

Graduate Student Handbook

Division of Pharmacotherapy and Experimental Therapeutics

UNC Eshelman School of Pharmacy
The University of North Carolina at Chapel Hill

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UNC
ESHELMAN
SCHOOL OF PHARMACY

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Graduate Program in Experimental Therapeutics

The graduate program in the UNC Eshelman School of Pharmacy is under the jurisdiction of the UNC Graduate School. The following procedures supplement and expand the degree requirements listed in the Graduate School Handbook and the Graduate Record of The University of North Carolina at Chapel Hill in effect at the time of admission. Students should obtain and review copies of these documents from the following websites:

<http://www.gradschool.unc.edu/handbook/phd.html> <http://www.unc.edu/gradrecord/front/uncchgeninfo.html>

The Division of Pharmacotherapy and Experimental Therapeutics in the UNC Eshelman School of Pharmacy offers a graduate program leading to the degree of Doctor of Philosophy in Pharmaceutical Sciences. A primary goal of this program is to develop clinician-scientists who are capable of conducting translational research that integrates the biomedical and pharmaceutical sciences, while they also maintain expertise as clinicians. The focus of this program is the development of research skills that facilitate the evaluation of mechanisms of disease processes and drug therapy. Although priority in admissions is given to clinically-trained individuals, students with a strong interest in developing clinical research skills will also be considered for enrollment in the program.

I. GUIDELINES FOR GRADUATE STUDENT ADMISSION

A. Admission Procedure

In addition to the requirements of the Graduate School, the following procedures apply:

1. The Graduate Record Examination (GRE) will be required of all applicants.
2. A fall term, sixth professional year Doctor of Pharmacy program grade report will be required before admission. For non-clinical degree students, a fall term, senior year grade report is required.
3. Recommendations for admission and financial support are made by the Divisional Director of Graduate Studies to the Graduate Education Committee (GEC) after the application is reviewed by the Division Graduate Faculty.
4. Submission of a copy of a diploma will be required before enrollment.

B. Financial Support for Graduate Students

Financial support for a student in the doctoral program as a teaching assistant normally will not exceed two calendar years. Students who, by virtue of circumstances, cannot meet this general guideline will be reviewed by the Division Director of Graduate Studies and the Division faculty.

1. Teaching Assistantships: These currently provide a basic stipend for twelve months of service, health insurance coverage, and in-state tuition support as detailed in the student's letter of appointment. Teaching assistantships usually require 12-15 hours a week in the performance of assigned duties, as outlined in the teaching contract.
2. Research Fellowships: UNC, the Pharmacy Foundation of North Carolina, AFPE, a variety of private organizations, and a number of pharmaceutical companies sponsor fellowships for qualified graduate students. Annual stipends vary, depending on the sponsor. All PharmDs are eligible for an NIH F32 post-doctoral NRSA fellowship and are strongly encouraged to apply. All non-PharmDs are eligible for an NIH F31 pre-doctoral NRSA fellowship and are strongly encouraged to apply.
3. Research Assistantships: Research assistants are supported by grants held by various faculty members. Research assistants receive a basic stipend for twelve months of service, health insurance coverage, and in-state tuition support as detailed in the student's letter of appointment.
4. Out-of-State Tuition Waivers: A limited number of out-of-state tuition waivers are available to provide tuition support for students who are not North Carolina residents. These waivers are awarded on a competitive basis by the Division Graduate Faculty. Students are expected to apply for state residency after Year 1.

C. Progress Report Record

An electronic progress report is used as a mechanism for keeping the Major Advisor, committee members, and the Division Director of Graduate Studies updated on the progress of each graduate student. A record of each student's progress will be maintained on the M drive by the Division's Administrative Assistant, and Major Advisors and committee members will have access to the electronic files of the students they mentor. Students are responsible for providing required documentation of their academic progress to the Division's Administrative Assistant, and due date reminders will be circulated via email by the Division's support staff.

II. DOCTOR OF PHILOSOPHY PROGRAM

A. Student Orientation (up to one week prior to the beginning of the semester)

A meeting will be scheduled to include each entering student, the Division Chair, Division Vice-Chair of Research and Graduate Education, Major Advisor (if identified), and Division Director

of Graduate Studies to discuss the student's professional or undergraduate transcript, training, and aspirations. The purpose of this meeting is to:

1. answer any preliminary questions regarding the program, duties, stipend, etc.
2. elicit from the student the area(s) of interest within Experimental Therapeutics
3. advise the student concerning procedures for selecting a Major Advisor
4. assign office and laboratory space
5. discuss requisite training, including EHS laboratory training, blood and bloodborne pathogen training, and HIPAA and CITI training in patient privacy and ethics in research
6. discuss the Division's work policy:

The Division faculty make a financial commitment to PhD students for four years. This is an aggressive timeline, and students are strongly discouraged from working for pay in the evenings or on weekends, as past experience suggests that extramural work results in poor graduate student performance and delayed progression. Before starting any activities outside of the PhD program, a student must submit an "External Activities for Pay" form (available from the Divisional Administrative Assistant) to the Major Advisor and the Divisional Director of Graduate Studies for approval. Students employed for more than 10 hours per week will not be considered to be regular graduate students, since full time PhD training in the Pharmaceutical Sciences PhD program requires a commitment of effort at the 100% level. In cases of significant external employment, a Memorandum of Understanding (MOU) will be prepared that specifies (a) the expected level of effort in graduate studies, (b) level of effort in external employment, (c) the proposed sources of support for the student (d) a proposed schedule of coursework and other graduate training activities. The MOU will be signed by the student, the DDGS, DGS, ADR&GE and (if applicable) the proposed PhD Adviser. The MOU will be maintained on file by the DDGS and the ADR&GE.

Students are expected to inform their DDGS regarding external employment; not to do so will be considered to be a violation of the UNC Honor Code.

Summer Employment. Non-university summer employment may be undertaken only upon consultation with the student's Adviser and SAC or DC and DDGS, with due consideration for the student's academic progression and responsibilities as a TA/RA. Students may elect to seek summer internships in consultation with the faculty Adviser and SAC or DC and DDGS. Such internships should be consistent with the student's graduate training. Students are not eligible to hold teaching or research assistantships while they are on summer internship or summer employment.

