

UNIVERSITY OF ARIZONA
DEPARTMENT OF PHARMACOLOGY



MEDICAL
PHARMACOLOGY
GRADUATE STUDENT
HANDBOOK

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PREFACE

Welcome to the Graduate Program in Medical Pharmacology at the University of Arizona. The purpose of this handbook is to guide you through the mechanics of obtaining an advanced degree in Medical Pharmacology and to explain the organization of our program. The handbook outlines the rules and regulations of the degree process. It is intended to be used as a tool by you to understand and fulfill the requirements for obtaining your graduate degree. This handbook should be used in conjunction with current Graduate College Guidelines. Most of the basic rules are policies of the Graduate College of the University of Arizona and must be followed by all programs offering graduate degrees. In those cases where the requirements are slightly different from those stated in the Graduate College, the requirements in this Handbook pertain. More specialized requirements were established by the Executive Committee to ensure the quality of your training. As questions arise, good sources of information are the Chair of the Graduate Program in Medical Pharmacology, Graduate Program Coordinator and your fellow students.

Certainly the most important component of your training will be the experience of designing, performing and evaluating your dissertation research. Courses will provide a valuable opportunity to discuss the fundamentals of pharmacology with established investigators, and to learn how to approach and evaluate the scientific literature. A critical goal of the faculty will be to teach you how to take responsibility for your own education. As a scientist, you must determine what you need to know, and figure out how to get there to know it – be it in the classroom, library, or laboratory. Attainment of a graduate degree in Medical Pharmacology requires outstanding scholarship and demonstration of distinguished research leading to a thesis that contributes significantly to the general fund of knowledge in the discipline. The degree is never granted solely as certification of faithful performance of a prescribed program of course study. All degree requirements must be fulfilled. The requirements for the degree are outlined in this Handbook.

We are pleased that you have chosen to pursue your research training here. Best of luck as you begin your scientific career.

GRADUATE PROGRAM ORGANIZATION

Administration of the Program

Executive Committee

The Executive Committee (EC) of the Graduate Program in Medical Pharmacology (GPMP) is charged with the administration of the Program (reporting to the Chair of the Department of Pharmacology and College of Medicine). The Graduate Program in Medical Pharmacology comprises all faculty members in the University who qualify for inclusion as Principal or Affiliated Faculty.

The Executive Committee consists of at least five members of the GPMP, appointed to renewable three-year terms by the Chair of the Department of Pharmacology. One member of the EC is appointed by the Chair of the Department of Pharmacology to serve for a renewable five-year term as Chair of the EC and Chair of the Graduate Program in Medical Pharmacology.

Executive Committee Duties

- Develops and implements policies and procedures for the operation of the Graduate Program and for associated teaching and research programs of the GPMP;
- Evaluates nominations and applications for membership in the GPMP as Principal Faculty or Affiliated Faculty of the Program; Recommends GPMP faculty to the Department Chair to serve on standing or ad hoc committees of the GPMP;
- Reviews all prospective students and acts on recommendations of the Admissions Committee regarding applications from prospective students;
- Has the right to evaluate annual progress reports of all students in the GPMP;
- Plans for future developments in the area of Medical Pharmacology at the University;
- Prepares and submits an annual report of Program activities and accomplishments to the Chair of the Department of Pharmacology;
- Ensures that regular reviews of the Program, consistent with requirements of the Arizona Board of Regents, are carried out;
- Seeks funding in support of the Program;

- Nominates GPMP faculty for EC membership to ensure continuity over time; and
- Ensures that the GPMP website is revised annually.

Chairman of the Executive Committee

(Chairman of the Graduate Program in Medical Pharmacology):

- With the assistance of the graduate program coordinator, administers the Program and the activities of the EC and GPMP;
- Convenes and chairs the meetings of the EC and the GPMP faculty;
- Evaluates annual progress reports of all students in the GPMP
- Acts on behalf of the EC to implement Program policies and procedures (e.g. to sign requests to schedule examinations, to approve recommendations for appointments to examination committees, etc.); and
- Serves as representative of the GPMP to the University administration, granting agencies, prospective students, etc.

Graduate Program Coordinator

Works closely with the students, faculty, Executive Committee, Graduate College and standing committees to ensure timely fulfillment of UA and Graduate Program policies and flow of information, coordinate and manage department recruitment and assist faculty and students as needs arise.

FACULTY OF THE GRADUATE PROGRAM IN MEDICAL PHARMACOLOGY

The faculty of the Graduate Program in Medical Pharmacology is organized into two categories: Principal Faculty and Affiliated Faculty. Appointment to one of these categories is based upon review of the candidate by the Executive Committee with respect to the criteria given below; continuation of participation is contingent upon meeting the same criteria at the annual review by the Executive Committee.

Principal Faculty

Tenure eligible or tenured faculty in the Department of Pharmacology at The University of Arizona who are admitted to membership in the GPMP by fulfilling the following criteria:

- One who is recommended by a Principal faculty to serve as Major Advisor to a graduate student conducting dissertation research in pharmacology;
- One who is active in research in pharmacology (as assessed by current record of research support, publication of recent, and refereed papers based upon that research);
- One whose pharmacologic research constitutes a major component of her/his overall research program; and
- One who actively participates in any of the service or teaching activities of the GPMP.

Affiliated Faculty

Faculty who have a primary appointment in a University department or unit outside that of the Department of Pharmacology and fulfill the following criteria:

- One who is active in research (as assessed by current record of research support, publication of recent, and refereed papers based upon that research) OR
- One who is interested and knowledgeable in pharmacology but not necessarily actively involved in current research in the field; and
- One who contributes significantly to the goals of the Graduate Program by teaching Graduate Program courses, organizing seminars, serving on Graduate program committees, etc.

Participating Faculty

Principle, Research and Affiliated Faculty presently associated with the Program and are listed below. Their research interests can be found at www.pharmacology.arizona.edu/. Students wishing to conduct research with Affiliated Faculty Members **MUST** request approval from the Executive Committee.

MEDICAL PHARMACOLOGY FULL AND AFFILIATED FACULTY RESEARCH INTEREST

Tenure Track

John W. Bloom, Associate Professor, M.D., Jefferson University, 1971. Molecular mechanisms of glucocorticoid action in the lung; mechanisms of eosinophil apoptosis; effects of genetic polymorphisms on gene expression in asthma.

