Pharmaceutical Sciences
Student Handbook
Appendix V

Division of Pharmacotherapy and Experimental Therapeutics

Fall 2016
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Division Personnel
This guide is designed to provide you with useful general information throughout your PhD appointment and Division specific expectations and guidelines. Contact your Division Graduate Program Coordinator if you need further information or clarification.

Division Administrators
Angela D. M. Kashuba, BScPhm, PharmD, DABCP
John A. and Deborah S. McNeil Jr. Distinguished Professor of Pharmacy and Chair
Vice-Chair for Research and Graduate Education

J. Herbert Patterson, PharmD, FCCP
Professor of Pharmacy, Research Professor of Medicine
Executive Vice-Chair for Research and Graduate Education

Craig Lee, PharmD, PhD
Associate Professor
Divisional Director of Graduate Studies

Daniel Gonzalez, PharmD, PhD
Assistant Professor
Divisional Director of Graduate Admissions

Administrative Staff
Anna Crollman, Graduate Program Coordinator
3206 Kerr Hall, CB# 7569
919.966.4882; annals@email.unc.edu
IV. Academic Requirements & Processes

Curriculum

Course Requirements for the Ph.D in Experimental Therapeutics

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 and approval.
Core Courses For Clinician Track Students – Entering Fall 2016

<table>
<thead>
<tr>
<th>Course</th>
<th>Hrs</th>
<th>Course</th>
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<tbody>
<tr>
<td>Semester 1</td>
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<tr>
<td>PHRS 801, Ethical Dilemmas in Research</td>
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<td>DPET 900, Elements in Translational Research</td>
<td>1</td>
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<tr>
<td>BIOS 600, Principles of Statistical Inference</td>
<td>3</td>
<td>DPET 833, Experimental Design Considerations in Clinical Research</td>
<td>2</td>
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<tr>
<td>DPET 832, Introduction to Applied Pharmacogenomics</td>
<td>2</td>
<td>DPET 831, Quantitative Methods in Clinical Research</td>
<td>3</td>
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<tr>
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<td>PHRS 991, Research</td>
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<td>Elective †</td>
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<td>Total Hours</td>
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<tbody>
<tr>
<td>Semester 3</td>
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</tr>
<tr>
<td>MOPH 810, Drug Metabolism</td>
<td>3</td>
<td>DPET 822, Advanced Clinical Pharmacy ^</td>
<td>3</td>
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<tr>
<td>DPET 855, Pharmacokinetic Theory and Applications</td>
<td>3</td>
<td>DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *</td>
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<tr>
<td>PHRS 899, Seminar</td>
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</tr>
<tr>
<td>Total Hours</td>
<td>10</td>
<td>Total Hours</td>
<td>13</td>
</tr>
</tbody>
</table>

- * Courses offered every other year.
- ^ Although students will official register for DPET 822 (Advanced Clinical Pharmacy) during Semester 4, this course has required elements that span Semesters 1-4. Course director Dennis Williams will provide a syllabus and will meet with students during Semester 1 to discuss these requirements.
- † 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 via: [http://www.unc.edu/gradrecord/programs/deptintro.html](http://www.unc.edu/gradrecord/programs/deptintro.html)
- Once you have passed your qualifying exam, you will enroll in PHRS 994 instead of PHRS 991.
- **You must register for at least 9 credit hours per semester. Adjust your research hours to meet this requirement.**
- PLEASE NOTE: Summer registration is not required unless a dissertation defense is planned during either of the summer sessions.
Updated 8.8.16