7. as necessary, on an individual basis, discuss any important areas of strength or deficiency in the student's professional or undergraduate training

B. Registration for Courses

1. First Semester – First Year Students
 - a. The Pharmacotherapy and Experimental Therapeutics Director of Graduate Studies will assist all new students in registering for courses for the first semester.
 - b. Registration for the first semester of the first year will be facilitated by the Administrative Assistant for Graduate Education and Scholarship. Thereafter, students are responsible for using the online registration process through ConnectCarolina.
2. Semester Course Pre-Registration Requirement – All Students
 - a. During the pre-registration period each semester, graduate students must register for courses for the following semester (e.g. Spring pre-registration for the subsequent Fall semester) in order to ensure continued enrollment in the Graduate School. Students are expected to pursue their research projects during both summer sessions.
 - b. Students must forward their final course registration to the Division's Graduate Program Coordinator during the pre-registration period each semester.
3. Elective Course Requirements
 - a. Graduate students who hold a PharmD degree are required to enroll in 3 credit hours of elective course work in their area of research focus/interest.
 - b. Graduate students who do not hold a PharmD or MD degree are required to enroll in 3 credit hours of elective course work and have the option to enroll in a second pharmacotherapy course OR in an elective course in their area of research focus/interest.

PLEASE NOTE: All students must be registered full-time (9 credit hours) during the Fall and Spring semesters until all required coursework is completed, at which time students will register for 3 credit hours of dissertation research or dissertation writing and 1 credit hour of seminar. Summer registration is not required unless a dissertation defense is planned during either of the summer sessions.

C. Core Courses for Students

1. Core Courses For Students With Pharmd/Md Degrees, Fall 2011

Semester 1 (Fall 2011)		Semester 2 (Spring 2012)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
PHCY 801, Ethical Dilemmas in Research	1		
DPET 900, Elements in Translational Research	1		
BIOS 600, Principles of Statistical Inference	3	DPET XXX, Science and Methods in Drug Development *	2
DPET 833, Experimental Design Considerations in Clinical Research	2	DPET 831, Quantitative Methods in Clinical Research	3
DPET 855, Pharmacokinetic Theory and Applications *	3	DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *	4
Elective ¶	?	Elective ¶	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	14	Total Hours	13
Semester 3 (Fall 2012)		Semester 4 (Spring 2013)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
DPET 832, Introduction to Applied Pharmacogenomics	2	DPET 838, Methods in Pharmacogenomics *	2
MOPH 810, Drug Metabolism	3	DPET 822, Advanced Problems in Pharmacotherapy *	3
Elective ¶	?	Elective ¶	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	9	Total Hours	9

You must register for at least 9 credit hours per semester

* These courses are offered every other year.

¶ A total of 3 elective hours at the graduate level are required during your course of study. Graduate level courses at UNC can be found:

<http://www.unc.edu/gradrecord/programs/deptintro.html>

2. Core Courses For Students With B.S. Degrees, Fall 2011

Semester 1 (Fall 2011)		Semester 2 (Spring 2012)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
PHCO 701, Introduction to Molecular Pharmacology	2		
PHCY 801, Ethical Dilemmas in Research	1		
DPET 900, Elements in Translational Research	1		
BIOS 600, Principles of Statistical Inference	3	DPET XXX, Science and Methods in Drug Development *	2
DPET 833, Experimental Design Considerations in Clinical Research	2	DPET 831, Quantitative Methods in Clinical Research	3
DPET 855, Pharmacokinetic Theory and Applications *	3	DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *	4
Elective †	?	Elective †	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	16	Total Hours	13
Semester 3 (Fall 2012)		Semester 4 (Spring 2013)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
DPET 832, Introduction to Applied Pharmacogenomics	2	DPET 838, Methods in Pharmacogenomics *	2
MOPH 810, Drug Metabolism	3		
‡One of the following therapeutic modules: PHCY 445 (PY2 Pulmonary/ Gastroenterology) PHCY 447 (PY3 Hematology/ Oncology) PHCY 449 (PY3 Infectious Diseases)	2-3	‡One of the following therapeutic modules: PHCY 444 (PY2 Cardiology/ Nephrology) PHCY 446 (PY2 Neurology/ Psychology) [OK to enroll in Semester 2]	2-3
Elective †	?	Elective †	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	12	Total Hours	9

You must register for at least 9 credit hours per semester

* These courses are offered every other year.

‡ One pharmacy therapeutics course (2-3 credits) is required during your course of study

¶ A total of 3 elective hours at the graduate level are required during your course of study. Graduate level courses at UNC can be found:

<http://www.unc.edu/gradrecord/programs/deptintro.html>

3. Core Courses For Students With Pharmd/Md Degrees, Fall 2012

Semester 1 (Fall 2012)		Semester 2 (Spring 2013)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
PHCY 801, Ethical Dilemmas in Research	1		
DPET 900, Elements in Translational Research	1		
BIOS 600, Principles of Statistical Inference	3	DPET 822, Advanced Problems in Pharmacotherapy *	3
DPET 833, Experimental Design Considerations in Clinical Research	2	DPET 831, Quantitative Methods in Clinical Research	3
DPET 832, Introduction to Applied Pharmacogenomics	2	DPET 838, Methods in Pharmacogenomics *	2
Elective ¶	?	Elective ¶	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	13	Total Hours	12
Semester 3 (Fall 2013)		Semester 4 (Spring 2014)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
DPET 855, Pharmacokinetic Theory and Applications *	3	DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *	4
MOPH 810, Drug Metabolism	3	DPET XXX, Science and Methods in Drug Development *	2
Elective ¶	?	Elective ¶	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	10	Total Hours	10

You must register for at least 9 credit hours per semester

* These courses are offered every other year.

¶ A total of 3 elective hours at the graduate level are required during your course of study. Graduate level courses at UNC can be found:

<http://www.unc.edu/gradrecord/programs/deptintro.html>

4. Core Courses For Students With B.S. Degrees, Fall 2012

Semester 1 (Fall 2012)		Semester 2 (Spring 2013)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
PHCO 701, Introduction to Molecular Pharmacology	2		
PHCY 801, Ethical Dilemmas in Research	1		
DPET 900, Elements in Translational Research	1		
BIOS 600, Principles of Statistical Inference	3		
DPET 833, Experimental Design Considerations in Clinical Research	2	DPET 831, Quantitative Methods in Clinical Research	3
DPET 832, Introduction to Applied Pharmacogenomics	2	DPET 838, Methods in Pharmacogenomics *	2
Elective †	?	Elective †	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	15	Total Hours	9
Semester 3 (Fall 2013)		Semester 4 (Spring 2014)	
<i>Course</i>	<i>Hrs</i>	<i>Course</i>	<i>Hrs</i>
DPET 855, Pharmacokinetic Theory and Applications *	3	DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *	4
MOPH 810, Drug Metabolism	3	DPET XXX, Science and Methods in Drug Development *	2
‡One of the following therapeutic modules: PHCY 445 (PY2 Pulmonary/ Gastroenterology) PHCY 447 (PY3 Hematology/ Oncology) PHCY 449 (PY3 Infectious Diseases)	2-3	‡One of the following therapeutic modules: PHCY 444 (PY2 Cardiology/ Nephrology) PHCY 446 (PY2 Neurology/ Psychology) [OK to enroll in Semester 2]	2-3
Elective †	?	Elective †	?
DPET 899, Seminar	1	DPET 899, Seminar	1
DPET 991, Research	3	DPET 991, Research	3
Total Hours	13	Total Hours	13

You must register for at least 9 credit hours per semester

* These courses are offered every other year.

