GRADUATE STUDIES
IN
PHARMACY CARE ADMINISTRATION

GRADUATE STUDENT MANUAL

2012-2013

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

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I. INTRODUCTION
The Pharmacy Care Administration Graduate Program is an interdisciplinary program leading to the Ph.D. degree.

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

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

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

Current Faculty:
Core Pharmacy Care Administration Faculty

Duska Franic, BPharm, Pharm.D., MS, Ph.D., Associate Professor
Email: dfanic@rx.uga.edu

Sally Huston, Ph.D., RPh, Assistant Professor
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II. COURSE OBJECTIVES
The objective of the graduate program in Pharmacy Care Administration (PCA) is to educate students to perform meaningful independent research and to develop scholarly characteristics preparing them for professional careers in academia, research, government, institutional pharmacy, and industry. Having accomplished the academic and research requirements, students find career opportunities with universities, industry, pharmaceutical associations, local, state and national health agencies, health care
delivery organizations, managed care organizations, pharmaceutical industry, state boards of pharmacy, and medical media organizations.

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

III. ADMISSION TO THE PROGRAM

A. Classification of Students

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

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

2. Ph.D. Students
   Students may be admitted directly into the Ph.D. program of study by the PCA graduate faculty upon a competitive basis. Students wishing to enter a program of study leading to the Doctor of Philosophy degree in PCA must possess, at minimum, a Bachelor degree from an accredited four year college or university, a M.D. or a Doctor of Pharmacy degree. Preference is given to applicants who hold either a Bachelor of Science in Pharmacy or a Doctor of Pharmacy degree and who are licensed to practice pharmacy in the United States or one of its territories. Preference is also given to other U.S. trained health professionals such as nurses and physicians. Generally, admission directly into the Ph.D. program is reserved for students with advanced degrees (Masters level degrees) or those that have outstanding academic achievements during and after their undergraduate program of study. Students that are admitted to the Ph.D. program are eligible for Ph.D. candidacy once they have completed all the requirements for such, but are not required to obtain an M.S. degree prior to their application for candidacy for the Ph.D. Applications must be submitted to the UGA Graduate School
   [http://grad.uga.edu/admissions/requirements.html](http://grad.uga.edu/admissions/requirements.html).
IV. GRADUATE TEACHING ASSISTANTSHIPS AND EXTRAMURAL FUNDING

A limited number of graduate teaching assistantships are available (complete application must be received by end of January for fall consideration) to full-time graduate students on a competitive basis. These assistantships are at least 1/3 appointments requiring 13 hours of duty per week in supporting the teaching, research, and service missions of the Department of Clinical & Administrative Pharmacy of the College of Pharmacy. These duties may include classroom or laboratory instruction, research, and/or assignment to centralize departmental or college needs. Students are required to pay their own fees and tuition and any matriculation or other fees required by the University of Georgia. Tuition is usually waived (or reduced) for students on Assistantships, however, activity fees, technology fees, health insurance and other charges may be required. Graduate Assistants must maintain a 3.0 GPA and must take a minimum of 15 credits of graduate study per semester, except for Summer Semester in which they are required to register for a minimum of 9 hours (if receiving an assistantship stipend during the summer).

Graduate students holding a graduate teaching assistantship are expected to fulfill their obligations in a satisfactory manner including such personal qualities as proper dress, manner, preparedness, and punctuality. Satisfactory progress as a teaching assistantship may be assessed through student teaching evaluations, faculty and Department and Associate Department Heads. All leave time must be approved through your advisor and the Department or Associate Department Head in advance. Be aware that Graduate Assistants do not get paid leave. Assistantships may be renewed at the discretion of the Department of Clinical & Administrative Pharmacy for up to four years. This is contingent upon the availability of funds, the continued progress toward a degree, and satisfactory work performance.

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

Link to UGA’s Online Handbook for Graduate Teaching & Laboratory Assistants:

http://www.ctl.uga.edu/teachingassistant/handbook

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

http://www.grad.uga.edu/financial/gsfa.html

V. PROGRAMS OF STUDY

A. General Graduate School Requirements

Students entering a graduate program in the Department of Clinical & Administrative Pharmacy must satisfy the general graduate requirements of the University of Georgia. Graduate School regulations require each student to submit a program of study for the Doctor of Philosophy degree planned in consultation with the student’s major professor and the Advisory Committee. All programs of study must be approved by the graduate coordinator and the Dean of the Graduate School.

