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GUIDE TO GRADUATE STUDY

The University of Texas College of Pharmacy

Pharmacy Practice and Administration Divisions

This "Guide to Graduate Study" is intended to act as an informative supplement and is not intended to supersede University policy on graduate studies which are updated frequently. Please refer to <http://www.utexas.edu/ogs/gspolicymanual/toc.html> for up-to-date information and changes

**GUIDE TO GRADUATE STUDY
PHARMACY PRACTICE AND ADMINISTRATION DIVISIONS**

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GUIDE TO GRADUATE STUDY PHARMACY PRACTICE AND ADMINISTRATION DIVISIONS

INTRODUCTION

Graduate education, research, and scholarly work leading to the Master of Science and Doctor of Philosophy degrees from these divisions are designed to assist the student to attain the highest level of professional and academic competence in the fields of Pharmacy Practice and Administration.

The objective of the graduate programs in Pharmacy Practice and Administration is to prepare the graduate for the numerous opportunities in the economic, social and administrative sciences related to pharmacy. The program is designed to meet the specific needs and objectives of the student in addition to providing a foundation of course work which is required of every graduate student seeking the degree. The program is designed to encourage the student to select a related minor field, whereby, expertise can be developed in that area as it relates to Pharmacy Practice and/or Pharmacy Administration.

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 not awarded solely on the basis of the completion of courses and examinations and the submission of a thesis or dissertation. The student is also judged by the graduate faculty on the 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. The estimation of the fitness of each graduate candidate rests upon the determination by the graduate faculty of the College of Pharmacy and Dean of Graduate Studies of The University of Texas.

ORGANIZATION OF THE GRADUATE SCHOOL

The administrative head of the Graduate School is the Vice-President and Dean of Graduate Studies who is ultimately responsible for all graduate course offerings as well as the programs of study of individual graduate students.

Supervision of graduate programs and related research projects within the College of Pharmacy is overseen by the Graduate Studies Committee of the College of Pharmacy. The Associate Dean for Research and Graduate Studies works with each division's graduate advisor and the graduate coordinator to review and implement graduate policies and procedures.

GRADUATE ADVISOR

The graduate advisor for the divisions of Pharmacy Practice and Administration assures that students are aware of the course requirements and meet minimum standards. Core courses for Pharmacy Practice and Administration graduate students are fairly standard (see Master's and Ph.D. checklist for more information on coursework). After the student chooses a Supervising Professor, that Professor assumes the major responsibility for academic advising and supervision, though paperwork must still go through the office of the Graduate Advisor. Further information and assistance can be obtained from the College of Pharmacy Graduate Coordinator.

ADMISSION AND REGISTRATION

ADMISSION

The requirements for admission to the Pharmacy Practice and Administration Graduate Programs are as follows:

1. For admission to the Master's program - A bachelor's degree from an accredited United States institution or proof of equivalent training at an institution outside the United States.

For admission to the Ph.D. program - A Master's degree, Pharm.D., or equivalent from an accredited United States institution is required.
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 will not be accepted. GRE information is available on campus from the Measurement and Evaluation Center, the Office of Graduate Studies, and the Graduate and International Admissions Center. International students must also submit scores on the Test of English as a Foreign Language (TOEFL).
4. Adequate subject preparation for the proposed graduate major.
5. Submission of complete University and College of Pharmacy Application Forms
6. Three letters of recommendation from individuals who are well acquainted with the applicants' academic work and moral character.
7. A personal interview with the Pharmacy Practice and Administration faculty if requested.
8. A recommendation for admission by the Pharmacy Practice and Administration faculty.

Applicants are not guaranteed admission even though they meet these minimum requirements. All complete applications are reviewed by the Pharmacy Practice and Administration faculty.

Students will be admitted to the graduate program upon recommendation of the division faculty, 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 their concerns in a letter to the Graduate Advisor.

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, Pharmacy Practice and Administration 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 Advisor may require the student to maintain a certain grade point

average or to take a certain number of semester hours of course work. A conditionally admitted student may also be required to remedy deficiencies in any academic preparation by taking undergraduate upper-division or graduate courses. The Graduate Advisor notifies the student of these conditions at the time of their admission. A student who does not fulfill the conditions within the specified time may be barred from subsequent registration in the Graduate School.

Admission as Not-a-Degree Student

Those who are eligible for admission to the Graduate School but wish to take courses without becoming candidates for advanced degrees may apply to a graduate program as not-a-degree students. Under certain conditions, not-a-degree students may petition their Graduate Studies Committee to recommend to the Graduate Dean that they become degree candidates.

The term "not-a-degree student" should not be confused with "nondegree student," which is used to identify the student who holds a bachelor's degree, is enrolled as an undergraduate, and is not seeking a second degree.

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 Pharmacy Practice and Administration faculty and the Graduate Advisor. 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."

COURSE REGISTRATION

Registration for New Graduate Students

Applicants are notified by e-mail of their admission or denial to the Pharmacy Practice and Administration program. Admitted applicants should notify the Graduate Coordinator for Pharmacy as soon as possible whether they plan to accept admission. Either in an interview or by correspondence, the admitted applicant should then learn the specific requirements of the Pharmacy Practice and Administration programs and when to register.

University students register for each semester and summer session through the Texas Enrollment Exchange telephone registration system (TEX). Complete information about TEX and the registration process is given in the *Course Schedule*. Check with your faculty advisor, the divisional graduate advisor, and 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 Advisor 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 on 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". Make an appointment with the divisions' advisor before registering for courses in order to obtain approval and update your progression worksheet. At this meeting you will also be asked to evaluate your current courses, so that future students may benefit from your advice. A notebook containing a summary of past evaluations and course syllabi is located in the division advisor's office.