‡ One pharmacy therapeutics course (2-3 credits) is required during your course of study

¶ A total of 3 elective hours at the graduate level are required during your course of study. Graduate level courses at UNC can be found:

<http://www.unc.edu/gradrecord/programs/deptintro.html>

D. Research Program Rotations

1. It is important that students obtain experience with different strategies and technologies for research and with different mentoring styles.

All students should obtain research experience with a faculty member other than the eventual dissertation adviser. To expand exposure of graduate students to different research experiences, students are encouraged to complete two rotation experiences. In most instances, this experience will be a conventional research rotation. However, students have the latitude to structure research experiences according to their particular interests and goals. Therefore, no restrictions are placed on the type (e.g. clinical or laboratory), setting, length, or location of the PI for the student's second rotation. However, all parties (student and faculty member) must agree in advance and submit Form A (Laboratory Rotation Description Memo) to the DDGS prior to the start of the second rotation. The first rotation should be completed by the end of the first semester in which the student is enrolled in the program. In some cases where the advisor and the student feel strongly, the student may apply for a waiver of the second rotation. Students seeking to waive a second rotation must submit Form J, the 'Waiver of Second Rotation Memo' at least two weeks prior to the semester during which the waiver is requested.

2. Accordingly:
 - i. Prior to the fourth week of the 1st semester in residence, students will be asked to schedule appointments with members of the Graduate Faculty in Pharmacotherapy and Experimental Therapeutics. All interviews must be completed by the fourth week of the first semester and the signed appointment schedule must be submitted to the Divisional Administrative Assistant.
 - ii. No later than the 2nd semester in residence, the student must register for 3 credits of Pharmacy 991 (research experience), which will be graded H, P, L, or F in accordance with customary Graduate School procedures.
 - iii. By the 3rd semester, the student must select a Research Adviser. The Research Adviser so chosen may, at his/her discretion, require the student to carry out a second research program rotation before agreeing to accept the student as an advisee.

3. Research Rotation Contract

Prior to beginning the rotation, the student and the advisor will complete Form A, the Laboratory Rotation Description Memo. The memo will be addressed to the DDGS and must include the following information:

1. Semester during which the research rotation will be performed.
2. Estimated time commitment (hours per week) for the proposed research.
3. A brief description of the goals and objectives for the research rotation.

The memo must be dated and signed by the graduate student and the laboratory PI, and will be submitted electronically to Michelle Gibeault as a PDF file.

4. Research Rotation Summary

At the end of a laboratory rotation, the student and advisor will submit Form B, the Semiannual Laboratory Research Report. The memo will be addressed to the DDGS and must include the following information:

PART I: The student should include the following information in their report:

1. The semester during which the research was performed, and the approximate hours per week the student was engaged in research during the semester.
2. A summary of the goals and objectives of the research.
3. A brief description of the research performed, the significant results, and, if appropriate, describe plans for future research.
4. Any manuscripts, abstracts, poster/platform presentations, grants, or SOPs (standard operating procedures) or validation reports that resulted from the student's work must be attached.

PART II: The research adviser should include the following information in their evaluation of the student's performance over the semester:

5. Assessment of the student's motivation/initiative.
6. Assessment of the student's approximate hours per week in the lab.
7. Assessment of the student's quality and quantity of the work performed.
8. Statement on whether student's progress on the assigned research project was satisfactory or not satisfactory (please provide examples to support your statement).

The memo must be dated and signed by the graduate student and the laboratory PI, and will be submitted electronically to Michelle Gibeault as a PDF file.

E. Clinical Rotations

1. Clinical Track

A clinical component of training is a requirement of all graduate students. Students should be exposed to some element of clinical training in each year of their program of study. The latter experience (Years 3 & 4) may be different from the early experience (Years 1 & 2); however, they should complement one another and ideally be within the therapeutic area of research interest of the given student.

Early Clinical Experience (Years 1 & 2)

Given the coursework required during the first two years of study, clinical training should consist of a minimum of two 1-month blocks, or an acceptable equivalent. Each

block should be completed in consecutive years (i.e. not within same year). Clinical blocks may be completed in the inpatient setting, the outpatient setting, or both.

Late Clinical Experience (Years 3 & 4)

A variety of clinical experiences are acceptable:

- Longitudinal (e.g. ½ to 1 clinic day/week for 6 to 12 months)
- Blocks (1 month) completed in consecutive years
- Alternative experience approved by the individual students mentoring team as well as the DPET DGS

An example of an alternative experience would be a multidisciplinary, disease-specific, weekly seminar or journal club. In addition to being a regular and active participant in such meetings, the student should give at least one presentation during each year if appropriate. The primary outcome of such experience should be twofold: 1) the student gains an appreciation for clinical decision making processes and 2) the student gains a comfort level with interacting with and engaging other health care professionals.

Exceptions: Clinical experience may be less than that specified above given an individual student's strength in the clinical arena (e.g. previously served as a clinical pharmacist or physician). A reduction in clinical experience requirements must be approved by the student's mentoring team, as well as the DPET DGS. In addition, a student may be required to have more clinical experience than that outlined above if the student is judged to be weak in this area as determined by below average performance in past clinical experiences, in the Advanced Pharmacotherapy courses or on the qualifying exams.

During the period in which the student is preparing the dissertation, the clinical experience requirement may be waived if deemed appropriate by the individual student's mentoring and/or dissertation team, as well as the DPET DGS.

Rotation Preceptors: A preceptor for each clinical rotation (including longitudinal and alternative experiences) should be identified by the student. The advising committee for that student should be in agreement that the preceptor is suitable for the clinical rotation.

Rotation Expectations and Evaluations: Prior to each clinical rotation (block or longitudinal), each student should provide their preceptor as well as each member of their mentoring team with the goals and objectives for the clinical experience. At the end of each clinical experience, the student should document their experience in writing and obtain the signature of the assigned preceptor of the given clinical rotation at the bottom of this document. The student should submit this signed letter to the DPET DGS, as well as each member of their mentoring team.