Qin M. Chen, Associate Professor, Ph.D., Clarkson (New York), 1991. Molecular mechanisms of oxidative injury and adaptation, stress signal transduction pathways, stress gene expression, senescence, apoptosis and cardiac hypertrophy.

Thomas P. Davis, Professor, Ph.D., University of Missouri-Columbia, 1978. Neuropharmacology; molecular regulation of growth factor processing and metabolism; biotech approaches to targeting the blood-brain barrier for new drug development; effects of hypoxia, aglycemia and nicotine on endothelial cell permeability, resistance and cytoarchitecture.

Robert T. Dorr, Professor, Ph.D., University of Arizona, 1984. Toxicology systems and mechanisms of action of cytotoxic anticancer agents; pharmacology of cancer chemopreventive agents.

Edward D. French, Professor, Ph.D., UCLA, 1979. Neuropharmacology of drugs of abuse, addiction, and CNS responses to stressful stimuli using electrophysiological and behavioral endpoints.

May Khannah, Assistant Professor, Ph.D. Wayne State University, 2001. Structure-function of alternatively spliced proteins in neuropathic pain; biophysical analyses on RNA-protein and protein-protein interactions; novel targets for neuropathic pain; drug discovery for neuropathic pain.

Rajesh Khannah, Associate Professor, Ph.D., University of Toronto, 2000, Regulation of calcium channels by interacting proteins; CRMP2 regulation of calcium and sodium channels; neurofibromatosis, CRMP2 and calcium channels: a new network in neurofibromatosis type I; molecular biology of ion channel signaling in neuropathic pain.

Patrick W. Mantyh, Professor, PhD., JD, University of California, San Francisco, 1981, JD William Mitchell College of Law, 1994, Cancer, cancer pain and non-malignant bone pain, stem cells and skeletal health in disease and aging.

John D. Palmer, Professor Emeritus, Ph.D., M.D., University of Minnesota, 1961. Pharmacology; cardiovascular and clinical pharmacology; studies of cardiovascular and pulmonary changes associated with acute hypersensitivity responses and systemic anaphylaxis.

Frank Porreca, Professor, Ph.D., Temple University, 1982.
Neurobiology of pain.

Patrick Ronaldson, Assistant Professor, Ph.D., University of Toronto, 2007,
Physiology/Pathology of the Blood-Brain Barrier; drug transport; effect of
pathophysiological insult on CNS drug delivery; intracellular signaling systems.

Todd W. Vanderah, Associate Professor, Ph.D., University of Arizona, 1995.
Mechanisms and pharmacology of acute and chronic models of pain;
endogenous opioid systems; sensory neural systems; opioid tolerance.
antinociceptive synergy between cannabinoids and opioids.

Ray Wong, Assistant Professor and Perfusion Sciences Program Director, Ph.D.,
University of Arizona, 2001. Cardiopulmonary Bypass; ECMO: Mechanical
Circulatory Assist Devices; anticoagulation/hemostasis therapy and diagnostic
testing; blood management in the cardiac surgery patient population.

Affiliated Faculty

Ronald P. Hammer, Jr., Professor, Ph.D., UCLA, 1980. Neurobiology of
schizophrenia and drug abuse, molecular adaptation in forebrain dopamine
systems, brain and behavioral response to salient stressors, neurotrophic factors.

Victor Hruby, Regents Professor, Ph.D., Cornell, 1965. The chemistry of human
behavior especially peptide hormones and neurotransmitters; drug design,
discovery and development; pain, addiction, feeding behavior, sexual behavior,
pigmentation disease, cancer, diabetes, immune response; GPCRs;
biophysics/biochemistry of health and disease.

Mohab Ibrahim, Assistant Professor and Anesthesiology, Ph.D., M.D., (Ph.D.)
University of Arizona, 2004, (M.D.) University of Arizona, 2008.

David G. Johnson, Professor, M.D., Harvard, 1967. Endocrine pharmacology;
pharmacology and physiology of pancreatic function; peptide hormones; clinical
pharmacology.

Douglas F. Larson, Professor, Ph.D., University of Arizona, 1984.
Immunopharmacology; pharmacology and design of selective
immunosuppressive therapies for solid organ transplantation and autoimmune
diseases.

Patwardhan, Amol, Assistant Professor, Ph.D., M.D., (Ph.D.) University of
Texas Health Science Center, 2006, (M.D.) University of Mumbai, India.
Anesthesiology

Ronald J. Lukas, Research Professor, Ph.D., SUNY Downstate Medical Center,
1976. Nicotinic acetylcholine receptor biology using clonal lines and transgene
expression systems; neurotrophic factors; neurodegenerative diseases; neuronal
differentiation.

Ron Lynch, Professor, Ph.D., University of Cincinnati. Research in the Lynch lab focuses on second messenger signaling in vascular smooth muscle cells and nutrient sensing cells (e.g., Pancreatic Beta-cells) with emphasis on alterations in signaling that occur during development of Diabetes

Robin Polt, Professor, Ph.D., Columbia University, 1986. Chemistry; synthesis and new synthetic methods, drug design and transport; neuropsychopharmacology and the blood-brain barrier.

William R. Roeske, Professor, M.D., Stanford, 1970. Cardiovascular pharmacology; regulation, characterization, and identification of autonomic receptors; neuropharmacology of drugs of abuse.

F. Mazda Shirazi, M.D., Ph.D. Clinical Emergency Medicine, Medical Director Arizona Poison Control Center

Research Track

Sally Dickinson, Research Assistant Professor, Ph.D., University of Arizona, 2005. Chemoprevention of non-melanoma skin cancer; transcription factor regulation.

Tally Largent, Research Assistant Professor, Ph.D. University of Arizona, 2010. Trigeminal (Vc) synaptic physiology; neuropathic pain; rational design of multifunctional compounds to treat chronic pain.

Edita Navratilova, Research Assistant Professor, Ph.D. Neuropharmacology of pain; brain circuits for pain, relief of pain and reward; opioid neurotransmission; mechanisms of acute and chronic pain.

Michael H Ossipov, Research Associate Professor, Ph.D., Philadelphia College of Pharmacy & Science, 1982. Pharmacology; neurophysiology, pharmacology and neuroanatomical pathways of acute and chronic pain states; isobolographic and statistical interpretation of drug-drug interactions.

Margaret Tome, Research Assistant Professor, Ph.D.