Registration for Seminar

Graduate students not in doctoral candidacy must register for and attend the Pharmacy Practice and Administration seminar class each fall and spring semester. Doctoral candidates do not need to register for seminar, but are expected to attend and participate in seminar. Students are expected to make presentations each semester in seminar. Once a doctoral student has successfully defended his/her PhD proposal, the faculty member in charge of seminar may decide to lift the presentation requirement for that student. In the case of extenuating circumstances, a Ph.D. graduate student in candidacy may submit a written petition to his or her major professor and the seminar instructor to be excused from attending graduate seminar for a semester. This petition must be submitted prior to the start of the semester.

COURSE LOAD

Full-Time Course Load

The Pharmacy Practice Administration Divisions recognize nine semester hours during a long-session semester and three hours during a summer session as a minimum full-time course load.

Under various circumstances, graduate students must be registered for a full-time load, defined as follows:

Holders of fellowships and scholarships: Nine hours each semester and three hours each summer session (in any combination of summer-session terms).

Assistant instructors, teaching assistants, and graduate research assistants: Nine hours each semester and three hours each summer-session.

Students living in University housing or receiving certain student loans: Nine hours each semester and three hours each summer-session.

Agencies that grant loans or provide for educational funding may establish different definitions of full-time status. The student should be familiar with the regulations of any agency to which he or she has an obligation.

Maximum Course Load

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

ADDING AND DROPPING COURSES

Each student must get approval to add or drop a course from his or her Supervising Professor in addition to the Graduate Advisor. Please see your faculty advisor, the divisional graduate advisor, and the Pharmacy Graduate Coordinator before adding or dropping courses.

Before classes begin, a student may add or drop a course through TEX as described in the *Course Schedule*. The student may also add or drop a course through TEX during the first four class days of a long-session semester. From the fifth through the twelfth class day, he or she may add or drop a course, with the Supervising Professor and the Graduate Advisor's approval, in the office of the department in which the course is given. After the twelfth class day, the student may add a course only under rare and extenuating circumstances and it must be approved by the Graduate Dean.

In each summer-session term, the student may add or drop a course through TEX during the first two class days. On the third and fourth class days, he or she may add or drop a course, with the Supervising Professor's and the Graduate Advisor's approval in the office of the department in which the course is given. After the fourth class day, the student may add a course only under rare and extenuating circumstances approved by the Graduate Dean.

A student may drop a course with the Supervising Professor's and the Graduate Advisor's approval through the last class day of a semester or summer term. He or she receives a refund for the course dropped by the twelfth class day of a long-session semester or by the fourth class day of a summer term. From the thirteenth through the twentieth class day of a long-session semester, and from the fifth through the tenth class day of a summer term, the student may drop a course with no academic penalty; the symbol Q is recorded. If the student drops a course after that time, the instructor determines whether the symbol Q or a grade of F should be recorded.

If the student is in a warning status because of failure to maintain a grade point average of at least 3.00, he or she may not drop a course without the recommendation of the Supervising Professor and the Graduate Advisor and the approval of the Graduate Dean. Specific deadlines for adding and dropping courses are given in the academic calendar.

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, a form that also explains refund policies. A current semester's fee receipt and identification card must be presented. The student may withdraw through the last class day of the 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.

Students in a warning status because of failure to maintain a grade point average of at least 3.00 may not withdraw without the recommendation of the Supervising Professor and the Graduate Advisor and the approval of the Graduate Dean.

RESIDENCE

Each student must be enrolled in residence as a full-time student for at least two semesters or the equivalent and must complete the major portion of the degree program at The University of Texas at Austin.

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 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, as they are credit/no-credit courses.

CREDIT/NO CREDIT No more than 20 percent of the hours (excluding thesis/report/dissertation courses) for any master's degree may be taken on the credit/no credit basis, and no more than 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; registration on this basis must be approved by the Supervising Professor and the division's Graduate Advisor. The student may not change the basis of registration in a course after the twelfth class day of the semester or after the fourth class day of the summer session. Course work requirements and methods of evaluation in a course must be the same for students registered on the credit/no credit basis shall constitute a grade of credit (CR). 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 uncleared 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 nondegree 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.

TRANSFER OF CREDIT

Ordinarily, all work for the master's degree must be done at The University of Texas at Austin. Under some circumstances, a maximum of six semester hours of graduate course work in which the grade is A or B may be transferred to the Program of Work from another United States institution, but only on the basis of a petition by the Graduate Studies Committee and with the approval of the Graduate Dean. A student seeking a transfer of credit must provide the Graduate Studies Committee with an official transcript and an official explanation of the course numbering system at the school at which the credit was earned. Only graduate courses may be transferred. Courses designed for both graduate and undergraduate students may not normally be transferred at the graduate level, even if the school at which they were taken would have allowed them to be used toward a graduate degree. If a transfer of credit is approved, the student must still meet the residence requirement of two full semesters or the equivalent. No course work listed on the Program of Work may be over six years old. Course work may not be transferred from institutions outside the United States.

No formal petition is necessary for course work from other institutions to be used on the doctoral Program of Work, but use on the Program of Work is subject to the recommendation of the Pharmacy Practice and Administration faculty, the Graduate Advisor and the approval of the Graduate Dean when application for candidacy is made.

COURSES COUNTED TOWARD ANOTHER DEGREE

No course counted toward 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 Advisor 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 Advisor and the Graduate Dean.

A student who has been dismissed from the Graduate School may be readmitted to the Pharmacy Practice and Administration Programs by petition to the Pharmacy Practice and Administration faculty; or may be readmitted to another program by a petition to that program. This petition must be approved by 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.

REVIEW OF PROGRESS

Each student's progress will be reviewed each Fall and Spring semester by the Pharmacy Practice and Administration faculty.