Core Courses For Non-Clinician Track Students – Entering Fall 2016

<table>
<thead>
<tr>
<th>Semester 1</th>
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<th>Semester 2</th>
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<tr>
<td><strong>Course</strong></td>
<td><strong>Hrs</strong></td>
<td><strong>Course</strong></td>
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<tr>
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<tr>
<td>PHRS 801, Ethical Dilemmas in Research</td>
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<td></td>
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<tr>
<td>DPET 900, Elements in Translational Research</td>
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<tr>
<td>BIOS 600, Principles of Statistical Inference</td>
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<tr>
<td>DPET 833, Experimental Design Considerations in Clinical Research</td>
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<td>DPET 831, Quantitative Methods in Clinical Research</td>
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<tr>
<td>DPET 832, Introduction to Applied Pharmacogenomics</td>
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<td>DPET 838, Methods in Pharmacogenomics *</td>
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<td>PHRS 991, Research</td>
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<td><strong>Total Hours</strong></td>
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<tr>
<th>Semester 3</th>
<th></th>
<th>Semester 4</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Hrs</strong></td>
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<td><strong>Hrs</strong></td>
</tr>
<tr>
<td>DPET 855, Pharmacokinetic Theory and Applications</td>
<td>3</td>
<td>DPET 856, Advanced Pharmacokinetics and Pharmacodynamics *</td>
<td>4</td>
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<tr>
<td>MOPH 810, Drug Metabolism</td>
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<tr>
<td>PHRS 991, Research</td>
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<td>PHRS 991, Research</td>
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<tr>
<td></td>
<td></td>
<td>DPET 841, Science and Methods in Drug Development *</td>
<td>2</td>
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<tr>
<td>Elective †</td>
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<td>Elective †</td>
<td>varies</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td>10</td>
<td><strong>Total Hours</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

- * Courses 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 via: [http://www.unc.edu/gradrecord/programs/deptintro.html](http://www.unc.edu/gradrecord/programs/deptintro.html)
- Once you have passed your qualifying exam, you will enroll in PHRS 994 instead of PHRS 991.
- **You must register for at least 9 credit hours per semester. Adjust your research hours to meet this requirement.**
- PLEASE NOTE: Summer registration is not required unless a dissertation defense is planned during either of the summer sessions.
**Student Orientation**

A Division orientation will be scheduled up to one week prior to the beginning of the semester. This event will usually be held after the Graduate School orientation. Attendance is required by all incoming students.

**Registration for Courses**

1. First Semester – First Year Students
   
   a. The Division Graduate Program Coordinator and the Office of Student Affairs will assist all new students in registering for courses for the first semester.

2. Subsequent Semester Requirement – All Students

   a. During the registration period each semester, graduate students must register for courses for the following semester (e.g., Spring 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, but are not required to enroll in courses.

   b. Students must provide a copy of their final course registration to the Division’s Graduate Program Coordinator during the pre-registration period each semester.

   c. Students should log on to ConnectCarolina at the beginning of each semester to verify that they have received grades for the previous semester’s courses.

**Seminar Requirement**

Each student will be expected to present one Division 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 enrolled in the program. Student’s seminar presentations will be assessed by the faculty through a standardized seminar evaluation form.
**Rotation Experiences**

**Laboratory Research Experiences**

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:

   a. All students must register for 3 credits of Pharmacy 991 (research experience), which will be graded H, P, L, or F.

   b. 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:

   a. Semester during which the research rotation will be performed.

   b. Estimated time commitment (hours per week) for the proposed research.

   c. 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 the Division Graduate Program Coordinator.
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:

1. Assessment of the student’s motivation/initiative.
2. Assessment of the student’s approximate hours per week in the lab.
3. Assessment of the student’s quality and quantity of the work performed.
4. 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 the Division Graduate Program Coordinator.

Form A & Form B should be submitted in accordance with the PHRS 991 guidelines.
Clinical Rotations

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. **Students engaging in clinical work must complete EPIC training. Discuss the application process and required training with your preceptor and PI.**

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. The Year 1 Early Clinical Experience is integrated into the DPET 822 (Advanced Clinical Pharmacy) course.

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 no later than the 15th of October each year. Ideally, these experiences should be scheduled by the 15th of August each year. This is especially important for the inpatient clinical blocks.