For more information visit http://grad.uga.edu/admissions/requirements.html.
B. Deficiencies

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

C. Assignment of Faculty Advisor

Upon entering the PCA graduate program, the student will be advised by the program Director until the student selects a major professor. The Director will assist the student in establishing a course of study during the first academic year that will include correcting any deficiencies, incomplete prerequisites and required graduate courses. During the first two semesters of graduate study, the student should visit with all PCA graduate faculty members to discuss their research interests. This will assist the student in matching his/her research interests with that of his/her major professor or faculty advisor.

D. Selection of a Major Professor

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

E. Course Loads

**Assistantship Student:** A student on assistantship may not exceed a 15 hour maximum course load without approval of the graduate coordinator and the Dean of the Graduate School. If the student’s assistantship exceeds 4/9 time, the student’s course load may be reduced accordingly. Students’ who have completed all coursework, fulfilled the residence requirement and are engaged only in research, will have their academic load assessed on an individual basis. Graduate students will not be considered as carrying a full course load if registered for less than 15 semester hours (12 semester hours in summer). Students using University facilities and/or staff time are required to register for a minimum of 3 semester hours.

**Non-Assistantship Student:** A full course load for a student who does not hold an assistantship or fellowship is considered to be from 9 to 15 semester hours. Course loads exceeding 17 semester hours require written approval of the major professor, the graduate coordinator and the Dean of the Graduate
School. A student on assistantship (1/3 to 4/9 time) may not exceed a 12 hour maximum course load without approval of the graduate coordinator and the Dean of the Graduate School. If the student's assistantship exceeds 4/9 time, the student's course load must be reduced accordingly. Students, who have completed all course work, fulfilled the residence requirement and are engaged only in research, will have their academic load assessed on an individual basis. Graduate students will not be considered as carrying a full course load if registered for less than 9 semester hours (5 semester hours in summer). Students using University facilities and/or staff time are required to register for a minimum of 3 semester hours.

F. Academic Performance

All graduate students are expected to maintain a graduate GPA of 3.0 or higher on all graduate courses taken. A student whose cumulative GPA falls below 3.0 for two consecutive semesters is placed on academic probation. If less than 3.0 semester average is made while the student is on academic probation, he or she will be dismissed. When a course is repeated, the last grade earned is used for computing the GPA for graduation, or probation and dismissal. No grade below "C" is acceptable for courses included in the program of study.

G. Pharmacy Care Administration Seminar (PHRM 8620)

All graduate students enrolled in the Pharmacy Care Administration graduate program are required to participate in PHRM 8620, Pharmacy Care Administration Seminar. Seminars are held regularly throughout the Fall and Spring semesters. The content, scope and format of the seminars vary from semester to semester. The student is generally expected to make one presentation of a published research, a report on a current issue of major concern to the pharmaceutical profession, or the student's own research. The rationale of this requirement is that the student, upon graduation, will be called upon to present ideas, results of research, new procedures, etc., to learned audiences. Students should gain this experience as a part of his or her graduate education so that he or she can give clear, concise presentations and answer questions in the same manner.

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

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

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

**Required M.S. Core Courses:**

Students in the M.S. program in PCA must successfully complete the following core courses:
I. Requirements for the Ph.D. Program of Study

For the Doctor of Philosophy degree, the program of study is developed by the student, the major professor and the Advisory Committee. A preliminary program of study, developed by the student and major professor and approved by a majority of members of the Advisory Committee, must be submitted to the graduate coordinator by the end of the student's first year of residence. A doctoral program of study should consist primarily of 8000 and 9000 level courses. The final program of study must be submitted for approval by the Dean of the Graduate School by the time the notification of the oral comprehensive examination is given. The final program of study must carry a minimum of 30 hours of course work, 3 of which must be dissertation (PHRM 9300) for the Doctor of Philosophy.