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 of the Graduate Dean, upon recommendation of the Pharmacy Practice and Administration 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 toward the degree. The following progression time-lines have been established as Minimally Acceptable Progress (MAP). All students are required to satisfy these conditions of MAP. If a requirement is not satisfied by the year shown, the student will be placed on academic probation in that semester. If the requirement is not satisfied by the following semester, the student will be placed on final probation. Failure to satisfy any

requirement within two semesters of the deadline will result in re-evaluation of your continuation in the program by Pharmacy Practice and Administration faculty and possible dismissal from the program.

Minimally Acceptable Progress for PhD

- Pass all required coursework requirements – end of year 3 (supplementary coursework allowed after year 3)
- Pass qualifying exams – end of year 4
- Pass proposal defense – end of year 5

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 or her advisor or the Dean's Office prior to undertaking the activity or employment.

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

- a. The dean or a faculty member may initiate disciplinary proceedings under [section 11-300](#) against a student accused of scholastic dishonesty.
- b. "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.
- c. "Cheating" includes, but is not limited to
 1. copying from another student's test paper;
 2. 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
 3. 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.
 4. "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;
 5. failing to comply with instructions given by the person administering the test;
 6. 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;
 7. using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
 8. collaborating with or seeking aid from another student during a test or other assignment without authority;
 9. discussing the contents of an examination with another student who will take the examination;
 10. 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;
 11. substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
 12. paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program, or information about an unadministered test, test key, homework solution, or computer program;
 13. falsifying research data, laboratory reports, and/or other academic work offered for credit;
- d. "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.

- e. "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. Students can be suspended or expelled permanently from the University for scholastic dishonesty. 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. 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 type 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 might 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.

Plagiarism

Plagiarism is an extremely serious violation of academic integrity. [*The Institutional Rules on Student Services and Activities*](#) at The University of Texas at Austin defines plagiarism as follows: "Plagiarism' includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work and the submission of it as one's own academic work offered for credit" (Section 11-802(d)). Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized. The aim of this section is to help students and faculty deal with the complex and important issue of plagiarism on campus.

A Question of Intent?

Plagiarism, strictly speaking, is not a question of intent. Any use of the content or style of another's intellectual product without proper attribution constitutes plagiarism. However, students plagiarize for a variety of reasons, and awareness of these reasons is essential for understanding the problem of plagiarism.

Some students choose to plagiarize. Whether claiming to be overworked, compensating for their own perceived academic or language deficiencies, or simply hoping to gain an academic advantage, those who choose to claim credit for another's work are guilty of plagiarism. Those who intentionally plagiarize "borrow" either from published sources, such as books, journal articles, or electronic information, or from unpublished sources, such as a friend's paper or a commercial writing service. Whatever the source, such conduct is a direct and serious violation of accepted standards of academic integrity.

Others, however, stumble into plagiarism. Negligent plagiarism can result from ineffective proofreading, sloppy notetaking, or, most commonly, simple ignorance about the nature of plagiarism itself. Such inadvertent plagiarism, while not an excuse for what is still a serious breach of academic standards, is a more complex area of academic conduct than straightforward copying. Addressing the issue of negligent plagiarism requires a careful examination of both the definition of plagiarism and the appropriate techniques for scholarly attribution.

What is Plagiarism?

Nearly everyone understands that copying passages verbatim from another writer's work and representing them as one's own work constitute plagiarism. Yet plagiarism involves much more. At The University of Texas at Austin plagiarism is defined to include any use of another's work and submitting that work as one's own. This means not only copying passages of writing or direct quotations but also paraphrasing or using structure or ideas without citation. Learning how to paraphrase and when and how to cite can be difficult, yet it is an essential step in maintaining academic integrity.

Paraphrasing

Like a direct quotation, a paraphrase is the use of another's ideas to enhance one's own work. For this reason, a paraphrase, just like a quotation, must be cited. In a paraphrase, however, the author rewrites in his or her own words the ideas taken from the source. Therefore, a paraphrase is not set within quotation marks. So, while the ideas may be borrowed, the borrower's writing must be entirely original; merely changing a few words or rearranging words or sentences is not paraphrasing. Even if properly cited, a paraphrase that is too similar to the writing of the original is plagiarized.

Good writers often signal paraphrases through clauses such as "Werner Sollors, in *Beyond Ethnicity*, argues that..." Such constructions avoid excessive reliance on quotations, which can clog writing, and demonstrate that the writer has thoroughly digested the source author's argument. A full citation, of course, is still required. When done properly, a paraphrase is usually much more concise than the original and always has a different sentence structure and word choice. Yet no matter how different from the original, a paraphrase must always be cited, because its content is not original to the author of the paraphrase.

Examples

The following are examples, with explanations, of the wrong and right ways to paraphrase.

The Wrong Way to Paraphrase #1

Original Passage: "[J]ust before 1914 most religious leaders genuinely opposed war and few saw reasons to partake in a remote struggle in Europe. For decades a spirit of progressive optimism had moved many of the more powerful leaders, who saw no point in settling human differences with anything so destructive as war. Yet when it came, they closed ranks and generated an ideology to support it. The majority suspected innocents for presumed lack of patriotism and punished dissenters. For a brief moment they also found that the specter and cause of war united them as no spiritual impulse of their own ever could."

Source: Martin E. Marty, *Pilgrims in Their Own Land: 500 Years of Religion in America* (Boston: Little, Brown, 1984), 355.

Paraphrase: Although initially skeptical, many religious leaders soon embraced America's involvement in the First World War, and even discovered that it (and the

xenophobia surrounding it) bolstered their sense of solidarity more effectively than purely religious motivations had.

Explanation: This paraphrase, while an accurate summary of the above passage, is nevertheless plagiarized, because it contains no citation of the passage from which its main ideas are obviously derived.