Progression Issues: If a student does not successfully complete the requirements of a clinical experience as evidenced by qualitative assessment (memo or evaluation form completed by the preceptor) the experience must be repeated or another similar requirement met. The latter must be agreed upon by the student's advising committee.

Scheduling: For purposes of scheduling (students, residents, visiting scholars, etc.), all clinical experiences must be scheduled by the 15th of December each year. This is especially important for clinical blocks and for the initial (Year 1) experience.

2. Non-clinical Track

Direct patient care clinical experiences are not required for graduate students in the non-clinical track. However, if the student's mentoring team feels the student would benefit from such exposure (especially as it relates to the clinical coursework required in Years 1 and 2), brief (1 day to 1 week) shadowing experiences may be considered. However, these experiences should be in addition to (not in lieu of) clinical didactic coursework. Furthermore, these experiences should be rare and not extensive so as to avoid detracting from the other program requirements. If more extensive clinical training is desired, these students should consider enrolling in the joint Pharm.D.-PhD. program.

Early Clinical Experience (Years 1 & 2)

Given the clinical coursework required during the initial two years of training, graduate students are not required to complete an early clinical experience.

Late Clinical Experience (Years 3 & 4)

Students are required to complete an alternative clinical experience as described in the above section during Years 3 and 4. As previously described, the purpose of this experience is to provide the student an opportunity to engage in direct interaction with other health care professionals as well as an opportunity to gain a better appreciation for the clinical decision-making process.

F. Selection of the Major Adviser and Student Advisory Committee

1. Once a student has selected a Major Adviser (see C above), the student must notify the Division Director of Graduate Studies of that choice in writing (Advisor Selection Memo), with copies to the Major Adviser and the Divisional Administrative Assistant.
2. Either the Major Adviser or a Co-Adviser must be a member of the Division of Pharmacotherapy and Experimental Therapeutics. A separate UNC Eshelman School of Pharmacy faculty member will serve as Chair of the Doctoral Dissertation Committee. The Major Adviser and Chair of the Doctoral Dissertation Committee collaborate in the development and conduct of the dissertation research. The student will establish the Student Advisory Committee (SAC) prior to the end of the 3rd semester. The SAC will consist of the Major Adviser as Chairman and two other members of the School of Pharmacy Graduate Faculty, one of whom has expertise in the anticipated area of research and one of whom has clinical expertise in the area of therapeutic interest. The purpose of the SAC is to assist the student in planning the entire program of study. A memo

regarding the composition of the SAC will be written by the student's Major Adviser (SAC Selection Memo) and submitted to the DDGS.

G. Doctoral Committee

The Doctoral Dissertation Committee (DC) consists of the three members of the SAC above (the Major Adviser, the Chair of the Doctoral Dissertation Committee, and one other faculty member), and at least two other faculty members. A majority of the committee members must be from the Division of Pharmacotherapy and Experimental Therapeutics, and one member must be from outside the School of Pharmacy.

A DC chair should have **experience** with graduate student training and the **will** to intervene if a conflict arises with the major adviser or a DC member. To gain the requisite experience, a DC chair should have served as a member on several DC's and/or have been a major adviser for at least two PhD graduate students. A DC chair would typically be a **senior** tenured, tenure-track, or fixed term faculty member. Since issues regarding a fixed-term faculty serving as a DC chair or as a major adviser can be complex, faculty should contact the DDGS and the Division Chair regarding their potential role on a DC.

The Major Adviser and Chair of the Doctoral Dissertation Committee collaborate in the development and conduct of the dissertation research. The DC should be formed by the beginning of Year 3 (Fall or 5th semester in the program). Once a DC is formed, DPET Form G "DC Selection Memo" must be filed with the Division, and the Graduate School's "Part I, Report of Doctoral Committee Composition" form must be signed and submitted by the DDGS. A copy of these forms can be found in the DPET Graduate Program database on the M-drive.

In order to improve communications between students and committee members, and in an effort to streamline student progression through the dissertation research, DC meetings must be held at least twice per year, preferably around mid-year (December-January) and at the end of the academic year (June-July). The DC Chair and the student's Adviser must be present at each meeting. At least one of these meetings should be formal in nature. The format of the second meeting is up to the discretion of the student and adviser (e.g., students may wish to meet on an individual basis with all members of the committee).

At the first DC meeting, the Chair in consultation with the Adviser should establish the role of the DC in the review process for the student's dissertation proposal prior to the preliminary oral exam. It is recognized that the degree of interaction between the DC and student for this review can vary widely, and is dependent on the make-up of the DC and the needs of the student. Typically, students will prepare an initial draft of their dissertation proposal in consultation with their Adviser, and distribute it to their DC for review prior to a scheduled meeting. DC members have the latitude of either providing their comments/critique/suggestions in writing or verbally either prior to or at the DC meeting. It is the responsibility of the student to follow-up individually with DC members or with 'experts' outside of their committee if there are specific suggestions/comments or areas in which they need help or clarification. Students will share the penultimate draft of the proposal with their Adviser once revisions are complete. If the Adviser feels that the student has satisfactorily addressed the comments/suggestions/

critique of the DC members, then the student will proceed with formal submission of their dissertation proposal to their DC and to the Division two weeks prior to their scheduled preliminary oral exam.

Students are required to submit DC Reports to their DDGS beginning in Year 3. Following each dissertation committee meeting, the student and adviser are responsible for filing DPET Form H "Semiannual DC Report" with the Division. Students should provide a written summary of their research progress-to-date, preferably in the form of an updated dissertation document, to each DC member two weeks prior to DC meetings to allow time for review. At each DC meeting, the student must set the schedule for the next semiannual meeting of their DC. Within 1 week of each DC meeting, the student must prepare a DC Report (DPET Form H) of the outcome of the DC meeting and distribute a draft of this report to all committee members for review and comment before a final DC Report is filed with the DDGS. This report will become a permanent record of the student's progression and a copy will be filed with the ESOP Graduate Program Student Services Manager. The DC Report should include a brief (1 page) summary of the discussion, recommendations, and expectations/objectives for the next 6 months as well as any additions, deletions, or changes in the direction of the research relative to what was outlined in the previous DC report. DC progress reports should be provided to the DDGS within two weeks of each committee meeting for review and inclusion in the student's file.

DC Reports must be filed before credit for research hours (DPET 991 and 994) will be recorded. Students failing to file DC Reports by the end of the Fall or Spring semesters may receive an "Incomplete" until the DC report is filed.