George Watts, Assistant Professor, Ph.D. Investigation of esophageal adenocarcinoma, changes in gene expression that are associated with progression from Barrett's esophagus to cancer.

Jennifer Xie, Research Assistant Professor, Ph.D., Pharmacology; Neurobiology of pain.

FACILITIES MANAGEMENT

- **Equipment Resources**

Availability of modern scientific instruments is crucially important to research and graduate education programs. We are fortunate to possess state-of-the-art instrumentation to conduct research at all levels of biological organization. Each investigator's laboratory is equipped with specialized instrumentation required for research in their particular field.

- **Library Resources**

The University of Arizona takes pride in the outstanding quality of its libraries. The General Library and the Science Library, both on the main campus, hold extensive collections of general and scientific periodicals and books. The Health Sciences Library is located in the Arizona Health Sciences Center. In addition to its holdings of pertinent periodicals and books, the library provides an excellent array of valuable services including computerized bibliographic databases and modern electronic information retrieval services with related on-line and off-line nationwide linkups. A vast selection of supplemental audio-visual teaching aids is available in the media section.

- **Experimental Animals**

The availability of high quality experimental animals is of great importance to modern research in pharmacology. Graduate students **MUST** become familiar with safe and humane animal care and handling techniques. The University Animal Care Facility procures and cares for all animals used in teaching and research by the Program. The staff of University Animal Care is available to students for consultation on problems related to the use of animals in scientific research.

***All students are required** to complete an online training course by the University Animal Care staff before the end of their first semester of residence in order to comply with federal, state and local regulations governing animal care. Please visit <http://www.iacuc.arizona.edu/training/> for information on obtaining IACUC training and certification.

- **Laboratory Safety and Environmental Health**

Students are required to attend courses on these topics by end of their first semester of residence, preferably soon after their arrival. It is the responsibility of all personnel involved in scientific study to be aware of the safety precautions and the proper disposal of hazardous waste specific to the research effort. The student has a moral obligation to not only familiarize him/herself with, but also follow, the specifics of laboratory safety associated with their desired area of research. The offices of Risk Management and Radiation Control offer seminars covering such subjects as fire prevention, hazardous waste disposal, compressed gas safety, basic radiation protection, and industrial hygiene, etc. Laboratory directors and technicians are the best source for day to day laboratory safety techniques and advice on safety seminars required for laboratory personnel. Please visit the Risk Management website at <http://risk.arizona.edu/training/index.shtml> to sign up for the training programs described above.

PROGRAM REQUIREMENTS

Supervision

The Graduate Coordinator and Chair of the GPMP advises each student in the preparation of her/his first-year program of study. Students will be required to meet annually with their Advisor and Dissertation Committees' annually.

Financial Support

Financial assistance in the form of a research assistantship is available to all first year Ph.D. students admitted into the Program. Assignment of students to training grants is a responsibility of individual training grant advisory committees. Future support will include research assistantships funded by the student's research advisor. Students are also encouraged to apply for individual pre-doctoral fellowships from sources outside the University. Appointments such as research assistants provide a waiver of tuition, health insurance and in-state registration fees.

Financial assistance for M.S. students is dependent on the availability of funds by individual laboratories.

Core Courses and Coursework Requirements

All Medical Pharmacology Ph.D. / MS students are required to take required courses listed in Appendix A.

Waiver of Core Courses

In order to waive a core course, the student must submit a letter and supporting documents to the Medical Pharmacology Executive Committee, in their first year of study.

The student must first meet with the instructor of the course he/she would like to waive. It is advised that the student bring evidence of the content of the comparable course previously taken (e.g. course outline, textbook) and show proof of an acceptable grade (A or B), to the meeting.

If the instructor approves, the student should then submit a letter with the supporting documents and letter from instructor, to the Chairperson of the Executive Committee. The Chairperson will forward the above material to the Executive committee for final approval.

Transfer of Coursework

Graduate credit earned at other approved institutions, if accepted by the Executive Committee of the major department and the Graduate College and grade was A or B, may be counted toward the requirements of this degree, but will not be calculated in The University of Arizona G.P.A. There is no maximum as long as 30 units of residency are completed here. All required units of credit must be at the 500-level or above at The University of Arizona (or, in the case of transfer units, their equivalent at other institutions). Credit for correspondence courses or extension work obtained at other institutions will not be accepted for graduate credit at the discretion of the Executive Committee. Students who wish transfer credit **MUST** submit an “**Evaluation of Transfer Credit**” form before the end of their first year of study.

Grades in Courses

Students **MUST** receive a grade of “B” or better in all required courses. Graduate students must maintain a 3.0 GPA. A grade of “D” or less in a course constitutes grounds for dismissal from the Graduate Program.

MS with Perfusion Sciences in Medical Pharmacology

The Perfusion Program is structured with a dual track, resulting in a Master’s of Science degree in Medical Pharmacology, plus the technical and clinical certificate training in Perfusion Sciences. The integrated graduate program incorporates the investigation of pharmacological, physiological, biomaterials and bioengineering aspects as well as the clinical aspects of extracorporeal and mechanical circulation. The discipline will prepare students for professional practice in perfusion with a wide range of experiences including, but not limited to: cardiopulmonary bypass, extracorporeal membrane oxygenation, mechanical circulatory assist devices, blood recovery, transplant organ procurement, teaching skills and research.

Minor in Medical Pharmacology

The GPMP encourages students from other disciplines to minor in Medical Pharmacology. Nine credits in Medical Pharmacology are required for the minor. Ordinarily, these will include PHCL 601A, 601B and 601C (6 units) with the remainder of the units from other GPMP courses of the 500 level or above. Students planning to minor in Medical Pharmacology must have at least two members of the GPMP faculty on their Comprehensive Exam Committee. Successful completion of 9 units of approved course work in Medical Pharmacology constitutes passage of the written comprehensive examination in the minor area.

If you are in the department and would like to Minor inside the dept. you will need 9 units. You and your advisor should decide which courses to take to make up the 9 units and you cannot count units used in the major.