The Wrong Way to Paraphrase #2

Original Passage: "To the young American architects who made the pilgrimage, the most dazzling figure of all was Walter Gropius, founder of the Bauhaus School. Gropius opened the Bauhaus in Weimar, the German capital, in 1919. It was more than a school; it was a commune, a spiritual movement, a radical approach to art in all its forms, a philosophical center comparable to the Garden of Epicurus."

Source: Tom Wolfe, *From Bauhaus to Our House* (New York: Farrar Straus Giroux, 1981), 10.

Paraphrase: As Tom Wolfe notes, to young American architects who went to Germany, the most dazzling figure was Walter Gropius, founder of the Bauhaus School. 1 Gropius opened the Bauhaus in the German capital of Weimar in 1919. It was, however, more than a school, it was a commune, a spiritual movement, a philosophical center like the Garden of Epicurus.

1. Tom Wolfe, *From Bauhaus to Our House* (New York: Farrar Straus Giroux, 1981), 10.

Explanation: While the author of this intended paraphrase mentions the source and gives a full citation in a footnote, this excerpt is nevertheless plagiarized, because it is in fact not a paraphrase at all but a nearly verbatim reproduction of the source. It is too similar to the original. Rather than concisely summarizing the ideas, it uses the phrasing and structure of the original.

The Right Way to Paraphrase

Original Passage: "The Republican Convention of 1860, which adopted planks calling for a tariff, internal improvements, a Pacific railroad and a homestead law, is sometimes seen as a symbol of Whig triumph within the party. A closer look, however, indicates that the Whig's triumph within the party was of a very tentative nature."

Source: Eric Foner, *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War* (New York: Oxford University Press, 1970), 175.

Paraphrase: Contrary to many historians, Eric Foner argues that the Republican platform of 1860 should not be understood as an indication of Whig dominance of the party. 1

1. Eric Foner, *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War* (New York: Oxford University Press, 1970), 175.

Explanation: This paraphrase is properly cited and represents an accurate and concise summary of the source.

Notetaking and Proofreading Good paraphrasing skills allow a writer to make use of source material in a fluid and honest way. However, proper notetaking and careful proofreading, which come before and after the writing, can be just as important for producing high-quality and accurately-attributed scholarship. When taking notes, do not copy directly from a source into your notes unless you intend to quote that source directly. Rather, read carefully, take time to think, and then write down, in your own words, the main ideas of what you have read. Of course, be sure to note the source for proper citation. These notes will then become the basis of your summary. Skipping the notetaking step and paraphrasing directly from a source into a draft of your work not only limits your ability to think through the ideas for yourself but also increases the likelihood that you will commit negligent plagiarism. Use notetaking as an opportunity to develop and organize your own ideas.

Proofreading, like notetaking, is a vital step in the writing process, one that students too often skip. Proofreading offers the opportunity to check your work for errors of spelling and punctuation as well as overall fluidity of style and coherence of argument. It is also the time to verify all references and citations. Do not, however, wait until proofreading to include citations. Citations should be included in the first draft. It is simply too easy to omit a reference accidentally and then forget the source of a fact, quotation, or paraphrase.

Whose idea is it, anyway?

One of the most complicated aspects of source citation is learning how to distinguish "borrowed ideas," which must be cited, from "common knowledge," which does not need to be cited. A simple guideline is that well-known or easily accessible facts, such as the winner of the 1908 World Series, or commonplace observations, such as Einstein's prominence in modern physics, need not be cited. Unique ideas, controversial or especially important facts, and novel insights all must be cited (although other items may need to be cited which meet none of these criteria). This is a judgment that often depends on the writer and his or her academic community. What the audience of an academic journal considers common knowledge may not be seen the same way in a freshman composition course.

To be safe, be attentive to where you encountered a particular idea. Just as with paraphrasing, good notetaking is invaluable for tracking the origin of ideas. And of course, the best advice remains: when in doubt, cite. Consult your instructor if you need help clarifying this issue.

Plagiarism and Collaboration

Plagiarism and unauthorized collaboration are very closely related areas of scholastic dishonesty. Although this document discusses unauthorized collaboration elsewhere, it is nevertheless valuable to examine in greater detail the relationship between unauthorized collaboration and plagiarism. In simplest terms, plagiarism and unauthorized collaboration both involve the same fundamental deception: the representation of another's work as one's own.

Because of this connection, group efforts that extend beyond the limits approved by the instructor often constitute plagiarism in addition to unauthorized collaboration. For example, an instructor may allow students to work together while researching, but require each student to write a separate report; if the students collaborate while writing the report, they are guilty of both unauthorized collaboration and plagiarism. In this example, each student submits a written work misrepresented as his or her own, which in fact he or she has borrowed from other, unattributed sources: the other students. Remember, plagiarism includes not just copying from a published source, but also submitting work obtained from *any* source as one's own. If you have any questions, ask your instructor for guidelines regarding collaboration.

Multiple Submission A second issue of academic integrity closely related to plagiarism is the submission by a student of the same paper for two courses, which some institutions label "self-plagiarism." The University of Texas at Austin classifies such conduct under the more general heading of scholastic dishonesty. Because of the unfair academic advantage gained from this conduct, students may not submit a paper or project that is substantially the same for two courses, unless expressly authorized to do so. When approved by the instructor, however, students may re-work or supplement previous work on a topic.