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./Ph.D. program.

Early Clinical Experience (Years 1 & 2)

Given the pharmacology 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.
**Qualifying Written Exam**

The Qualifying Written Exam and the Final Oral Defense together shall accomplish the following purposes, among others:

- 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;
- Test the candidate's knowledge of all transferred courses;
- Discover any weaknesses in the candidate's knowledge that need to be remedied by additional course work or other instruction;
- Determine the candidate's fitness to continue work toward the doctorate.

The Qualifying Written Examination is a comprehensive examination taken upon completion of required graduate course work. This will usually be at the end of the second year of graduate school. Typically, the qualifying exam is a take home open book test provided over a one week period. More details regarding the format and structure of the written qualifying examination will be provided to students taking the examination during the Spring semester.

**Grading**

Division faculty will write the question for the qualifying make the final decision regarding whether or not the student passes or fails this examination.

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.

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.

After successfully passing the written examination, the student and Committee Chair will complete the Doctoral Exam Report Part I, and submit the form to the Division Graduate Program Coordinator.

**Preliminary Doctoral Oral Examination and Dissertation Prospectus**

The student’s preliminary 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 6 pages (0.5" margins, Arial 11 point font); however the References do not count towards the 6-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.

**Preliminary Oral Exam**

Following successful completion of the Qualifying Written Exam, and formation of the Dissertation Advisory Committee (DAC), the student may request approval from the DAC to begin preparation for the preliminary oral defense. The student should contact the Division Graduate Program coordinator as soon as the DAC has provided approval (at least 6-8 weeks prior to the proposed defense date). The Division Graduate Program Coordinator will assist the student with the completion of the Preliminary Oral Defense Workflow, which can be reference in the documents section of this appendix.

The preliminary 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 DAC 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.

**Candidacy, Final Defense & Graduation**

**Application for 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](http://gradschool.unc.edu/student/graddeadlines.html).

Forms are available via the Graduate School website: [http://gradschool.unc.edu/forms/#doctoral](http://gradschool.unc.edu/forms/#doctoral)
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.

**It is the student’s responsibility to file for graduation and submit their own dissertation** during the appropriate semester. The Graduate School’s list of procedures and requirements, including deadlines, is available via: [http://gradschool.unc.edu/current.html](http://gradschool.unc.edu/current.html)

It is the responsibility of each student to read and understand the described procedures. Students must apply to graduate through ConnectCarolina. 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.

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 will 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.

Final Oral Defense

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 student should contact the Division Graduate Program Coordinator at the beginning of the term in which they wish to defend in order to review the Final Defense/Graduation Workflow and confirm the timeline for the requirements. Please note that students must be enrolled in courses for the semester in which they complete the final defense. If a defense is scheduled between terms (i.e., after Spring graduation but before the Summer term) the student does not have to be enrolled in courses for the upcoming term.

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. The DAC makes the final decision regarding whether or not the student passes or fails this examination.

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

**Progression Reports and Documentation**

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 Graduate Program Coordinator, and Major Advisors and committee members will have access to the electronic files of the students they mentor. Students are responsible for providing the required documentation of their academic progress as noted in the progression table below to the Division’s Graduate Program Coordinator. Due date reminders will be circulated via email each semester.

Each student is responsible for reporting awards, grants, or fellowships received to the Division Program Coordinator as well as the Director of Student Affairs within the semester of achievement.