Research Laboratory Rotations

This is accomplished in two steps: (a) Either before or immediately after arrival, first-year students should examine and become familiar with the Program Faculty that is maintained on the Program's website <http://www.pharmacology.arizona.edu/facultybio.cfm>; and (b) Each student should meet individually, with several members of the Faculty of the Program to discuss the research activities of, and opportunities with, those faculty. It is strongly suggested that students prepare for such meeting by reading all recent manuscripts, i.e. last five years of each laboratory in which they wish to rotate. Each student in the Medical Pharmacology Program **MUST** take two (2) and no more than three (3) research rotations in the first year of the program. The required course PHCL 586A and B provide a formal mechanism for these rotations, the purpose of which is for the student to have a "hands-on" experience in several areas of interest to her/him, to learn cutting edge methods in the field and to gain skills in critical literature, review and become familiar with critical research work and findings of the laboratory and research group of prospective dissertation advisors. Faculty members **EXPECT** a serious and conscientious effort on the part of rotation students, but successful rotations will not necessarily lead to the completion of a specific project and/or publication.

To receive credit for PHCL 586A and B the student **MUST** submit a rotation report that may be obtained at <http://www.pharmacology.arizona.edu/graduateforms.cfm>, and submitted to the rotation advisor at the completion of each rotation. The rotation report **MUST** be signed by both the student and the faculty member. A grade will not be issued until the report is turned in. Students may receive credit for PHCL 586A and B during the fall and spring semesters of their first year.

Rotation Schedule:

- Rotation 1 Begins: September 1 – October 30
(Search for Advisor: August 15-August 30)
- Rotation 2 Begins: November 1 – January 30
(Search for Advisor: October 15-October 31)
- Rotation 3 Begins: February 1 – April 15
(Search for Advisor: January 15-January 31)

Research Advisor and Advisory Committee

Students should meet individually with faculty whose research is of particular interest or potential interest. Additional familiarity is gained through the laboratory rotations.

After these preliminary interviews and research laboratory experiences, the student decides with whom he/she would like to do his/her dissertation research. After consultation with, and agreement of the faculty member, the student must communicate their decision to the Director of the Graduate Program and should occur after the 3rd rotation is complete (April 15). The Major Advisor must be a Principal or Affiliated Faculty member in the Program. Affiliated Faculty who serve as the Major Advisor must be actively involved in research. In the event that the research project is carried out in the laboratory of an individual who is not a member of the Program Faculty, a co-director from the Program Faculty must be appointed. Also, in the event the research project is carried out in the laboratory of an Affiliated Faculty member, permission from the Executive Committee is required.

At the time the Research Advisor is selected, or within a year after, the selection of the remaining Research Advisory Committee is formed. The Advisory Committee consists of three (3) members from the Program Faculty and two (2) from the minor field and is chaired by his/her Research Advisor. The Research Advisor discusses membership of the Advisory Committee with the student and recommends the composition of the Advisory Committee to the Executive Committee which may modify Committee membership. Faculty members of the Advisory Committee are selected on the basis of their ability to provide useful advice about the research problem, to assist in selection of appropriate coursework, and to help guide the student to successful completion of degree requirements.

The Advisory Committee will meet with the student at least once a calendar year (June 1 – May 31) to review progress in coursework and research. The student is required to provide their Committee with a written report prior to each advisory Committee Meeting. Additionally, students must present an oral presentation of their research progress at each annual Advisory Committee Meeting. Students must provide this report to

all Advisory Committee Members at least two weeks before their scheduled meeting. The student is required and will be responsible for presenting a dissertation proposal to their Advisory Committee which includes an outline of the background, preliminary data and goals of the proposed dissertation topic. The Advisory Committee will be helpful in focusing the objectives of the proposed dissertation as well as limiting the scope. It is strongly recommended that the student meet with their Advisory Committee shortly before scheduling their written/oral comprehensive exams and the final defense. You **MUST** indicate in your Annual Report the date of your Annual Committee Meeting. Once the Advisory Committee is formed, the student will then meet with that committee annually.

Annual Committee Meeting Format

Year I: Student completes 2-3 rotations and submits report to the Graduate Program Coordinator who will in return submit to the Director of the Graduate Program for review after each rotation.

Year II: Student completes their annual report to present to their committee or executive committee and advisor (if full committee has yet to be selected and discuss classes/grades.

The student will select a project with hypothesis and aims

The student with their committee or executive committee will discuss dates for their written comprehensive exams.

Year III: The student will discuss with their committee the complete project with hypothesis and aims for the future

Year IV: The student will discuss only new data, any problems that have arisen, dates for completion and publication progress.

Year V and

Until Completion: The student will discuss only new data, any problems that have arisen, dates for completion and publication progress.

Annual Reports

Each student is required to submit an Annual Report to the Advisory Committee on or before June 1. This form can be found on the website (<http://www.pharmacology.arizona.edu/graduateforms.cfm>). The Annual Report **MUST** be approved and signed by the Faculty Research Advisor prior to submission to the Graduate Program Coordinator who will in return submit it to the Director of the Graduate Program for review. Annual Reports are required and are in addition to the Research Report that is required prior to each Advisory Committee Meeting every year.

If performance is substandard, the Advisory Committee may recommend a probationary period, withdrawal of program sponsorship, the possibility of dismissal, or they may request the student to fulfill the requirements for a Master's degree. The Chair and Executive Committee will evaluate overall student performance in the Program to date. If performance has been satisfactory, approval will be granted.

The Annual Report will list courses taken and grades received, committee meeting(s) held, abstracts and papers published, seminars and report presentations, honors, outside funding applied for and received, and a succinct and lucid summary of research progress. The Annual Report **MUST** be approved and signed by the Advisor of the Program and before the year's work is considered complete. **Students who do not meet this deadline will receive a onetime email requesting the information be provided immediately or the student will be dropped from the Program for failure to meet Program degree requirements.**

Plan of Study

A “Plan of Study” form **MUST** be completed and submitted through UAccess Grad Path and approved by the end of the third (3rd) semester in residence at The University of Arizona before the date of the written comprehensive examination. The “Plan of Study” includes the forty-five (45) units of major coursework and includes six (6) units of elective coursework and nine (9) units of minor coursework, in addition to (18) units of dissertation for a total of seventy-two (72) units. This form must be approved through UAccess Gradpath by the major and minor advisor the Director of the Graduate Program and the Graduate Program Coordinator. The student should be advised that the “Plan of Study” represents a binding agreement between the student and the department for fulfilling the doctoral requirements. This document must not be taken lightly as the student is expected to finish all items listed therein.