Academic Integrity in the Information Age An issue of growing importance for student writing and research is the proliferation of electronic documents and information sources. CD-ROMs, on-line journals and encyclopedias, e-mail discussion lists, and Web sites of all sorts have opened a new world of information to researchers, as well as raised new concerns about academic integrity in the information age. When using the new media as source information, you must take extra care to provide the proper citation. Furthermore, when taking notes on a computer from printed material, you must be especially mindful not to incorporate the writing of the source material into your notes, which you may then accidentally copy into your paper as an unattributed quotation or paraphrase. Such simple mistakes result from the failure to observe basic writing procedures, especially proper notetaking and proofreading. Good notetaking skills are particularly important with electronic documents, because the ease of manipulating this information makes sloppiness and mistakes more likely and the adverse consequences potentially greater. "Cutting and pasting" is not an alternative to taking notes, because notetaking is not just about transferring information but about arriving at and organizing original thoughts.

When in Doubt, Ask This publication has been produced to provide students with information that can be used to aid in avoiding plagiarism and maintaining standards of academic integrity. While designed to be comprehensive, this review has not addressed every aspect of this broad and complex topic. Members of the faculty should be a student's primary resource for explaining and clarifying issues of academic integrity.

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, your major professor may require that you complete and submit a manuscript based on your thesis or dissertation before signing your graduation forms.

THE MASTER OF SCIENCE DEGREE

SUPERVISING PROFESSOR

Incoming students 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 two Divisions. Upon choosing an area of specialization, the student should approach and obtain approval from a faculty member within the divisions to serve as their Supervising Professor.

SUPERVISING COMMITTEE

Each master's degree program is developed under the guidance of a Supervising Committee composed of two or more members of a Graduate Studies Committee, one of whom is designated as supervisor, plus a third member who may or may not be a member of the Graduate Studies Committee. The supervisor must be a member of the Graduate Studies Committee in the major area (Pharmacy Administration or Pharmacy Practice). The Supervising Committee is responsible for the quality, depth, and balance of the student's educational experience. The student, working with their supervisor, selects committee members. Students need to talk with prospective committee members to get their approval of their topic.

PROGRAM OF WORK

Each student's program must include at least thirty semester hours of graduate-level course work, including the thesis. (See Master's Checklist 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 Graduate Advisor in Pharmacy Administration, 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 Application for Graduation will be accepted by the Graduate School.

MS PROPOSAL DEFENSE

Each student must submit a proposal of their project to members of the Master's Committee at least two weeks before the defense of the proposal. The proposal should contain the introduction, literature review, rationale, objectives and proposed methodology for the students' project. The student is responsible for reserving a room and A/V equipment for the defense.

MS ORAL DEFENSE

An oral examination of the thesis is required by the departments. A complete draft of the thesis (including the title page, abstract, table of contents, text, references, tables, and appendices) *that has been*

approved by your 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 Pharmacy Practice and Administration faculty and graduate students may be invited by the supervising professor to attend the defense as observers. At his/her discretion, your major professor may require that you complete and submit a manuscript based on your thesis before signing your graduation forms. The student is responsible for reserving a room and A/V equipment for the defense.

If the student does not pass the oral examination, a second opportunity will be given after an appropriate period to allow for further preparation. If the student does not pass the examination after repeating it, the student will be dropped from the graduate program.

THESIS FORMAT AND SUBMISSION INSTRUCTIONS

Go to <http://www.utexas.edu/ogs/pdn/> for detailed instructions for formatting the thesis and deadlines for submission. It is the student's responsibility to give a bound copy of the final version of the thesis to each member of the Supervising Committee. Each semester, the last class day is the final day by which all graduation requirements must be completed.

PRE-DISSERTATION PROJECT

If an incoming Pharm.D. or MBA graduate chooses not to pursue a Master of Science Degree, then a pre-dissertation project must be completed prior to the student entering doctoral candidacy status. The purpose of the pre-dissertation project is to give incoming students experience in conducting research prior to his or her dissertation project.

SUPERVISING PROFESSOR

After the second semester, students will submit a concept proposal outlining a project topic. Based on research interests and areas of expertise, the student will be assigned to a supervising faculty member. The student will work under the guidance of the supervising faculty member to develop and complete the project.

PROGRAM OF WORK

Each student's program must include at least 30 semester hours of graduate-level coursework, including the project report. (See Master's/Pre-Dissertation Project Checklist for specific coursework requirements). The report is prepared under the direction of the supervising professor. Six semester hours of credit are granted for researching and writing the report. Course PHR 693A (research project) must precede course PHR 693B (writing period); 693A may not be repeated. To receive a grade for 693B, the student must prepare a final report and submit a manuscript of their project to a peer-reviewed journal. Qualifying exams for a PhD cannot be started until both PHR 693A and PHR 693B have been completed.

ORAL EXAMINATION

No oral examination is required.

THE DOCTOR OF PHILOSOPHY

The Doctor of Philosophy 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 at 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 Ph.D. checklist 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 Administrative Sub-committee. 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 consists of the submission and approval of the following:

1. **Supervising Professor**
Incoming students 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 Divisions. Upon choosing an area of specialization, the student should approach and obtain approval from a faculty member within the divisions to serve as their Supervising Professor.
2. **Program of Work.** The Program of Work comprises a list of courses taken and proposed and the prospective dissertation title. The Dissertation Committee may, in a review of the Program of Work, recommend additional course requirements to the Graduate Studies Administrative Sub-committee.
3. **Qualifying Examination.** Having completed the major portion of coursework, and having decided on a dissertation topic, the Ph.D. student shall request that the Supervising Professor convene a Committee for the purpose of administering a qualifying examination. The examining Committee shall consist of the Supervising Professor and at least 3 other faculty members who may or may not be on the Supervising Committee. One member of this Committee must be from outside the College of Pharmacy, at least two members of this Committee should be from the Pharmacy Practice and Administration Divisions, and at least half should be from the College of Pharmacy.