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 20 semester hours of University of Georgia courses open only to graduate students. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. No provision is made for transfer of credit on doctoral programs.

All requirements for the Ph.D. degree, except for the dissertation and final oral examination must be completed within a period of 6 years. The time requirement dates from the beginning of the semester during which the first graduate course for the program of study was taken. A doctoral candidate who fails to take the final oral examination within 5 years after passing the written comprehensive examination and being admitted to candidacy will be required to take another comprehensive examination and be admitted to candidacy a second time.

PCA Ph.D. Core:

PHRM 6750 Health Care Systems (waived for UGA Pharm.D. graduates / every odd year – spring)

PHRM 8610 Social Behavior in Pharmacy (Every Even Year)

PHRM 8620 Pharmacy Care Administration Seminar (Fall & Spring)
PHRM 8640  PCA Research Methods (Every Fall)
PHRM 8650  Advanced Research Methods (Every odd year – summer)
PHRM 8670  Economic Evaluation in Health Care (Every Spring)
            (or HPAM 8850 Cost-Effectiveness in Health & Medicine)
PHRM 8680  Pharmacoepidemiology (Every odd year – Spring)
PHRM 8690  Health Outcomes (Every even year – Fall)
PHRM 9000  Research (Fall, Spring, Summer)
PHRM 9300  Dissertation  (Fall, Spring, Summer)
STAT 6310  Accelerated Statistics I
STAT 6320  Accelerated Statistics II

**Alternative PCA Ph.D. Core Courses or Supplemental Electives:**

PSYC 6410  Statistics
PSYC 6430  Applied Regression Methods in Psychology
PSYC 6420  Research Design
PSYC 6440  Analysis ANOVA
PSYC 6250  Psychometrics
HPRB 6040  Epidemiologic Data in Health Promotion and Behavior

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

- Economics/Health Outcomes Research
- Policy Analysis and Evaluation
- Health Promotion
- Marketing

Example of elective courses for Health Outcomes Research:
MARK 7700  Conjoint and Discrete Choice Analysis
AAEC 8100  Nonmarket Economic Evaluation Techniques and Applications
MGMT 9610  Introduction to Structural Equation Modeling
PSYC 8930  Advanced Psychological Measurement

UGA’s Graduate Preliminary Doctoral Program of Study Form:
http://grad.uga.edu/forms&publications/student/body_prephdprg.pdf
VI. STUDENTS WITH DEGREES FROM ANOTHER UNIVERSITY

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

VII. Selection of the Advisory Committee

The major professor must be from the core PCA program and serve as chairman of the Advisory Committee. The Advisory Committee must contain a minimum of three Graduate Faculty members; including the student’s major professor, who will serve as head of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. The functions of the doctoral Advisory Committee include planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on academic and research program, approving the subject for the dissertation, and reading and approving the completed dissertation. This committee should be selected as early as possible after the student has selected a major professor (generally within two months of completion of the first year). UGA Graduate School Advisory committee for doctoral degrees form should be completed and submitted to College of Pharmacy Graduate Coordinator. After formation of the advisory committee, it is expected that a meeting of the committee will be held at least twice per year to assess the progress of the student.

UGA’s Graduate Advisory Committee Form:
http://grad.uga.edu/forms&publications/student/body_advcomphd.pdf

VIII. Research Proposal

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

The research proposal should contain the following general sections:

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

Literature Review: Critical review of the most essential previous work, including a description of the current research status of the subject.
**Methods:** Description of the research methodology, data collection plans, justification of sample size and data analyses to be used.

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

**Significance:** Discussion of the potential significance of the proposed research project.

**Bibliography:**

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

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

For more information regarding UGA’s policy on Research Compliance please refer to UGA’s Office of the Vice President of Research (OVPR) Research Compliance site: [http://www.ovpr.uga.edu/compliance/](http://www.ovpr.uga.edu/compliance/)

OVPR Forms & Policies site: [http://www.ovpr.uga.edu/docs/](http://www.ovpr.uga.edu/docs/)