Dissertation Advisor and Dissertation Committee

By mid-May of the first year, the student is expected to choose a dissertation advisor (Major Research Advisor) from among the Principal or Affiliated Faculty of the Program and, having obtained the concurrence of the faculty member, to communicate this decision in writing to the Graduate Program Coordinator and the Director of the Graduate Program.

Major Advisor’s Responsibilities include

- Supervising the student’s dissertation research; and
- Advising the student on the selection of a Dissertation Committee, on the preparation of the “Plan of Study”, on the preparation of a dissertation proposal, and on research toward and preparation of a dissertation.
- Mentoring students as they develop into an independent scientist

The Dissertation Committee should consist of at least five members, including at least three members of the Faculty (Principal/Affiliate/Research) of the Program (one of whom is the major advisor), and two faculty members from the student’s minor field. Note that since a Graduate Program in Medical Pharmacology faculty may also be associated with the minor program, more than three members of the committee may belong to the GPMP. The student

proposes the composition of the Dissertation Committee to the Director of the Graduate Program, ordinarily by the end of May of the first year.

Dissertation Committee Responsibilities include

- Accepting the dissertation and conducting the final examination (dissertation final defense).

STUDENT RESPONSIBILITIES

The Graduate Program in Medical Pharmacology stresses to the student the following issues of utmost importance. First, any unauthorized use of drugs from a University laboratory will be grounds for dismissal from the Program in accordance with University procedures. Second, students are to conduct their experiments in an ethical manner; experimental fraud related to the creation of false data, plagiarism, or the unethical theft of others' work will not be tolerated by this Program. Students should keep their data in a format acceptable to the research advisor and be prepared to turn over their records to the advisor at any time. Third, the student is expected to complete the required and elective coursework in a timely manner under the ethical constraints of the College in which the course is being offered and in accordance with student conduct policies of the University. Finally, students are expected to secure their possessions and health by procuring appropriate insurance.

Course Registration

Each October (Fall) and March (Spring), a Pre-Registration form will be sent to all GPMP graduate students. Students will submit the form to the graduate coordinator. Once the registration forms have been submitted, the graduate coordinator will verify the units/courses and register the graduate student.

For course(s) outside of Pharmacology, registration is accomplished through UAccess which is located online at <http://uaccess.arizona.edu/>. Detailed information including dates and times to register is available online through UAccess Student at <http://uaccess.arizona.edu/> for fall & spring semesters and for summer terms.

Individual Health Insurance through Campus Health Services

Students who are hired as a Graduate or Research Assistant/Associate (GA/RA) are eligible to receive individual health insurance through Campus Health Services. This benefit is not transferable.

Registration for health insurance is completed through Student Center in UAccess Student. There URL is <http://uaccess.arizona.edu/>.

Please refer to the Graduate Assistant/Associate Health Insurance Benefit page on the Campus Health Service website for information about enrollment deadlines and coverage. The URL is <http://www.health.arizona.edu>

Once enrolled, you will be automatically re-enrolled in future semesters upon class registration (regardless of assistantship status) unless one cancels the coverage during an Open Enrollment period. Once the enrollment period closes, students will be unable to add, cancel, or change coverage until the next enrollment period.

If you resign or are terminated from your GA/RA position during the period of coverage, you will be personally responsible for payment of the remaining coverage.

Orientation

All students are required to attend the Pharmacology Department Orientation. The Graduate College Orientation is required only of students who plan to teach and must attend Graduate Assistant/Associate Teaching Orientation GATO with the Department of Pharmacology.

Creating an Electronic Mail/Computer Account

All students are eligible to request a computer account. Accounts can be obtained by visiting University Information Technology Services (UITs) website at <http://uits.arizona.edu/departments/the247/students>.

Please note that in order to establish an email account, students must first create a U of A Net ID, go to <https://netid.arizona.edu/>

The UA NetID is a secure, efficient way for the University and its computer systems to ensure the identity of an eligible user before allowing access to

potentially sensitive information. UA NetIDs allow access to a growing number of online services at the UA using a single sign-on (one username and one password) system.

Program notices, seminars, fellowship/scholarships, employment opportunities, etc. are posted on electronic mail so it is mandatory that all students immediately obtain a U of A electronic mail/computer account.

Graduate Research/Teaching Assistants Minimum Registration

All graduate students in the Graduate Program in Medical Pharmacology who are supported by or through the University are considered to be full-time students. All full-time students are expected to enroll for some combination of coursework, research, or independent study that result in **twelve (12) units** of credit for the academic semester and maintain a 3.0 or above GPA. Students completing their degree in an academic semester may register for six (6) units of credit **ONLY ONCE**. If the degree is not completed, **twelve (12) units** of credit will be required during an academic semester.

Work Related Travel Policy

Students are required to notify both their Major Advisor and the Graduate Program Coordinator when they make vacation plans. Attendance at scientific meetings, specialized courses is not considered vacation or research conducted away from the University of Arizona. Graduate students are also research trainees and University employees, so interpretation of holidays can be complicated. As trainees anticipating a research career, graduate students should use the semester breaks and the summer to work in the laboratory or library. They will find that these class breaks allow long periods of uninterrupted work that are essential for the completion of a research or writing project. First year students should consult with the Graduate Program Coordinator or Director of the Graduate Program or with more advanced students for guidelines on how much vacation is considered appropriate. Once students are in the laboratory of a major professor, they should discuss with their advisor when to take vacations and how long they will be gone from the laboratory.

Minimum Registration Requirements for Students NOT Receiving Funding

Each student who is associated with the University in any capacity that utilizes University facilities or faculty time during any academic semester **MUST** be registered for at least three (3) units of graduate credit. Each student completing requirements for an advanced degree **MUST** be registered during the Fall and Spring semester term during which requirements are completed. Students completing their degrees in the winter / summer terms do not need to be registered.

Ph.D. students who have completed all the degree course requirements but have not completed the comprehensive examination should enroll for Research (PHCL 900). After completion of the comprehensive examination, Ph.D. students should enroll for dissertation (PHCL 920). Although a maximum of eighteen (18) units of PHCL 920 may be claimed for credit on a student's "Plan of Study", the student may enroll for as many units as needed to complete.

M.S. students should enroll for thesis (PHCL 910). Such registration may be used concurrently with other courses to reach the required three (3) unit minimum enrollment for academic semester. Although a maximum of five (5) units of PHCL 910 may be claimed for credit on a student's "Plan of Study", the student may enroll for as many units as needed to complete.