The qualifying examination consists of three components: 1) a written closed-book exam which is a comprehensive examination of prior coursework and issues in Pharmacy Practice and Administration and related areas of study examination; 2) one written open-book data analysis assignment to be completed within a 7-day time period; 3) A second open-book assignment to be completed in a 14-day time period. The second open-book portion consists of a mini-proposal for your intended project, including the literature review on your topic, study objectives, and possible methodology for conducting your project. If your major professor has already approved your written proposal, he/she may require a different project for the second open-book assignment. All three parts of the examination must be completed within a 45-day time period.

The examining Committee, chaired by the Supervising Professor, will evaluate the results of the examination. The Pharmacy Practice and Administration faculty members on the Examination Committee will decide what course of action to follow should a student fail any part of the examination or fail to complete any part of the examination.

4. **Dissertation Committee.** The Dissertation Committee consists of either 5 or 6 members, at least half from the College of Pharmacy, and at least one of whom must be from outside the College of Pharmacy. The student, working with his or her supervising professor, selects their Dissertation Committee. The list of dissertation committee members, proposed by the student with the consultation and approval of the Graduate Advisor, is submitted to the Graduate School for appointment by the Graduate Dean. Non- U.T Austin members of a committee must provide a copy of their C.V. and a letter stating they will serve on the committee at no cost to UT Austin.
5. **Dissertation Proposal.** A brief statement of the proposed dissertation must be submitted. See Ph.D. checklist for more information. Each member of the Dissertation Committee must approve the brief statement of the proposed dissertation.

CONTINUOUS REGISTRATION

After a student has been admitted to candidacy for the doctoral degree, he or she must enroll 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 application must be approved in advance of the leave by the Supervising Committee, and the Graduate Dean. The student may not receive advice and assistance from a member of the faculty while on leave. A leave of absence does not alter the time limits for the doctoral degree.

THE DISSERTATION COMMITTEE

The Dissertation Committee advises the student on the research and writing of the dissertation, conducts the final oral examination, and approves the dissertation. The chairman of the Dissertation Committee ordinarily serves as the supervisor of research. Other members of the Committee should be consulted as appropriate. Occasionally, an adjunct faculty member may be recommended by the Graduate Studies Committee to serve as the research supervisor for a specific dissertation. When the research supervisor is not a member of the Graduate Studies Committee or not a member of the divisions, a member of the Graduate Studies Committee from the divisions will be appointed as co-chairman of the Dissertation Committee. At least three members of the committee should be from the Pharmacy Practice and Administration Divisions, at least half of the members of the committee should be from the College of Pharmacy, and at least one member of the committee should be from outside the College of Pharmacy. If there are any changes made to the committee, you must file a change of committee form at that time. Changes in the dissertation committee must be submitted at least 30 days before the dissertation defense (Final Oral examination).

THE DISSERTATION PROPOSAL DEFENSE

Each student must submit a dissertation proposal to members of the Dissertation Committee at least two weeks before the defense of the proposal. The proposal should contain the introduction, literature review, rationale, objectives and proposed methodology for the students' dissertation project. The proposal should be successfully defended before data collection and analysis begins. The student is responsible for reserving a room and A/V equipment for the defense.

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. Prior to this time, the Statement of Research with Human Participants form and the Intellectual Property (copyright) Tutorial Certification must be completed since proof of completion is required by the Graduate School.

At least 4 members of the dissertation committee must attend 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 weeks before the defense date. University-wide formatting guidelines must be followed (these are available on-line). The defense date must be set to allow ample time for revisions. The Dissertation Committee Chair does not sign the signature page until revisions are satisfactory. At his/her discretion, your major professor may require that you complete and submit a manuscript based on your dissertation before signing your graduation forms. The student is responsible for reserving a room and A/V equipment for the defense. 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, (2) the student has passed the final oral examination, and (3) the student has submitted for publication in *Dissertation Abstracts International* an abstract approved by the Committee, they indicate approval on the Report of Dissertation Defense. The decision of the Committee must be unanimous.

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. Dissertations are required to be turned in to the Office of Graduate Studies using an electronic format. Check with the Office of Graduate studies or <http://www.utexas.edu/ogs/etd/index.html> for instructions. Please provide a bound paper copy of your final dissertation to each committee member. As you approach the completion of your program, pay attention to the Graduation deadlines for the semester in which you intend to graduate. All information related to those deadlines is available at <http://www.utexas.edu/ogs/pdn/>.

Submit the Degree Candidate Form at the beginning of the semester in which you intend to graduate. A new form must be submitted for subsequent semesters if you fail to graduate as planned.

“Pharmacy” is the department for all faculty in this college regardless of their division.

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 your dissertation defense. That pdf form is available at the Graduate School link shown above.

Each semester, the last class day is the final day 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 Graduate Advisor 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 fall semester and at the end of the spring semester at which master's and doctoral degree candidates 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 department chair. 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)

FINANCIAL SUPPORT

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

TEACHING ASSISTANTSHIPS (T.A.s) - The stipends for a Teaching Assistant vary from year to year. The usual expectation for a Teaching Assistant is to spend approximately 20 hours per week in the performance of duties. The duties of a T.A. may include, but are not limited to, attending undergraduate Pharmacy Practice and Administration 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 performance of Teaching Assistants will be evaluated by the course supervisor each semester.

A variety of Teaching Assistantships (TAs) are available for Pharmacy Practice and Administration 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. We are not always able to accommodate every student with funding. In addition, students may be slotted as TAs in other Departments (e.g. Chemistry). A maximum of 4 years of TA funding is allowed per student.

RESEARCH ASSISTANTSHIPS (R.A.s) - The 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 R.A. Salaries and Wages for R.A.s are found in the U.T. Personnel Pay Plan Manual. The performance of Research Assistants will be evaluated by the research supervisor 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 Ph.D. 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 (i.e. GRE score), rather than need.

