of the final examination. This includes all supervisory committee members (or their designated alternates).

### **Signatures**

If the candidate is successful in their final exam, the SACS Graduate Exam form shall be signed by the faculty members conducting the exam (see Members Required, above) and returned to the Office of Graduate Programs for submission to the UF Student Information System. Once the dissertation document has been finalized and approved by all committee members, the signed Electronic Thesis and Dissertation Signature page must be returned to the Office of Graduate Programs to be submitted electronically to the Graduate School before the final submission deadline. The final dissertation document cannot be submitted until the ETD page has been submitted.

### **Certification**

Doctoral candidates who have completed all requirements for the degree may request certification to that effect prior to the receipt of the degree. The student should email the Office of Graduate Programs requesting a degree verification letter to attest to the student's completion of degree requirements prior to degree certification.

## **V. SUGGESTED TIMETABLE FOR PH.D. PROGRESSION**

**Year 1:** Begin didactic coursework; Complete faculty laboratory research rotations (if necessary); Select a major advisor and supervisory committee

**Year 2:** Complete didactic coursework; Begin dissertation work and update supervisory committee (if necessary); Pass oral qualifying examination

**Year 3:** Complete didactic coursework (if not already completed); Pass oral qualifying examination (if not done so already); Continue dissertation work.

**Year 4:** Complete dissertation research. Dissertation preparation and defense

## **VI. STUDENT RECORDS**

All application materials, correspondence, copies of transcripts, grade sheets and other pertinent materials will be kept in a file to be maintained in the COP Office of Graduate Programs. This material is confidential and will only be available to the Graduate Program Director, the department chair, members of the supervisory committee, and the Associate Dean of Graduate Education. Most of this information will also be held in the Office of the Dean and will also be held confidentially.

## **VII. TEACHING RESPONSIBILITIES**

Every student in the department must assist in grading or teaching courses to professional pharmacy students for at least one year. Foreign students must pass TSE or SPEAK before they are allowed to serve as teaching assistants and must arrange to take the TSE as soon as possible after their arrival. However, this is not a requirement to assist in grading so students who do not pass this exam

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will be assigned grading and administrative duties. The Graduate Program Director, in consultation with the faculty teaching the course, will recommend TA duties to the graduate studies committee, who will make the assignment. Students who are assigned duties as a teaching assistant will then report to the faculty member(s) in charge of the course.

### **VIII. STUDENT TRAVEL**

Students are encouraged to attend professional meetings to present their research findings during the graduate program. The University has established procedures for both domestic and international travel for faculty and students associated with attendance at professional meetings. The department also has additional procedures for personal and professional travel. All personal and professional travel must be approved by the major advisor. Students are expected to discuss the plan for funding professional travel with their research advisor in advance of submission of an abstract.

### **IX. CONFLICT RESOLUTION**

In the event that a conflict arises between the student and a faculty member, the following procedure should be followed:

- i. The student and faculty member should attempt to work out the issue. If necessary, the issue can be brought to the Supervisory Committee for resolution.
- ii. If a resolution cannot be reached within the Supervisory Committee, the Graduate Program Director should be asked to facilitate. The Department Chair may also serve in this role.
- iii. The student can bring the issue to the attention of the Associate Dean of Research and Office of Graduate Education if either a resolution cannot be found at the departmental level or if the student would prefer to work with a facilitator from outside the department.
- iv. If resolution cannot be reached through the internal College of Pharmacy process, the student should contact the UF Office of the Ombudsman for further guidance.

Overall, graduate students must assume primary responsibility for their progress within the degree program. This includes, but is not limited to, maintaining a respectful and professional demeanor, committing to ethical academic and research standards, and being knowledgeable about UF and COP rules, regulations, and procedures.

### **X. HELPFUL FORMS AND LINKS**

#### **Links**

Graduate Program Canvas site: <https://ufl.instructure.com/courses/414304>

Current Graduate Students: <https://graduateeducation.pharmacy.ufl.edu/current-students-2/>

Graduate School Regulations: <https://catalog.ufl.edu/graduate/regulations/>

The forms required during the grad program are available as a resource to current students in the UF College of Pharmacy's graduate studies program website:

<https://graduateeducation.pharmacy.ufl.edu/forms-for-current-students/>

#### **Links to individual forms**

- [College of Pharmacy Best Practices Plan](#)

## Clinical Pharmaceutical Sciences Graduate Program – Policies and Procedures Manual

- [College of Pharmacy Course Registration](#)
- [Degree Track – Drop-Add-Change](#)
- [Supervisory Committee – Add-Change Committee Members](#)
- [Supervisory Committee – Meeting Report](#)
- [Credit Transfer Request](#)
- [Notice of Intent- PharmD to PhD](#)
- [UF Walk Out of Term Form](#)
- [COP Leave Request Form](#)
- [Graduate Exit Interview Form](#)