An M.S. degree is awarded only in rare instances in which a student who has passed the core required courses is unable, for whatever reason, to continue in the Program. In such instances the Executive Committee shall determine whether or not an M.S. degree is merited, and fulfill all the requirements of the Graduate College for that degree. Note that the completion of these requirements will ordinarily demand two years of work. **The Program generally accepts only students seeking the Ph.D. degree.**

Doctoral Continuous Enrollment Policy

A student admitted to a doctoral program **MUST** register each fall and spring for a minimum of three (3) graduate units from original matriculation, until the completion of all course requirements. When these requirements are met, doctoral students **MUST** register for a minimum of one (1) unit each semester until final copies of the dissertation are submitted to the Graduate Degree Certification Office. However, students receiving funding such as assistantships,

fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than one (1) unit to meet full-time status requirements, and should check with the Graduate Program Coordinator regarding such requirements to ensure they remain qualified for funding. If degree requirements are completed during the summer, Ph.D. students do not need to register. If you are a M.S. student you **MUST** be registered for 1 unit.

Unless excused by an “Official Leave of Absence” (which in no case may exceed one year throughout the student’s degree program), all graduate students are subject to the Continuous Enrollment Policy and **MUST** pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a “Leave of Absence” or maintain continuous enrollment, he or she will pay all overdue tuition and fees, including cumulative late penalties. No tuition or registration waivers will be applied retroactively.

Journal Club & Research Seminar

Seminars are an important component of the Graduate Program. Student seminars and program seminars are held almost weekly and are sponsored by the Graduate Program and the Department of Pharmacology. All students are required to attend the Research seminar and the Journal Club. Failure to attend the Research seminar constitutes valid grounds for dismissal from the Program. After completion of formal courses and during the pursuit of the dissertation or thesis research, students are required to continue to attend and present at departmental seminars for their term of residence in the Program.

- **Student Seminar**

(Wednesday, 11:00 – 12:00, AHSC 8403)

These seminars are presented by the students in the Graduate Program. Seminars are an opportunity for students to practice presentation skills and to update the faculty and students on their research progress.

Students are required to register for PHCL 596C for the Fall and Spring Semesters for their term of residence in the Program. The grades are calculated based on presentation quality, professionalism and attendance. First year students are not required to present a seminar, so their grade will be determined by attendance only.

Ph.D. students are required to present in year 2 and every year until their term of residence is complete. MD/Ph.D. and PharmD/Ph.D students are required to present two (2) seminars, and M.S. students are required to present a total of one (1) seminar.

Journal Club

(Wednesday, 12:00-12:50, Life Sciences North, 652)

Each student is required to attend the weekly meeting of the Critical Literature Review (PHCL 596B) and lead a discussion on a scientific topic (for example, journal articles, job talk, etc.). Presentations must be held for a minimum of 30 minutes. The student's attendance and performance in these forums will be evaluated by the course Instructor and Director of the Graduate Program. **Students are required to turn in peer evaluations no later than twenty four hours of the seminar. If an evaluation is not turned in, it will be considered an absence, a "C" grade will be given for two unexcused absences.**

Candidacy for an Advanced Degree

Admission to graduate study does not imply admission to candidacy for an advanced degree. Candidacy is determined after the student has demonstrated, at The University of Arizona, the ability to accomplish work of graduate quality with originality and independence. Until admitted to candidacy, a student should not plan to take the final examination at a particular time.

Satisfactory Academic Progress

A high level of performance is expected of students enrolled in a graduate degree program. In addition to maintaining a minimum of 3.0 GPA, students are required to demonstrate satisfactory academic progress toward degree completion. The Program's policies (see below) on what constitutes satisfactory academic progress are on file at the Graduate College in the Office of the Dean. When a student fails to achieve a minimum 3.0 GPA or does not demonstrate satisfactory academic progress toward completion of the degree according to the Program's written policies.

All students are required to submit an Annual Report signed by their advisor on or before **June 1st** of each calendar year while in the program.

- A. All students supported by or through the University are considered to be full-time students and are expected to enroll in twelve (12) units of credit for each academic semester.
- B. All students are required to attend the weekly Journal Club (596B) and all students are required to attend the Research Seminar course (596C). Ph.D. students are required to present in year 2 and every year until their term of residence is complete. MD/Ph.D. and PharmD/Ph.D students are required to present two (2) seminars, and M.S. students are required to present a total of one (1) seminar.
- C. All students are required after the formation of an advisory committee, to have at least one advisory committee meeting per year while in the Program.
- D. Students **MUST** receive a grade of “B” or better in all required courses. Graduate students must maintain a 3.0 GPA. A grade of “D” or less in a course constitutes grounds for dismissal from the Graduate Program.

Minimum Academic Requirements

At least half of the student’s total credits must have letter grades assigned (i.e. A, B, C, etc). Students **MUST** maintain a 3.0 GPA. Probation will result if a student’s GPA falls below this minimum. A student on probation will receive notification from the Graduate College outlining what must be done to resume good standing. A student can be dismissed if the student’s GPA does not improve in the next semester to a 3.0 GPA. An overall GPA of 3.0 must be obtained to receive the masters or doctoral degree.

Academic Probation

Students who have a cumulative grade-point average of less than 3.0 will be placed on academic probation. Students on probation are required to meet with their advisor, Graduate Program Coordinator and the Director the Graduate Program to discuss the steps to be taken to remediate the problem(s) that led to the probationary status, and devise a written plan of action. **Students who are on probation for two (2) consecutive semesters will be converted automatically to non-degree status by the Graduate College.** Such students may continue to take graduate courses in non-degree status but will lose their funding. Students can apply for readmission to a degree program as early as the semester after their conversion to non-degree status if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. Such a request must be supported by the head of the major department.

Leave of Absence Policy

A “Leave of Absence” (LOA) may affect the status of a graduate student’s financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a “Leave of Absence.”

Academic Leaves

Academic LOAs (i.e. leaves taken for coursework elsewhere, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student’s department and the Graduate College.

Personal Leaves

Graduate students in degree programs may apply and be granted a “Leave of Absence” (LOA) for a maximum of one (1) year throughout the course of their degree program. A LOA form (<http://grad.arizona.edu/>) and a written recommendation by the student’s advisor should be submitted to the department head for approval and forwarded to the Graduate College for final approval. A LOA may be granted retroactively for up to one (1) year. *[Refunds of tuition paid for the retroactively applied LOA will not be granted]*. LOA’s are granted on a case-by-case basis or compelling

reasons including birth or adoption of a child, personal or family reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Failure to obtain a “Leave of Absence” or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements.