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

BI-ANNUAL EVALUATION

The faculty will evaluate each student's progress in the program each Fall and Spring semesters. The evaluation will consider performance on: 1) coursework; 2) projects; and 3) teaching and research assistantships. Each student will be required to complete a progress report each semester. Based on these evaluations, the faculty will rate the student's progress as either satisfactory or unsatisfactory. These ratings will be used as a tool to: (1) provide constructive feedback (e.g., assignment of new student objectives and a time for completion) to ensure timely progression in the program; and (2) recommend whether or not a student should continue in the program.

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 first be submitted to the appropriate Departmental Review Committee and then (in most cases) be forwarded to the Committee on the Protection of Human Subjects Institutional Review Board (IRB) of the University.

Information about required procedures, agenda deadlines, and guidelines for preparing research proposals are available from the Office of Sponsored Projects, Main Building 303 (471-6424) or at <http://www.utexas.edu/research/osp/>. It is advisable to consult this office in the early stages of preparing a research proposal in order to facilitate the review process.

During their first full semester, all graduate students are asked to complete the tutorial on human subjects at <http://www.utexas.edu/research/rsc/training/> and submit a copy of the certificate to the divisional graduate advisor, Dr. Karen Rascati. These must be updated every three years.

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 Administrative Sub-committee, Graduate Council, and Graduate Assembly.

Graduate students in our division may also join our student chapter of ISPOR (International Society for Pharmacoeconomics and Outcomes Research) and or ISPE (International Society of Pharmacoepidemiology).

Graduate students can join most professional pharmacy organizations - such as American Society of Health System Pharmacists, American Pharmaceutical Association, American Association of Colleges of Pharmacy, and NCPA - and other health-related organizations for reduced rates. Membership in organizations (local, state, or national); familiarity with their publications; and attendance at their meetings, conferences, and conventions can help a student make valuable professional contacts and gain knowledge in current issues related to pharmacy and Pharmacy Practice and Administration.

OTHER IMPORTANT INFORMATION

KEYS

Keys for the Pharmacy Practice and Administration graduate student and offices and faculty office suites will be provided. Do not lend your keys to anyone. To minimize theft of computers, books, purses, etc., the graduate student offices should be locked at all times. The main pharmacy administration office should be locked on weekends and after 5:00pm on weekdays.

Each graduate student will receive an access card to enter the College of Pharmacy on holidays, weekends, and evenings. The west doors of the North (old) pharmacy building are the only doors to be used for entrance and exit when the building is locked. **Using any other door to exit will activate a silent alarm at the University Police Department.**

PHOTOCOPYING, SUPPLY, PHONE, AND MAIL

The division photocopier may be used for research and T.A.-related uses. The department is charged for each copy that is made - thus, you are asked not to make personal copies on the copy machine. Do not use the copy machine to copy books or course packets. Doing so is a potential violation of copyright law and an unnecessary expense to the division.

Supplies for research, teaching and classroom responsibilities are available. Let the division administrative associates know if supplies are running low.

Please use these resources wisely and do not abuse your access to the copy machine or office supplies.

The phone number for the graduate student offices is (512) 471-5605. Route your calls through this number rather than the main office. No personal long distance phone calls are to be charged to the division. Ask your supervising professor for a long distance access code for research-related long-distance calls.

PHARMACY PRACTICE AND ADMINISTRATION LIBRARY

The Pharmacy Practice and Administration Divisions subscribe to many business and health-related publications. The Wall Street Journal is received each day and is kept at the administrative associate's desk for approximately one week before it is discarded. Current publications are routed through the faculty and kept in the division office for approximately one month before being placed in the Pharmacy Practice and Administration library. A library of journals and magazines is kept in the graduate office for use by the faculty and graduate students. This library is maintained by one or two graduate students who are volunteer librarians. To make the librarian's job easier, please record the materials you remove from the library and please return them promptly.

TOUCHING BASE

Each graduate student and faculty member has a mailbox in room PHR 3.210. Please check your mailbox and e-mail each day

ABSENCE RECORDS

If you are to be reimbursed for any university-related travel, you must fill out an Absence Record prior to your travel. If you are traveling for personal reasons, make sure the Division Administrative Associate and your major professor (and/or your supervisor if you are a TA) know when you will be gone and how to reach you. Absence Record forms are available from the division administrative associates.

COMPUTERS

Students are required to have a personal computer capable of running the software used in this program. A variety of computers and printers are located in the graduate student offices. Please use them appropriately; do not keep your files on the hard drives; and clean up the computer area when you are finished. The university does not insure computers; thus, it is important that the graduate student offices be locked at all times. The administrative associates' computer equipment may not be used by graduate students.

Two graduate students serve on the division's computer committee. Maintenance problems or equipment needs should be reported to one of these students. The committee member will notify the division heads of problems or equipment needs

PHARMACY PRACTICE AND ADMINISTRATION DIVISIONS
COURSEWORK CHECKLIST FOR MASTER'S DEGREE /PRE-DISSERTATION PROJECT

- ___ Graduate Level Didactic Courses in Pharmacy Practice and Administration (6 hours)
Check at least two
- ___ Pharmaceutical Marketing - PHR 386M
 - ___ Pharmacoeconomics - PHR 394F
 - ___ Advanced Hospital Pharmacy - PHR 381E
 - ___ Managed Health Care Systems - PHR 381N
 - ___ Social and Behavioral Pharmacy - PHR 384N
 - ___ Pharmacoepidemiology - PHR 384S
 - ___ Health-Related Quality of Life - PHR 393Q
 - ___ Pathophs/Pharmacotherapy Psych Disorders - PHR 490QA/490QB
 - ___ Methods in Clinical Psychopharmacology and MH Outcomes Research PHR 381M
 - ___ Other substitute (Please specify _____)
Substitute approved by PPA graduate advisor _____