<p>| Year 1 |
|---|---|
| <strong>Fall</strong> |
| <strong>Documents</strong> | Due |
| TA Contract Form &amp; PHRS Gta Form (if applicable) | August |
| Form A: Lab Rotation Description | September |
| Form B: Lab Research Report | Mid-December |
| TA Evaluation Form (if applicable) | December |
| Email next semester’s registration to Graduate Program Coordinator | December |
| <strong>Spring</strong> |
| <strong>Documents</strong> | Due |
| TA Contract Form &amp; PHRS Gta Form (if applicable) | January |
| Form A: Lab Rotation Description (only for new lab rotations) | Mid-January |
| Form your Student Advisory Committee (SAC) &amp; submit Form C | Varies |
| <strong>Semi-Annual Report</strong> |
| - Form E (if SAC formed) | May |
| - Form B (if SAC not formed) | May |
| Form D, Early Clinical Experience Description (if applicable) | May |
| TA Evaluation Form (if applicable) | May |
| Email next semester’s registration to Graduate Program Coordinator | June |
| PHRS Form R: Annual Progress Report | TBD |</p>
<table>
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<tr>
<th>Year 2</th>
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<tbody>
<tr>
<td><strong>Fall</strong></td>
<td></td>
</tr>
<tr>
<td>Documents</td>
<td>Due</td>
</tr>
<tr>
<td>Form F, Summer Clinical Rotation Assessment (if applicable)</td>
<td>August</td>
</tr>
<tr>
<td>TA Contract Form &amp; PHRS Gta Form (if applicable)</td>
<td>August</td>
</tr>
<tr>
<td>Form A: Lab Rotation Description (only for new lab rotations)</td>
<td>August</td>
</tr>
<tr>
<td>Form D, Early Clinical Experience Description (if applicable)</td>
<td>December</td>
</tr>
<tr>
<td>Semi-Annual Report</td>
<td></td>
</tr>
<tr>
<td>-Form E (if SAC formed)</td>
<td>December</td>
</tr>
<tr>
<td>-Form B (if SAC not formed)</td>
<td></td>
</tr>
<tr>
<td>TA Evaluation Form (if applicable)</td>
<td>December</td>
</tr>
<tr>
<td>Email next semester’s registration to Graduate Program Coordinator</td>
<td>December</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
</tr>
<tr>
<td>TA Contract Form &amp; PHRS Gta Form (if applicable)</td>
<td>January</td>
</tr>
<tr>
<td>Form A: Lab Rotation Description (only for new lab rotations)</td>
<td>Mid-January</td>
</tr>
<tr>
<td>Form your Student Advisory Committee (SAC) &amp; submit Form C</td>
<td>Varies</td>
</tr>
<tr>
<td>Semi-Annual Report</td>
<td></td>
</tr>
<tr>
<td>-Form E (if SAC formed)</td>
<td>May</td>
</tr>
<tr>
<td>-Form B (if SAC not formed)</td>
<td></td>
</tr>
<tr>
<td>Form D, Early Clinical Experience Description (if applicable)</td>
<td>May</td>
</tr>
<tr>
<td>TA Evaluation Form (if applicable)</td>
<td>May</td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>May</td>
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<tr>
<td>Email next semester’s registration to Graduate Program Coordinator</td>
<td>June</td>
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### Year 3

<table>
<thead>
<tr>
<th>Documents</th>
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<tbody>
<tr>
<td>Form F, Summer Clinical Rotation Assessment (if applicable)</td>
<td>August</td>
</tr>
<tr>
<td>Form Dissertation Committee Complete Form G &amp; Committee Composition Form</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Semi-Annual Report</strong></td>
<td></td>
</tr>
<tr>
<td>- Form E (if SAC formed)</td>
<td>Dec &amp; May</td>
</tr>
<tr>
<td>- Form B (if SAC not formed)</td>
<td></td>
</tr>
<tr>
<td>- Form H (if DAC formed)</td>
<td></td>
</tr>
<tr>
<td>Preliminary Oral Defense: Exam Report Form (Part I &amp; II)</td>
<td>Varies</td>
</tr>
<tr>
<td>Email next semester’s registration to Graduate Program Coordinator</td>
<td>Dec &amp; May</td>
</tr>
<tr>
<td>PHRS Form R: Annual Progress Report</td>
<td>TBD</td>
</tr>
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</table>