H. Course Requirements for the Ph.D in Experimental Therapeutics

Students should refer to the Handbook for their specific year of entry into the program for information on program requirements (e.g. course and publication requirements, etc) leading up to their final dissertation defense. All handbooks are cataloged within the relevant year's folder on M/DPET/General Grad Program files - all access. In addition, the most current handbook will be here:

<http://pharmacy.unc.edu/divisions/pharmacotherapy-and-experimental-therapeutics/phd-program>

Courses comprising the DPET program's "core" curriculum are reviewed annually, and curriculum changes that reflect recent developments in the field of translational sciences may sometimes be required. To ensure the best interests of students who are already enrolled in the DPET program, changes to the program's core curriculum will only be considered if they do not delay or otherwise complicate preparations for the written and oral qualifying exams. Changes to the program's core curriculum projected to cause such delays or complications will only be implemented for new students entering the program.

** Waiver of Required Graduate Courses: Students who have taken relevant coursework prior to enrollment in the Graduate Program may use that coursework to satisfy graduate course requirements provided that the courses were taken within eight years of entry into the graduate program and that passing scores (H, P, or A, B) were received. Courses taken more

than eight years previously may be waived on a case-by-case basis (particularly if the individual has been using the relevant skills frequently) at the discretion of the major advisor and with the approval of the Division of Pharmacotherapy and Experimental Therapeutics faculty.

PLEASE NOTE: All requests for waivers of required/ non-core courses should be submitted in writing to the Divisional Director of Graduate Studies for review by the Divisional faculty.

Specific Division course requirements for the Ph.D. degree are given (see II.C). Course programs are arranged on an individual basis by the SAC established for each student and take into account the above requirements, as well as the specific dissertation topic to be pursued.

The SAC will assist the student in devising a plan of study and will guide him/her to correct deficiencies and develop strengths in the area of his/her interest and research problem. This course of study may be amended as the student proceeds and develops other needs or interests. It is the responsibility of the SAC to select courses to develop a core of knowledge needed for the doctoral examinations.

Additional Required Courses

DPET 899 – Seminar (1). This seminar series consists of presentations on current research topics by the Division’s graduate students and faculty, and for the presentation of ‘Journal Club’ articles by graduate students and post-doctoral fellows. Seminar also includes invited speakers from industry, government, and other academic departments and institutions.

DPET 991 – Research (3). No later than second semester in residence, graduate students must register for mentored research experience which is graded H, P, L, or F in accordance with customary Graduate School procedures. To receive full credit, research reports must be filed with the DDGS at the end of each semester.

DPET 994 - Doctoral Dissertation (3). Students register for dissertation credits after successfully passing the preliminary doctoral written and oral examinations. A minimum of 6 credit hours for dissertation research and writing is required for graduation. Students must register for at least 3 credit hours in the semester in which the final defense is conducted.

I. Seminar Requirement

Each student will be expected to present one seminar each year on his/her research or other topic approved by the Major Advisor. Students will be scheduled for their first seminar in the second semester of their first year. All students must attend the Division's regularly scheduled seminars each semester that they are in enrolled. Students will be assessed by the faculty through a standardized seminar evaluation form. The student’s Major Advisor or the Divisional Director of Graduate Studies will review these evaluations and a summary evaluation created by the Divisional Administrative Assistant will be reviewed with the student and then placed in the student’s file.

Students who have successfully passed their written qualifying exams should schedule their preliminary oral exam during that summer or early in their 3rd year. If the preliminary oral exam is to be scheduled during Fall or Spring semesters, students need to inform the coordinator for DPET Seminar by August 1 of which semester the proposal defense will take place (see additional information under Section V. Operating Division Policies).

J. Publication Requirement

A minimum of one research publication resulting from the student's dissertation work is required for the completion of degree requirements. It is expected that this be a first author publication. In the absence of a hard print or advanced Epub listing, evidence that a manuscript has been accepted in final revised form must be provided prior to graduation.

K. Residence Credit

For the doctoral degree, at least two of the required four semesters of residence must be earned in continuous registration on the UNC campus. This requirement may be fulfilled by two regular semesters of full-time registration (nine or more credit hours) or by less than full-time registration over a larger number of continuous semesters. During this period of continuous registration, no regular semester registration of less than six hours is allowed. While summer registration is not required to maintain continuous registration, any credit of three hours or more per session will be computed on the usual basis as part of the required continuity. Residency credit in any term of Summer School is computed the same as during the regular semester. Residency credit earned on work for a master's degree is applicable as residency credit for a doctoral degree.

- Nine semester hours of credit is considered full-time and earns a full semester of residence credit.
- Six to eight semester hours of credit earns 1/2 semester of residence credit.
- Three to five semester hours of credit earns 1/4 semester of residence credit.
- Neither graduate credit nor residency credit is received for required undergraduate courses.

L. Preliminary Doctoral Written Examination

The doctoral written examination and the doctoral oral examination together shall accomplish the following purposes, among others:

1. Assess the extent and currency of the candidate's knowledge and critical thinking skills in as comprehensive and searching an examination as the best practice of that field requires;
2. Test the candidate's knowledge of all transferred courses;

3. Discover any weaknesses in the candidate's knowledge that need to be remedied by additional course work or other instruction;
4. Determine the candidate's fitness to continue work toward the doctorate.
 - a. The Preliminary Doctoral Written Examination is a comprehensive examination taken upon completion of required graduate course work, and must be taken and passed. This usually will be at the end of the second year (end of the 4th semester) of graduate school.
 - b. Written qualifying examinations will be offered once per year beginning the first Monday in June. Typically, this week-long examination is divided into closed book and open book sections; more details regarding the format and structure of the written qualifying examination will be provided to students taking the examination during the Spring semester. Questions will be solicited from the faculty in the Division of Pharmacotherapy and Experimental Therapeutics, as well as from members of each student's Dissertation Advisory Committee. Participation in the Preliminary Doctoral Written Examination is a responsibility of all members of the Divisional faculty. Dissertation Advisory Committee members are invited and encouraged to participate, but the faculty make the final decision regarding whether or not the student passes or fails this examination.
 - c. A student judged to have failed the examination, either in its entirety or a significant portion thereof, will be required to retake the relevant portion(s) of the examination. At the discretion of the Divisional faculty, the student may be required to complete other assignments in lieu of retaking a portion of the examination. These examinations will be graded and the results conveyed to the student within one month of the written examination.
 - d. A student who fails the examination for the second time becomes ineligible for further doctoral work. No student may continue in the program, or take the examination a third time, without approval by the Administrative Board of the Graduate School.
 - e. After successfully passing the written examination, the Committee Chair will complete the Doctoral Exam Report Part I, which is available from:

<http://gradschool.unc.edu/pdf/wdexam.pdf>

M. Preliminary Doctoral Oral Examination and Dissertation Prospectus

The student's first oral examination consists of the construction (in NIH or NSF format), presentation, and defense of the dissertation proposal. The proposal should be structured and formatted in accordance with the guidelines for the Research Plan component of a NIH NRSA individual fellowship (F31/F32) proposal, which includes the following sections: Specific Aims,

Background and Rationale, Preliminary Data, Research Design and Methods, and References. The page limit is 10 pages (0.5" margins, Arial 11 point font); however the References do not count towards the 10-page limit. Students should also strongly consider including a timeline for the proposed project. Extensive preliminary data are not required, but available preliminary data should be included. Due to recent revisions in the structure and length of the NIH NRSA individual fellowship (F31/F32) proposal format, students who plan to apply for such funding will need to revise their dissertation proposal in order to adhere to these new guidelines. These formatting revisions would typically occur in parallel to content revisions suggested during the DC review and proposal defense.

Preliminary Oral Exam

This examination is typically scheduled by the last day of October following successful completion of the written examination (generally within the 5th semester of the graduate program). The student must notify the Divisional Administrative Assistant regarding scheduling the Preliminary Doctoral Oral Examination at a mutually agreeable time and date for the student's Dissertation Committee and for the Divisional faculty. A copy of the final draft of the dissertation prospectus must be submitted to the Divisional Administrative Assistant, who will make it available to the Divisional faculty and to each DC member at least two weeks prior to the scheduled oral exam to allow time for review. All Divisional faculty will be invited to participate in the examination and to provide advice to the Dissertation Advisory Committee which makes the final decision regarding whether or not the student passes or fails this examination.

The first oral examination serves several purposes. It evaluates the student's ability to:

- formulate hypotheses, supported by relevant literature and/or preliminary data generated by the student
- review the relevant literature, and place the proposed experimentation within the context of that literature
- develop a persuasive rationale for performing the dissertation project
- construct a logical research plan that would address the central hypotheses developed by the student

Students may also expect questions pertaining to material from their written examination, as well as questions regarding basic scientific knowledge. In addition, this examination provides a forum for the Dissertation Advisory Committee to assist in the overall direction of the dissertation project. It is important to note that the focus of this requirement is on issues of process (proposal construction; the ability of the student to present cogent arguments and respond to questions) rather than documentation in detail of the feasibility, and therefore the likelihood of a successful outcome, of the dissertation research. Thus, extensive preliminary data are not required.

After successfully passing the oral examination, the Committee Chair will complete the Doctoral Exam Report Part II form, available via:

<http://gradschool.unc.edu/pdf/wdexam.pdf>

N. Master of Science

Students are not admitted directly into a Master of Science program in the Division of Pharmacotherapy and Experimental Therapeutics (DPET). Typically, students will have progressed through the didactic portion of their studies and will be 'qualified' to engage in their doctoral dissertation research prior to deciding to obtain a Master's degree.

Most of the administrative requirements for the Master's degree are identical to those listed for the Doctoral degree and the student is expected to complete a program of study that will provide mastery of his or her field. Therefore, Master's students are required to complete the same coursework and qualifying examinations as Doctoral students; however, the time length for their dissertation research is shorter and the depth of the research project is less rigorous than for doctoral dissertation requirements. Master's students must have registered for at least 3 credit hours of DPET 993 (Masters Thesis) prior to the final thesis defense.

O. Admission to Candidacy

A student in the Ph.D. Program applies for admission to candidacy at the time of application for the degree. To be eligible for graduation at a specific commencement, the student must make an application by the date shown in the Calendar of Events, which is posted:

<http://gradschool.unc.edu/student/graddeadlines.html>.

Forms are available via the Graduate School website:

<http://gradschool.unc.edu/forms/#doctoral>

P. Application for Degree

When a candidate nears the end of his/her research and can anticipate final approval of the dissertation, he/she should formally apply for a degree, to be conferred at the next commencement, according to the date listed in the Calendar of Events. Forms are available at the Graduate School website:

<http://gradschool.unc.edu/forms/#doctoral>

If the student already has applied for candidacy and for the degree but has failed to meet the deadline for a specific commencement, he/she must make an application for the degree (but not for candidacy) again.

Q. Dissertation and Final Doctoral Oral Examination

For Ph.D. candidates, the scheduling of the Final Doctoral Oral Examination should normally occur no later than five years after beginning graduate studies. The dissertation must be submitted to the Graduate School according to the Schedule in the Calendar of Events for a specific commencement (e.g., a candidate must successfully defend their thesis by April, if they wish to participate in the May graduation ceremony).

The student must notify the Divisional Administrative Assistant to schedule the Final Doctoral Oral Examination at a mutually agreeable time and date for the student's Committee and Divisional faculty. This examination must be scheduled at least 4 weeks in advance. After discussion with the Committee, the student will provide 3 acceptable dates for final examination to the Divisional Administrative Assistant. These dates will be emailed to all Divisional Faculty, and the final date chosen will be one in which the greatest number of faculty will be able to attend. A copy of the final draft of the dissertation must be placed in the Divisional Office at least two weeks before the final defense, for review by the faculty.

The Final Doctoral Oral Examination shall be held only after all members of the Dissertation Advisory Committee have had adequate opportunity (at least two weeks) to review a formal draft of the doctoral dissertation which the candidate has prepared. The Research Advisor is responsible to the members of the student's Dissertation Advisory Committee for determining that the draft is in an appropriate form for their evaluation. The Committee may, at the time of the Final Doctoral Oral Examination but not later, require alterations and corrections. The Research Advisor is responsible for verifying that such changes have been made, and may delegate this responsibility to the Committee member who imposed the requirements.

The Final Doctoral Oral Examination should primarily be a true defense of the dissertation. It will be open to all members of the academic community, and will be advertised by email to School of Pharmacy faculty and graduate students and hard-copy postings in the School of Pharmacy. The Dissertation Advisory Committee makes the final decision regarding whether or not the student passes or fails this examination.

Upon completion of the above requirements, the Report of the Final Oral Examination is completed by the Committee (available at <http://gradschool.unc.edu/pdf/wdexam.pdf>) and submitted to the Graduate School. The dissertation, in final typed form, designed to meet the standards as defined in A Guide to the Preparation of Theses and Dissertations, is registered with the Graduate School.

The student is responsible for formally binding the dissertation, and providing a bound copy to the Major Advisor and the Division library.