**IX. WRITTEN AND ORAL EXAMINATIONS**

Prior to admission to candidacy for the Ph.D. degree, the student must pass formal comprehensive written and oral examinations. The comprehensive examination is designed to test the student’s knowledge of the fundamental concepts and methodologies in the core departmental course work and the elective area of study. The Advisory Committee administers the comprehensive examinations. The comprehensive examinations can be taken at any time after completing the required coursework or at the discretion of the Advisory Committee if all coursework has not been completed. The written examination should be completed within one year of the completion of all course work. The written examination may consist of both open and closed book portions. Students will be permitted two exam days (up to 8 hours per day) to complete their written comprehensive exams. The two exam days can be separated by one non-exam day. Day 1 exam will address general questions pertaining to their PCA program. Day 2 exam will pertain to specific questions relating to the student’s research projects. Each question will be evaluated as + (satisfactory and exceeding expectations), 0 (incomplete or minimally acceptable response), or – (unsatisfactory). Grading of the examination will be completed within 2 academic weeks and grades will be either Pass or Fail. A minimum of 80% is required to pass. Students are allowed 2 attempts to pass the written examination.

Doctoral Oral Comprehensive Exam Announcement form can be submitted ONLY by the Graduate Coordinator’s Office, and must be done 2 academic weeks prior to exam. Please provide Ms. Annelie Klein (annelie@uga.edu) with the information from this link so that your application will be submitted properly: [https://gradschoolforms.webapps.uga.edu/forms/new?form_acceptance_period_id=19](https://gradschoolforms.webapps.uga.edu/forms/new?form_acceptance_period_id=19)
After successful completion of the written examination, the student is eligible to take the oral examination. The student is strongly encouraged to take the oral examination as soon as possible after completion of the Written Comprehensive examination. The student, in consultation with his or her major professor and the Advisory Committee, schedules the oral examination and notifies the graduate coordinator of the time and room number. The Graduate School must be notified by the graduate coordinator, in writing, at least 2 weeks before the examination. At this point several forms need to be completed and submitted to the departmental Graduate Coordinator and these include Advisory Committee for Doctoral Candidates, Final Doctoral Program of Study and Application for Admission to Candidacy. The oral examination is open to all members of the faculty and shall be announced by the Graduate School. During the oral examination, the student will present the research proposal and then will be questioned on all facets of the student's major area of interest and his/her general knowledge of Pharmacy Care Administration program. Additionally, the student will be given the opportunity to demonstrate competence in any areas of perceived weakness noted on the Written Comprehensive examination. A majority vote by the Advisory Committee is required to pass the oral examination. Successful completion of the oral examination will result in formal admission to candidacy for the Ph.D. degree.

X. ADMISSION TO CANDIDACY

Admission to Candidacy for the Ph.D. degree should be requested by the major Professor immediately following the successful completion of the comprehensive, preliminary oral examination. Doctoral students are required to register for a minimum of 10 hours over the next 2 semesters after admission to candidacy. A dissertation or thesis will not be approved by the Dean of the Graduate School prior to the student’s admission to candidacy. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using UGA facilities, and/or faculty or staff time.

Time Limit on Candidacy: The dissertation must be completed within five years following admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

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

http://grad.uga.edu/forms&publications/student/body_candphd.pdf

XI. FINAL DEFENSE OF THESIS OR DISSERTATION

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

Please refer to the Graduate Schools section on Oral Comps & Dissertation Defenses http://grad.uga.edu/academics/oralexams2.html, which will provide you with the information needed to complete the announcement.

UGA Graduate Student’s Approval Form for Doctoral Dissertation and Final Oral Examination Form: http://grad.uga.edu/forms&publications/student/body_appphddis.pdf

(More information: http://grad.uga.edu/forms&publications/insfinphd.html)


UGA Graduate Student’s Electronic Thesis and Dissertation (ETD) Submission Approval Form: http://grad.uga.edu/forms&publications/student/etd_approval.pdf

Important Dates & Deadlines: http://grad.uga.edu/academics/deadlines.html

XII. GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

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

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

Please refer to the Graduate School section on Academic Regulations & Procedures http://gradschool.uga.edu/academics/regulations.html#Appeals, for more information.