### Year 4

<table>
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<th>Documents</th>
<th>Due</th>
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</thead>
<tbody>
<tr>
<td>Form F, Summer Clinical Rotation Assessment (if applicable)</td>
<td>August</td>
</tr>
<tr>
<td>Form Dissertation Committee Complete Form G &amp; Committee Composition Form</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Semi-Annual Report</strong></td>
<td></td>
</tr>
<tr>
<td>- Form E (if SAC formed)</td>
<td>Dec &amp; May</td>
</tr>
<tr>
<td>- Form B (if SAC not formed)</td>
<td></td>
</tr>
<tr>
<td>- Form H (if DAC formed)</td>
<td></td>
</tr>
<tr>
<td>Preliminary Oral Defense: Exam Report Form (Part I &amp; II)</td>
<td>Varies</td>
</tr>
<tr>
<td>Email next semester’s registration to Graduate Program Coordinator</td>
<td>Dec &amp; May</td>
</tr>
<tr>
<td>PHRS Form R: Annual Progress Report</td>
<td>TBD</td>
</tr>
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</table>

### Year 5

<table>
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<th>Documents</th>
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</thead>
<tbody>
<tr>
<td>Form F, Summer Clinical Rotation Assessment (if applicable)</td>
<td>August</td>
</tr>
<tr>
<td>Form Dissertation Committee Complete Form G &amp; Committee Composition Form</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Semi-Annual Report</strong></td>
<td></td>
</tr>
<tr>
<td>- Form E (if SAC formed)</td>
<td>Dec &amp; May</td>
</tr>
<tr>
<td>- Form B (if SAC not formed)</td>
<td></td>
</tr>
<tr>
<td>- Form H (if DAC formed)</td>
<td></td>
</tr>
<tr>
<td>Final Oral Defense &amp; Exam Report Form (Part III, IV)</td>
<td>Varies</td>
</tr>
<tr>
<td>Graduation Checklist</td>
<td>Varies</td>
</tr>
<tr>
<td>Email next semester’s registration to Graduate Program Coordinator</td>
<td>December</td>
</tr>
<tr>
<td>PHRS Form R: Annual Progress Report</td>
<td>TBD</td>
</tr>
</tbody>
</table>

**Semi Annual Dissertation Advisory Committee Reports (Form H)**

Students are required to submit DAC Reports (Form H) beginning in Year 3 once the DAC is formed. The DAC 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 DAC report. DAC progress reports should be provided to the DPET DDGS and Division Graduate Program Coordinator within two weeks of each committee meeting.
General Information

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.

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 Key Request Form can be obtained from the Division Graduate Program Coordinator and should be completed and signed by the Division Director of Graduate Studies and submitted to the 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 Division Graduate Program Coordinator and 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.

Copying and Office Supplies

Please see the Division Graduate Program Coordinator for assistance with the copier and/or office supplies

IT Assistance

School of Pharmacy IT Assistance

- Log on to the School's IT pages via https://pharmkbox.ad.unc.edu/ to find information on negotiating IT networks, including how to map to drives and printers, or see https://share.unc.edu/sites/pharmacy/itsop/Downloads/Forms/AllItems.aspx. If you need help email a request to IT SOP at itsop@unc.edu or via the KBox link.

University IT Assistance

- Assistance with University IT issues (e.g. phone, ONYEN and password resets, etc.) is available via http://help.unc.edu/helpdesk/ or call 962-HELP
Shipping

Campus and US Mail
- Outgoing campus and US mail slots are on the wall outside Kerr 3206 and in the lobby of GMB. Recyclable campus mail envelopes are in the workroom, Kerr 3208.
- US Mail requires a postage charge authorization slip be clipped to your unstamped letter. You can get blank slips from Boris, or just leave your letter in the outgoing mail slot and it will be sent.