III. GUIDELINES FOR REVIEW AND PROGRESSION

A. Performance Reviews

The performance of each 1st year and 5th year graduate student will be reviewed by the Division Faculty, and a recommendation to continue or discontinue support for the student will be made. Each graduate student will be notified of the status of his/her appointment for the next year (July 1 to June 30) at the time of his/her performance review.

B. Guidelines for Dealing with Unsatisfactory Performance

1. A graduate student becomes academically ineligible to continue in the Graduate School if he/she receives any grade of "F" or receives nine or more hours of "L."
2. The Graduate Education Committee will review the performance of every student requiring readmission action and forward an appropriate recommendation to the Division Director of Graduate Studies for final action. Various grade combinations will disqualify a graduate student, and all students should be familiar with the Graduate Degree Requirements stated in the University of North Carolina Graduate School Handbook.
3. Readmission for the purpose of pursuing a Master's Degree after receiving a grade of "F" will normally be recommended only in cases of extenuating circumstances.
4. The teaching performance of all Departmental Teaching Assistants will be assessed by the course coordinators and reviewed annually by the Division faculty. Performance reviews will become part of the student's overall record. Remediation for unsatisfactory performance will be addressed by the Student's Advisory Committee.

IV. MISCELLANEOUS INFORMATION

A. Purchasing

Chemicals, consumables, and equipment not available in Division faculty labs may be purchased. The student should secure all necessary details (name, quantity, stock number, supplier, address, etc.) and present them, along with an indication of intended use, to his/her Research Advisor. Purchases on research grants or school funds must be approved by the Principal Investigator and the Division Chair.

B. Keys

Upon arrival, the student will be issued a personalized UNC One Card for entry into the building and keys for the research laboratories. The main office handles all key requests. The Key Request Form can be obtained from the Divisional Administrative Assistant to be completed and signed by the Division Director of Graduate Studies and submitted to Facilities Management Office. The student's Advisor should be consulted if keys other than those issued are needed. Upon completion of the student's work, all keys must be returned to the Divisional

Administrative Assistant where a check-out form must be completed and signed by the Research Advisor. The student's final pay check will be held until all keys are turned in.

C. Copying and Office Supplies

Use of the photocopier and the availability of office supplies are limited to members of the faculty and staff. Students are expected to supply their own paper, pencils, etc. for their coursework. Copying related to the student's research (papers, etc., but not course notes) is allowable. Copying of other material, such as committee reports or the dissertation, is subject to a fee. Lab and office supplies for research purposes will be supplied by Division faculty.

D. Libraries

Several libraries on campus will be of interest to Pharmacotherapy and Experimental Therapeutics students. The Health Sciences Library, located across the street from the School of Public Health, has a wide collection of pharmaceutical and biomedical journals. The Chemistry Library (in Venable Hall) maintains a complete collection of "chemical" journals. Both Duke and N.C. State University Libraries are open to UNC students. Books or journals may be used or borrowed from these libraries either in person or by Inter-Library Loan. Consult the library website or any librarian for more details about these services.

E. Laboratory Notebooks

It is essential that graduate students know how to maintain an adequate research notebook. It is recognized that some flexibility is necessary to accommodate differences in the kinds of records generated in the different sciences. The following should be minimum requirements for a laboratory notebook:

1. The book should possess a cover and be permanently bound, 9¼ x 11 inches.
2. Each page of the book should be numbered sequentially.
3. Printed on the cover: Student Name
Laboratory Notebook
Division of Pharmacotherapy and Experimental Therapeutics
UNC Eshelman School of Pharmacy
Chapel Hill, NC 27599

When entering information in the notebook, the following procedures should be considered:

1. Write with a dark permanent ink. Pencil will not be allowed.
2. Since more than one notebook is likely to be used over the period of the graduate student's tenure, identify each notebook with a successive series of letters or numbers (e.g., A, B, C, etc. or I, II, III, etc.).

3. Begin a new page for each new experiment. On the starting page, provide a short identifying title of the objective of the experiment. Try not to leave blank lines or spaces between entries. Do not tear out pages. Do not obliterate entries (in those cases where an experiment has failed); merely cross out so that the original entry can still be read. If large sections are involved, merely draw diagonal lines through the section. Any correction or later changes entered into a notebook should bear a marginal notation that includes the date of the change and the initials of the investigator.
4. Date each day's entries--either in a margin or at the beginning line of the entry.
5. The advisor or designee should review the notebook monthly and initial and date the table of contents for those pages reviewed.
6. Ancillary data, such as chemical spectral records, computer printouts, graphs, statistical analysis, etc. should be retained in an available organized form. Some of these may be too bulky to attach to the laboratory notebook page, but should be identified in the notebook by an appropriate key system that corresponds with identifying notations in the records.
7. The student should write clearly, describe the work adequately and should not use strange abbreviations. Someone else may need to decipher the entry. The information should be entered directly in a notebook and not on loose scraps of paper.
8. The laboratory notebook remains the property of the School. At the completion of the degree program, the student may make a photocopy of the pages.

F. Graduate Student Grievance Committee

Grievances from graduate students are to be addressed first by the Division Director of Graduate Studies and then the Division Chair. If necessary, the Graduate Education Committee can function as a Grievance Committee. The grievance should be presented in written form, signed by the sender, and must clearly state the nature of the grievance. Where possible, documentation or some other reasonable manner of substantiating the grievance should accompany the request. Please see the SOP Graduate Program Governance Document for more detailed information.

G. The Honor Code

It shall be the responsibility of every student at The University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code, which prohibits lying, cheating or stealing when these actions involve academic processes or University, student or academic personnel acting in an official capacity.

Academic work and insuring its integrity is a joint enterprise involving faculty and students. Because many graduate students serve as teaching assistants, it is incumbent upon graduate

students to familiarize themselves with both the specific student and faculty responsibilities. These are described in the Record of the University of North Carolina at Chapel Hill (The Graduate School).

H. Time Commitment and Vacations

Graduate students should be present at the School during the semester and the entire final examination period. Graduate students are eligible for the official University Holidays (New Years Day, Fourth of July, etc). In addition, graduate students may take up to ten working days as vacation during non-semester, non-examination periods. Students are not expected to sign out for these vacation periods, but they must clear their absence with their major advisor and notify the Divisional Administrative Assistant where they might be contacted. Fall and spring break time taken off from work is considered vacation time.

PARENTAL LEAVE A graduate student currently receiving a stipend from the School of Pharmacy is eligible for six weeks of paid parental leave to care for a new biological or adopted child. This paid parental leave must be taken within one year of the birth or placement of the child.