Tax Information

Students should be aware of current tax laws which impact salaries or stipends from graduate teaching/research assistantships, fellowships, and stipends. Contact the IRS as 1-800-829-1040 and ask for the scholarship/fellowship publication or visit the IRS forms/publications website at http://www.irs.gov/forms_pubs/.

In-House M.S. Medical Pharmacology Graduate Students Transfer to Ph.D. Program

The M.S. degree is a terminal degree and will require reapplying for admission to the Ph.D. Program. Regardless of the option chosen, the Executive Committee will vote for acceptance or rejection of the application.

Option One

Compete with outside applicants by having a completed application submitted on or before the December 1st deadline. The application will be judged relative to all other applications.

Option Two

Completion of all M.S. degree requirements, first author on a published or accepted for publication peer-reviewed publication, and a letter from the student’s advisor supporting a transfer into the Ph.D. program. If this option is chosen, your file can be acted upon immediately.

COMPREHENSIVE EXAMINATION

In order to advance to formal candidacy in the Ph.D. degree, the student **MUST** pass both the written and oral portions of the Comprehensive Examination. After residency (see Graduate College guideline) and course requirements have been fulfilled, the Advisory Committee instructs the student to prepare for the Comprehensive Examination. Students are advised to consult the Graduate College website <https://grad.arizona.edu/gcforms/degree-certification-forms> and the Graduate Program Coordinator regarding the forms and scheduling requirements of the Graduate College. Students in Medical Pharmacology should complete the written and oral components of the Comprehensive Examination by the end of their 3rd semester (Fall of year 2) or before the beginning of their 4th semester (Spring of year 2) in the program. A separate requirement of the Medical Pharmacology Program, the **Dissertation Proposal must be completed with three months of passing your Oral Comprehensive Exams.** Upon petition from the student the Advisory Committee may request an extension from the Director of the Graduate Program. The examination shall consist of written and oral parts, in accordance with regulations of the Graduate College. In order to sit for the Comprehensive Exam the student will have:

- A. Passed the first-year evaluation,
- B. Selected a dissertation advisor and finalized the composition of the Advisory Committee,
- C. Complete and submit, through UAccess Student GradPath “Responsible Conduct of Research Statement.”
- D. Complete and submit, through UAccess Student GradPath, “Plan of Study”
- E. Complete and submit through UAccess Student GradPath, “Comp Exam Committee Appointment Form.”
- F. Received a grade of B (3.00) or better in all coursework,

Objectives of the Comprehensive Examination

The objectives are:

- A. To determine if the student has attained adequate breadth of knowledge in the pharmacological sciences. An adequate breadth of knowledge includes the material covered in the required courses (601A, 601B, 601C, 551A, 553 and 595C), as well as in the courses that satisfy the minor degree.
- B. To determine whether the student has attained a sufficient depth of knowledge in selected sub-disciplines of pharmacological sciences, including knowledge of the literature, concepts and experimental approaches in the area of specialization.
- C. To assess the student's ability to think critically and independently about topics in the pharmacological sciences and to express these thoughts both orally and in writing.
- D. To satisfy Graduate College requirements.

Timing of the Comprehensive Examination

The Comprehensive Examination should take place at the end of the student's 4th semester (Fall of Year 2) and before the beginning of the 4th semester in the Program (Spring of Year 2). To remain eligible for funding from the Program, students **MUST** complete the written and oral portions of the Comprehensive Examination by the end of the 4th semester (Spring semester, Year 2). In exceptional circumstances, such as illness, or a family crisis, students may petition the Director of the Graduate Program via the Advisory Committee to extend the deadline.

Comprehensive Examination Committee

During the 3rd semester in the program (Fall of Year 2) students will select a Comprehensive Examination Committee. As described above, this committee will consist of five (5) members (including the advisor), selected to reflect the student's minor and area of interest in Medical Pharmacology (see Graduate College rules in the Handbook). A member of the committee other than the major research advisor will serve as chair. This committee may or may not be identical to the student's Dissertation Committee (see below). The student will provide each member of the committee with the "Oral Comprehensive Examination Guidelines" which outlines the goals and format of the

Comprehensive Examination. The student will provide the committee chair with the “Comprehensive Exam Committee Chair Checklist” (see Appendices).

The student will arrange a meeting of the Comprehensive Examination Committee at least 6 weeks prior to the anticipated date of the Written Comprehensive Examination. At this meeting the general research interests and background (rotations, courses) of the student will be discussed. The student and committee will discuss a time-table for the Comprehensive Examination. The Committee will inform the student of its general expectations and help the student to prepare for the Examination by suggesting review articles or other readings. Questions for the Written Comprehensive Examination will be submitted to the Chair of the student’s Comprehensive Examination Committee at least 2 weeks in advance of the examination. The Comprehensive Examination Committee will review the questions to ensure that there is a reasonable degree of uniformity among the examinations given to all students.

Written Comprehensive Examination

The Examination will have a closed-book format. The Examination must evaluate the student’s breadth of knowledge in pharmacology, but should also reflect the specialized interests that each student has developed by this stage. To ensure that all levels of understanding in pharmacology are addressed, the examination is divided into: 1) Principles of Pharmacology, 2) Systems Pharmacology, and 3) Molecular Pharmacology. The Examination will be taken over a period of 3 days, with the student receiving the Principles of Pharmacology questions on day one, Systems Pharmacology questions on day two, and Molecular Pharmacology questions on day three. The student **MUST** answer 2 of 3 questions in each area. Each day the student will be provided with a quiet room containing a computer with a word processing program that the student is familiar with. Students will have 3 hours to answer 2 questions each day. The student will be expected to develop in-depth arguments using practical examples in his/her answers.

The answers will be graded by the Committee member who wrote the question. Students will receive a grade of pass (P) or fail (F) and written comments, which the student is encouraged to discuss with the grader. A failure on two questions in total will constitute failure of the Written Comprehensive

Examination and the student will be required to retake the sections in which the fails were given. Should the student fail three questions, a retake of the entire Examination will be required, after mentoring by Committee members (ordinarily within three months). In both circumstances students will be required to answer a new set of questions. Failure of four or more questions will result in dismissal from the Ph.D. program without opportunity to retake the exam.