FedEx
- FedEx shipping materials are stored in Kerr 3208. You can order free specialty shipping supplies via https://www.fedex.com if needed.
- FedEx picks up at the Beard loading dock box by 6:15pm every day. You can arrange a special pickup – and pay an additional pickup charge – from any lab or office by calling 1-800-GoFedEx (1.800.463.3339).
- If you expect to send FedEx shipments regularly, contact Boris to get a logon set up so you can prepare shipments via https://www.fedex.com. If you only ship occasionally, you’ll find shipping materials in the Kerr 3208 workroom that you can fill out by hand. Record the Division’s account number, 222764548, in the ‘Sender’s FedEx Account Number’ line on the shipping label. You MUST put your PI’s account number in the ‘Your Internal Billing Reference.’ Failure to do so will result in significant extra work sorting out the ensuing fiscal confusion.
- Send the original FedEx paper "Sender’s Copy" to the attention of Chrissy Crocket, CB# 7360.
- All shipping done out of GMB is coordinated by John Dohnal (GMB 1099D, john.dohnal@unc.edu)

Important Policy Note:
If you ship materials internationally you need to maintain a record of your shipment for five years. The record should consist of a copy of the air waybill, commercial invoice, dangerous goods declaration (if applicable), export license (if applicable), proof of AES filing (if applicable), and certificate of origin (if applicable). Any supporting documents regarding an export license application or exemption and correspondence initiating the transaction (emails, letters or faxes) should be included as well. Use your judgment; if you think a document is an important part of that export transaction then keep it with the record.

The same applies to importing materials. Any import permits or customs letters should be included with import records along with the items mentioned above.

These records apply to commodities, software, or technology. Contact Terrence Rusch (http://ehs.unc.edu/lab/shipping/) in the Department of Environment, Health & Safety if you have questions (phone 919-962-3829 or trusch@unc.edu).

Hazardous Shipping
- Complete the training at http://ehs.unc.edu/training/self-study/shipping-of-infectious-substances/ prior to shipping any patient samples or hazardous materials. See page 17 of this guide for more on shipping.
Finance & Purchasing

Tax Exemption!
We are a tax exempt institution. Be sure anyone you order from knows this, or many hours will be wasted retrieving taxes paid in error. Our tax exemption number is 40082.

To buy supplies for your PI you must first gain access to the University’s e-procurement system. Email Matt Rivenbark via jmriven@unc.edu to ask for access.

All purchases for fellows located in GMB are done through the QUARTZY system which is managed by John Dohnal (GMB 1099D, john_dohnal@unc.edu)

Receiving Purchases
When you receive an order, PROMPTLY TURN IN THE PACKING SLIP, SIGNED AND DATED, to Nicolle Mynhier, CB# 7375.

Accounts
- Accounts are determined using what is called a Chartfield string. This string of numbers is necessary to determine the account. Not all accounts will have all of the fields shown below. Contact your PI/Advisor for account information.

<table>
<thead>
<tr>
<th>FRS #</th>
<th>Fund Code</th>
<th>Source</th>
<th>Dept ID</th>
<th>PC Bus unit</th>
<th>Project ID</th>
<th>Activity</th>
<th>Program Code</th>
<th>Cost Code 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Travel Procedures

Registration

Pre-Trip Registration Payment
- Option 1 Travel Advance: Submit a completed Travel Form and registration receipt.
- Option 2 Check Request: Submit a completed Travel Form, a completed registration form, and the address for the registration check to be sent. A check will be sent directly from UNC to the organization.