LEAVE OF ABSENCE A student in good academic standing may request one leave of absence from graduate study for a definite, stated period of time (up to one year) during which the student does not plan to make academic progress. To be eligible for a leave of absence, a student must not have received an extension of the time limit for the degree and must not have temporary grades of IN or AB on courses taken. A leave of absence between degrees is not allowed.

I. Non-Discrimination Statement

In accordance with the laws of the State of North Carolina and the United States, the University does not discriminate against any person in its employment and educational activities on the grounds of race, color, religion, national origin, sex, age, or physical disability.

J. Committee on Impairment

The purpose of this policy statement is to provide structure for the identification of persons at risk of substance abuse and a method of intervention which seeks to be helpful to the individual and at the same time protective of the public interest. A copy of the School's Policy on Impairment of Student Due to Substance Abuse is available from the School's Graduate Office.

K. Hepatitis B Immunizations

The UNC Eshelman School of Pharmacy has a voluntary program for Hepatitis B vaccine immunization. Because students may participate in clinical research activities during their training and, subsequently, in their careers, that may place them at risk of developing Hepatitis

B, students are encouraged to carefully consider immunization. Additionally, some health care institutions offering experimental rotations may require proof of adequate immunization against Hepatitis B. Further details may be obtained from the office of the School's Associate Dean for Students.

L. Health and Safety Requirements

Several courses (1-3 hours) sponsored by the Office of Health and Safety are required for graduate students in laboratory-based programs. All students are required to be registered laboratory workers, and to take the OSHA Laboratory Standard course. Students working with radioactivity must participate in radiation safety training; students working with animals are required to take the laboratory animal handling course. These courses are required only once while a student is at UNC. Students working with human tissues or fluids must take the OSHA blood borne pathogens course on an annual basis. Details may be obtained from the Office of Health and Safety (<http://ehs.unc.edu/>).

V. OPERATING POLICIES

1. All students should refer to the current year Handbook for latest revisions to policies governing our graduate program (e.g. makeup of the DC, external work policy, internship policy, seminar/journal club formats, etc). The most current handbook will be here:

<http://pharmacy.unc.edu/divisions/pharmacotherapy-and-experimental-therapeutics/phd-program>

2. DPET Seminar and the Preliminary Oral Exam

The dissertation proposal presentation (preliminary oral exam) does not replace the requirement for seminar presentations by third year students. Seminar and the preliminary oral exam are two very different kinds of presentations (the former focuses on data and results, while the latter focuses more on rationale and experimental design). In addition, graduate students should be given as many opportunities as possible to formally present their research as part of their training. By August 1st following written qualifying exams, students should notify the coordinator of DPET seminar of when they anticipate scheduling their preliminary proposal presentation so that their seminar can be scheduled in the opposite semester. If a student ends up having both in close proximity, students should switch their seminar with another student and inform the seminar coordinator of the change of that a timely announcement can be sent out.

3. Format for DPET's Preliminary Oral Examination

- a. Student presentations of dissertation proposals are only open to members of the Division of Pharmacotherapy & Experimental Therapeutics including its current graduate students.
- b. At the end of the student presentation, the DPET Director of Graduate Studies will request that all in attendance, except for DPET faculty, depart from the proceedings.

- c. All Divisional faculty will then be invited to participate in the examination and faculty will then address any questions they have to the candidate.
- d. At the completion of the faculty question-and-answer session, the candidate will then be asked to wait outside the proceedings so Faculty can provide advice or commentary to the Dissertation Advisory Committee (DC).
- e. DPET faculty will depart from the proceeding so that the candidate can return to meet with their DC which will then address any remaining questions to the candidate. When this questioning is complete, the defense will conclude.
- f. The DC will make the final decision regarding whether or not the student passes or fails this examination.

A. Graduate Student Checklist

Student Responsibility for Documentation of Successful Progression in the Program

Each student is responsible for ensuring the accurate documentation of all course grades, fellowship and grant awards or other professional recognitions, and their timely research progression which is performed on a semiannual basis. Below, is a graduate student checklist of the documents and forms with approximate due dates that must be submitted to the Division on a regular basis so that there is an official record of their progression and accomplishments while in the Program.

Year 1 Fall

Documents	Due	Emailed	Received	Notes
TA Contract Form	Aug. 30			
Form A, Lab Rotation Description	Sept. 9			
Interview with Faculty Form	Oct. 21			
Form B, Lab Research Report	Dec. 19			
TA Evaluation Form	Dec. 19			

Year 1 Spring

Documents	Due	Emailed	Received	Notes
TA Contract Form	Jan. 16			
Form C, SAC Selection with Research Description (Form A if no SAC)	Jan. 16			
Form D, Early Clinical Experience Description	March 31			
Form E, Semiannual SAC Committee Report (Form B if no SAC)	May 6			
TA Evaluation Form	May 6			

Year 1 Summer

Form I, Annual Division Review	July			
Form F, Clinical Rotation Assessment	July 31			

Year 2 Fall

Documents	Due	Emailed	Received	Notes
TA Contract Form	Aug.			
Form E, Semiannual SAC Report	Dec.			
TA Evaluation Form	Dec.			

Year 2 Spring

Documents	Due	Emailed	Received	Notes
TA Contract Form	Jan.			
Form D, Early Clinical Experience Description	March			
Form E, Semiannual SAC Report	May			
TA Evaluation Form	May			
Qualifying Exam	June			
Form G, DAC Selection Memo				

Year 2 Summer

Form I, Annual Division Review	July			
Form F, Clinical Rotation Assessment	July 31			

Year 3

Document	Due	Emailed	Received	Notes
Proposal defense				
Form H, semiannual DAC report				
Form H, semiannual DAC report				
Form I, annual review				
Form F, clinical assessment				

Year 3 Summer

Form I, Annual Division Review	July			
Form F, Clinical Rotation Assessment	July 31			

Year 4

Document	Due	Emailed	Received	Notes
Form H, semiannual DAC report				
Form H, semiannual DAC report				
Form I, annual review				
Form F, clinical assessment				

Year 4 Summer

Form I, Annual Division Review	July			
Form F, Clinical Rotation Assessment	July 31			

Year 5

Documents	Due	Emailed	Received	Notes
Form H, semiannual DAC report				
Form H, semiannual DAC report				
Publication(s)				
Final Defense				

Graduate School forms <http://gradschool.unc.edu/forms/>

Graduation deadlines <http://gradschool.unc.edu/student/graddeadlines.html>

Application to graduate https://cfx.research.unc.edu/grad_appOnline/