- ___ Statistics (6 hours)
Check at least two
- ___ Introduction to Statistics - EDP 371 or 380E or SSC 380C
 - ___ Experimental Design and Inferential Statistics - EDP 482K
 - ___ Correlation and Regression - EDP 382K - Topic 2
 - ___ Multivariate Analysis - EDP 382K - Topic 4
 - ___ Other Substitute (please specify _____)
Substitute approved by PPA graduate advisor _____

- ___ Research Methods (6 hours)
- ___ Experimental Design and Research Methods in PharmAd - PHR 390K
 - ___ Data Analysis in PharmAd - PHR 390J

- ___ Scientific Communications
- ___ Communication Skills for Scientists

- ___ Minor Area Outside of Pharmacy Practice and Administration (6 hours)
List two courses in the same discipline area. These must be graduate level courses.
Residency or Fellowship hours may substitute for these 6 hours.

- ___ Additional courses specified by supervising professor

PHARMACY PRACTICE AND ADMINISTRATION DIVISIONS
COURSEWORK CHECKLIST FOR Ph.D. DEGREE CANDIDACY

You may not use coursework that was used for a Master's or Pharm.D. degree for your Program of Study. If you did not obtain a Master's degree from the full-time programs offered by the Pharmacy Practice and Administration Divisions at the University of Texas, you must complete the Master's coursework checklist *in addition to* this Ph.D. checklist. The courses listed on the Master's checklist are considered background courses and are not listed on your Ph.D. Program of Study, therefore these graduate-level courses, or their equivalent, that were completed (at UT or elsewhere) before entering the Ph.D. program can be counted toward the Master's checklist but not the Ph.D. checklist. The list of approved courses for each category is outlined on the next page. Other courses may be substituted if approved by your supervising professor and the divisional graduate advisor.

___ Graduate Level Course in Pharmacy Practice and Administration (at least 6 hours)
(Beyond the course required for Master's - see list of courses on Master's checklist)
List two

___ Statistics (at least 6 hours)
(Beyond the two courses required for Master's)
List two

___ Research Methods (3 hours) -Outside of the College of Pharmacy
List one

___ Theoretically based graduate level course (3 hours) - Outside of the College of Pharmacy
List one

___ Minor Area Outside of Pharmacy Practice and Administration (at least 6 hours)
List two in the same minor area. These courses must be at the graduate level.
(Beyond the two courses required for Master's)

___ Additional courses specified by supervising professor

PHARMACY PRACTICE AND ADMINISTRATION DIVISIONS
APPROVED COURSES FOR THE Ph.D.

Below is a partial list of graduate courses offered by the University of Texas that may be applied toward your Program of Work. Other courses may be substituted with the prior approval of your supervising professor and the PPA graduate advisor. Courses that may be used for the checklist categories are designated as follows:

Statistics coursework = *S Research Methods coursework = *R Theoretical coursework = *T

ECO COURSES

ECO 328 – Economics of Industrial Organizations
*S - ECO 392M – Econometrics I

EDA COURSES

* R - EDA 381P – Quantitative Research Design
* R - EDA 381Q – Qualitative Research Design
EDA 391K – Problems of College Teaching

EDP COURSES

* S - EDP 380P (1) – Measurement and Evaluation
* T - EDP 380P (2) – Theory and Methods
* S - EDP 380P (4) – Evaluative Models and Techniques
* T - EDP 380P (6) – Item Response Theory
EDP 380P (7) – Multidimensional Scaling
EDP380P (8) – Test and Scale Construction
EDP 380P (14) – Applied Psychometrics
* S - EDP 382K (3) – Factor Analysis
* S - EDP 382K (5) – Analysis of Categorical Data
* S - EDP 384 (2) – Intro to Linear Statistics
EDP 384 (6) – Data Analysis Using SAS
EDP 384 (9) – Data Analysis Using SPSS
* R - EDP 384 (8) – Qualitative Research Methods
EDP 398T – College Teaching Methodology

HED COURSES

* T - HED 395 (1) – Foundation of Health Promotion
* T - HED 395 (6) – Theories of Health Behavior
* T - HED 395 (7) – Health Prom / Disease Prevention / Epidemiology
HED 395 (11) – Human Sexuality
* T - HED 395 (20) – Adult Develop, Aging, and Health

MAN COURSES

MAN 383 (20) – Art and Science of Negotiation
MAN 383 (15) – Context of Human Resource Management
MAN 385 (3) - Health Care Management
MAN 385 (4) – Health Services Seminar
MAN 385 (22) – Entrepreneurial Growth
MAN 385 (33) – Managing and Marketing in the Global Arena

MKT COURSES

- * T - MKT 372 – Consumer Behavior
- MKT 382 – Marketing Analysis and Decision Making
- MKT 383 (10) – Marketing Communications
- * T - MKT 397 – Theory and Research in International Business

PSY COURSES

- PSY 380C Human Neuropsychology
- PSY 380D Neuropsychiatric Assessment
- * R - PSY 394Q - Research Methods in Clinical Psychology
- PSY 397L - Mental Health and Human Service Systems

PA COURSES

- * T - PA 392C – Theory and Philosophy of Public Policy
- * R - PA 397 – Applied Quantitative Analysis I
- PA 693B – Political Economy: Health Care Economics and Finance

SOC COURSES

- * R - SOC 387L – Survey Research Methods
- SOC 395K – Politics/Policies in Aging Population
- SOC 383K (3) – Gender and Health
- * S - SOC 385K – Social Statistics: Multivariate Models
- * R - SOC 387 J – Fundamentals of Research Methods

STA COURSES

- * S - STA 380 (3) – Statistical Computing
- * S - STA 380 (7) – Time Series Analysis
- * S - STA 380 (9) – Applied Linear Models