XIII. SCHEDULING OF DEPARTMENTAL GRADUATE COURSES

In order to facilitate scheduling of Departmental graduate courses and seminar, each student should submit a copy of his or her class schedule to the Graduate Programs Administrator, Ms. Annelie Klein, annelie@uga.edu, 706-542-7230, by the first day of classes each semester.

Once schedules for all students are compiled, the faculty responsible for seminar and graduate courses will notify students of the meeting day and time. The meeting days and times for most departmental graduate courses are published in the University of Georgia Schedule of Classes (OASIS). Graduate courses will meet at the days and times designated in the OASIS unless alternative days and/or times can be determined which are mutually acceptable to both the course instructor(s) and students enrolled in the class.

UGA OASIS Login: https://oasisweb.uga.edu/

XIV. DEPARTMENTAL OFFICE POLICIES

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

A. Administrative

The departmental administrators must serve the needs of multiple faculty members. He or she cannot perform favors for the graduate students. For example, the typing of personal letters, attending to special requests regarding telephone or other communications, etc., are not the responsibility of the departmental administrators. Graduate students will have access to the student lab where they have complete access to internet, computers, word processing systems available to type their own letters, reports, or dissertations and theses. Graduate students are not allowed to use the administrators’ computers. Many of the files contained in the administrators’ computers are confidential. Administrator typewriters are not available for graduate student use.

B. Departmental Stationary and Letterhead

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

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

D. Computer Access
Graduate students will have access to the student lab (R.C. Wilson BLDG., RM: 231) where they have complete access to internet, computers, word processing systems available to type their own letters, reports, or dissertations and theses. Please keep the computer areas clean. Personal files should not be maintained on the hard drives. For theses, dissertations or special project research, College of Pharmacy accounts and associated passwords will be provided through the major professor or faculty advisor. College passwords are not to be shared with other graduate or undergraduate students. Use of these accounts results in direct charges to the Department of College. File space on the mainframe computer can be requested for the student through his or her major professor.

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

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

G. Smoking
Smoking is not allowed anywhere within the College of Pharmacy building in Athens or in any building of the University of Georgia.

H. Electronic Mail
All faculty, staff, and graduate students are provided a free Internet electronic mail address on the College of Pharmacy or University of Georgia network. Network administrators will establish your e-mail address. It is important that you forward your UGAMail (University of Georgia email) account to your primary email account. This is because all UGA related correspondence is sent to this account, rather
than the COP account. You should check your e-mail daily for departmental/college/university announcements.

- UGAMail link: [https://my.uga.edu/LiveSSO/](https://my.uga.edu/LiveSSO/).

I. Office Assignments
The PCA director will assign students office space on availability basis. The Graduate Assistants’ Lab is located in the R.C. Wilson Pharmacy Building, room 231.

J. Departmental Conference Room and Videoconferencing
The Departmental conference rooms are used for a number of administrative and academic functions including videoconferencing. Use of the conference room(s) must be scheduled through the departmental administrators (Annelie Klein or Christine Doster). These rooms must be kept clean.

XV. TEACHING ASSISTANTSHIPS

The Department is solely responsible for the instructional and research efforts provided by individual graduate assistants. The Department policy requires that the graduate student post at least 13 hours during the week in which he or she will be available in the office, classroom, or laboratory area in fulfillment of the contract. The 13 hours must be exclusive of class time. This is based on a 1/3 assistantship.

XV. STUDENT HEALTH & IMMUNIZATION REQUIREMENTS

Students must adhere to all university health requirements and guidelines. In order for a student to work in a laboratory and patient care settings he/she must:

1. Obtain complete Hepatitis B vaccination
2. Obtain tuberculosis screening (and treatment if positive).
3. Maintain current tetanus prophylaxis


- UGA Required Online Health History & Immunization Forms: [http://www.uhs.uga.edu/appts_forms/open_comm.html](http://www.uhs.uga.edu/appts_forms/open_comm.html)

- Immunization requirements for GHSU campus may be different than UGA. Students are advised to check ([http://www.georgiahealth.edu/shs/immuniz.htm](http://www.georgiahealth.edu/shs/immuniz.htm)) for a complete list. International students are required to have health insurance. Students are advised to check the Office of International Education website ([www.uga.edu/oie](http://www.uga.edu/oie)) for requirements.