Post Trip Registration Reimbursement
- Include your registration receipt along with your other travel expenses and the completed Travel Form to Anna Crollman

Flights
CABS Flight (UNC Pays for the flight prior to travel)
- Contact Maupin Travel or Viking Travel to determine your specific itinerary and the price of your flight. You will need to provide them with the following information.
  - Full Name
  - DOB
  - Cell #
  - Frequent Flyer # (if applicable)
  - Passport # (for international travel)

Maupin Travel direct line: 919-967-8888
Kim Fehr: kimfehr@maupintravel.com
Wendy Ford: wsford@maupintravel.com

Viking Travel: 919-968-4586
Deby Taylor: deby@vikingtravel.com

**Either Agency will be able to hold the flight for 24 hours.

- Contact the Division Graduate Program Coordinator and request that a CABS. IMPORTANT: You will need to provide her with the following information.
  - Name
  - PID
  - Requested Itinerary (Airline & Flight #)
  - Price of flight (Obtained from Maupin. There will be a service charge Maupin will include)

- The Division Graduate Program Coordinator will provide you with the flight confirmation

Traveler Paid
- Book the flight yourself and submit the receipt along with the Travel Form to be reimbursed. With this route, you cannot be reimbursed until after the travel has occurred.

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**Receipt submittals**

*A receipt submittal should be completed for textbooks, supplies, member dues and other non-food, non-travel related expenses.*

- Provide a completed and signed Invoice Reimbursement Form along with all corresponding receipts to the Division Graduate Program Coordinator by email or in person.
Note: Member dues cannot be reimbursed as part of a travel reimbursement unless explicitly required for registration. Discounted registration due to membership does not qualify.

Meal Reimbursements
A meal reimbursement can be processed in cases where the student is hosting a candidate or incurs business related meal expenses unrelated to travel.

- Provide a completed and signed Business & Entertainment Meal Form along with all corresponding receipts to the Division Graduate Program Coordinator by email or in person.
- Note: alcohol will not be covered

Travel Reimbursement
- Provide a completed and signed Travel Form along with all corresponding receipts to the Division Graduate Program Coordinator by email or in person.
- Note: alcohol will not be covered
- Meal receipts should not be included in your reimbursement request. Per diem rates are used for meal reimbursement. Make sure to note on the travel form which meals you are claiming. Rates for meals are listed below for your reference

<table>
<thead>
<tr>
<th></th>
<th>In State</th>
<th>Out of State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>8.20</td>
<td>8.20</td>
</tr>
<tr>
<td>Lunch</td>
<td>10.70</td>
<td>10.70</td>
</tr>
<tr>
<td>Dinner</td>
<td>18.40</td>
<td>20.90</td>
</tr>
</tbody>
</table>

Lodging
- In order to request reimbursement for your lodging, a hotel receipt showing the nightly rate and proof of payment must be included. Lodging receipts should be submitted along with other travel receipts and Travel Form within two weeks of your return. Reimbursement gets complicated hotel rooms are shared. If you plan to split hotel costs with another traveler, please contact your Division Graduate Program Coordinator prior to your travel to determine the requirements.

Ground Travel
- Save all cab receipts.
- Cab receipts must state the origin and destination of the trip. Make sure the receipt is legible before leaving a cab. Ask the driver to sign the receipt. Cab fare within the travel destination is reimbursable if the purpose of the ride was a meal or a work-related event, such as a meeting.
- Tips are reimbursable only to and from an airport and hotel, as you may have baggage.
- If you travel by public transport, a ticket or receipt may not always be available. In those case, you can provide a bank statement print out as proof of payment.

Mileage
- A variety of state cars and vans are available for a fee. For information or to reserve a vehicle, visit http://www.facilities.unc.edu/Home/Administration/CarolinaMotorPool
- To request a vehicle: http://portal.facilities.unc.edu/masterpg/reqMotor.aspx
- University travelers are obligated to use a State vehicle (if available) when the round trip exceeds 100 miles. The reimbursement rate is $0.56 per mile when an individual uses a
personal car when a state car is not available. If a state vehicle is available but you
decline to use it, your mileage reimbursement will be reduced to $0.30 per mile.

- In addition to submitting a completed travel form for mileage costs, you must attach a
goog map print out showing the total mileage for the trip.

Transportation and Parking
Packing at UNC is managed by Public Safety: http://dps.unc.edu/. Public Safety's office hours are
7:30 am - 5:00 pm, Monday – Friday. Call 919-962-3951 for parking information.

Parking on Campus
See the options at http://move.unc.edu. A few of the most useful parking and transportation
options are described below, though subject to change.

Night Parking
Unrestricted parking usually begins at 5:00 pm in most restricted campus lots, but verify before
parking by checking the signs in each lot. Reserved spots are always reserved! Many lots are
unrestricted on weekends.

Pay Parking
- The Dogwood deck on Manning Drive across from UNC Hospitals costs $1.50/hour (max
$8/day). If you park in this lot and your license plate is linked to University records, you will
be ticketed. The only exception will be if you have a personal hospital or clinic appointment.
In that case, you can get a pass. See the attendant on the East Drive exit or ask Boris for
details.
- Franklin and Rosemary streets have paid parking lots about a fifteen minute walk from the
School.

Free Options
- Almost all buses are free, but check Chapel Hill Transit
http://www.townofchapelhill.org/town-hall/departments-services/transit/routes-schedules
for details on which bus route is best if you live in Chapel Hill

Commuter Alternative Program (CAP)
- If you live outside of Chapel Hill or do not live near a bus stop, using the Park & Ride is the
best option to get to campus. Information about the Park & Ride can be found at:
http://move.unc.edu/cap/commute-options/.
- There are several Park & Ride lots around Chapel Hill, but if you are coming from South
Durham or the Southpoint area the Friday Center Park & Ride is the best location. Parking at
the Park & Ride requires you to purchase a permit for the year that costs $250 and can be
purchased online at http://move.unc.edu/cap or in person at Parking & Transportation
once you have your PID or ONYEN. The bus rides to and from the Park & Rides are free and
you can find the bus routes at http://www.townofchapelhill.org/town-hall/departments-
services/transit/routes-schedules/all-routes-schedules/

See http://www.maps.unc.edu/ to find maps for parking and the campus.

Emergency assistance
There are Emergency Ride Back options for CAP members (see the Chapel Hill Transit section
below) http://move.unc.edu/p2p/emergency/.

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The Parking Control Division operates a Motorist Assistance Program (MAP). Call them if you need to jumpstart your car or for lock-out key retrieval to any vehicle on campus. You can reach Parking Control at 962-8006 on weekdays from 7:00 am - 12:00 midnight; call 962-8100 for help at any other time. See http://dps.unc.edu/services/motorist-assist-program/

**Chapel Hill Transit** [http://www.townofchapelhill.org/town-hall/departments-services/transit](http://www.townofchapelhill.org/town-hall/departments-services/transit)

Chapel Hill's free buses can help you get around and avoid expensive parking, so check their site for schedules and routes. Many buses arrive right at the School. Even if you drive to UNC, you might want to use the U and Reverse U (RU) buses to quickly get around campus. These buses circle the main campus every 15 minutes weekdays, traveling in opposite directions.

*After dark*

The P2P (point-to-point) campus shuttle will take you anyplace on campus not served by the regular P2P. Call 962-“P-TO-P” (962-7867) for this assistance so you *don't walk alone on campus at night!*

Check [http://www.dps.unc.edu/Transit/campustransit/p2p/p2p.cfm](http://www.dps.unc.edu/Transit/campustransit/p2p/p2p.cfm) for more on the P2P route and schedule. In addition, disabled students and students needing a ride to the Student Health Services during daylight hours may access the on-demand Point-to-Point shuttle by calling the P2P number above.

**Document List**

- Final Exam Report Form
- Committee Composition Form
- Progression Forms A-J
- Preliminary Oral Defense Workflow
- Final Defense/Graduation Workflow
- TA Forms
- Graduation Checklist
- Travel Reimbursement Form
- Invoice Reimbursement Form
- Business & Entertainment Meal Submittal Form