After the written portion of the Comprehensive Examination has been completed successfully, the student is required to submit "Doctoral Dissertation Committee Appointment," through UAccess – Student – GradPath. All required graduate forms are accessed through ["UAccess – Student Center – GradPath using a Net ID and Password."](#)

Before submitting this form and taking the Oral Comprehensive Examination the student **MUST**:

- A. Complete and submit, through UAccess - Student - GradPath, "Plan of Study"
- B. Complete and submit through UAccess - Student - GradPath, "Comp Exam Committee Appointment Form."
- C. Schedule the examination with the members of the student's committee;
- D. Once date has been established, complete and submit, through UAccess – Student – GradPath, "Announcement of Doctoral Comprehensive Exam"
- D. Students **MUST** be registered during the semester the written and oral examinations are taken, and these examinations **MUST** take place within six months of one another.

See the Graduate College Degree Certification website located at <http://grad.arizona.edu/degreecert/steps> for further information pertaining to "steps to completing your degree."

Written Comprehensive Examination Committee Chair Guidelines

The following is a list of guidelines for the Chair of the Comprehensive Examination Committee (NOT the student's research advisor).

Doctoral students must select a Comprehensive Examination Committee at the end of their 2th semester or before the beginning of their 3th semester in the Program. The student will select one member (not their research advisor) to chair the Committee. This chair will be responsible for:

- A. Chairing meetings of the Comprehensive Exam Committee
- B. Collecting the written questions from the other members for the written portion of the Examination
- C. Submitting the questions to the Program Committee for review
- D. Submitting the questions to the Graduate Program Coordinator for distribution to the student.

Once the sets of questions are completed, the Graduate Program Coordinator distributes to the members and makes a copy. The Chair of the Committee must insure that the exam is graded in a timely manner.

Once the exam is graded the Graduate Program Coordinator, collects the graded questions from the student's exam committee and notifies the Committee, of the results. A letter will be sent to the student notifying them of their Written Comp results. The members of the Committee will give the graded exam to the Program Office to be filed.

If the result is "**Pass**", the student proceeds to plan for taking the Oral Exam. If the result is "**Fail**", the Chair of the Committee follows the guidelines for repeating the written exam. Should the students fail any portion of the exam at their 2nd attempt, if a repeat of the exam was allowed by the guidelines, they will be dismissed from the Program.

Oral Examination

Upon successful completion of the Written Comprehensive Examination, the student and Committee may schedule the oral portion. The Graduate College describes the Oral Comprehensive exam as follows:

“Upon successful completion of the written examinations in the major and minor(s), the Oral Comprehensive Examination is conducted before the Examining Committee of the faculty. This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Although a discussion of proposed dissertation research may be of importance, such a discussion cannot be used to satisfy the requirements of the Oral Comprehensive Examination. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior “academic colleague.”

The Oral Comprehensive Examination **MUST** be completed not less than 3 weeks and not more than 6 months after the written comprehensive examination. The examination will last a minimum of 1 hour but not to exceed 3 hours. The exam will begin with those questions not answered by the student on the Written Comprehensive Examination. The student should be prepared to answer questions not only related to topics previously discussed with the committee, but also related to material covered in the required core courses.

Students have found that an excellent way to prepare for the oral exam is to hold mock exams in their laboratory. The students' mentor can organize these mock exams and other students can serve as questioners.

Students may not bring any notes into the examination room. Graduate College requirements for passing the Oral Comprehensive Examination will be followed. Students may be permitted to retake the Oral Comprehensive Examination once should they fail in the first attempt.

The student's committee chair (not their advisor) now serves in the capacity of the Reporter during the oral exam.

Graduate Examination Appeal Procedure

A student can appeal the decisions of an examining committee for Qualifying, Comprehensive (written and oral), and Final Oral Defense examinations. If no resolution is obtained after appealing to the committee chair and formally meeting with the entire examining committee, the student may request in writing that the head or chair of the department conduct an investigation. Such written requests must be initiated during the first regular semester after the term in which the examination was held. If there is still no resolution, the student may then request that the Dean of the Graduate College convene a committee to review the case and report its recommendations in writing. Final action will be taken by the Dean of the Graduate College and may include directing that a new examination or reexamination be held by the student's department.

Committee Appointment Form

When the student has an approved doctoral "Plan of Study," has satisfied all course work, language and residence requirements, and passed the written and oral portions of the Comprehensive Examination, he or she MUST file a Prospectus with the Graduate Program Coordinator. This is required within three months of passing the student oral comprehensive examination and has a dissertation chair and MUST be submitted to the Graduate Program Office. Deadlines for submission of paperwork pertaining to doctoral programs are available in departments, in the Graduate Degree Certification Office, or online at <http://grad.arizona.edu/current-students/deadlines>. The "Doctoral Dissertation Committee Appointment Form" can be accessed through Uaccess – Student – GradPath. At the time you submit your "Committee Appointment Form" your bursar account will be billed fees for candidacy, dissertation processing, and archiving. This is a one-time fee and you will not be billed again if you change your anticipated graduation date. Copyrighting is optional and carries an additional fee.

TEACHING

Because teaching is an important element in academic careers in Pharmacology, supervised experience in university-level teaching is considered desirable. Each student is encouraged to assume certain limited teaching responsibilities that are deemed to be an integral and essential part of her/his pre-doctoral education. Prior to teaching all students must have attended the Department of Pharmacology Graduate Assistant/Associate Teaching Orientation. Please note graduate students are not permitted to TA a current graduate student.

ANNUAL ADVISORY MEETINGS FOR ADVANCED STUDENTS

The student shall arrange a meeting with her/his Advisory Committee during the fall semester in the second and subsequent years in the program. Prior to that meeting, the student submits to the Advisory Committee a written report (ca. typed pages) on her/his progress toward completion of course work and dissertation research over the preceding year. A summary of this information must be submitted to the Graduate Program Coordinator and the Director of the Graduate Program. At the meeting, the student presents a carefully prepared and illustrated oral version of the report (ca. 30 min) outlining research progress over the prior year and submits to questioning about that work. The Committee then discusses the student's progress with the Major Advisor (in the absence of the student).

Annual Committee Meeting Format for Advanced Students

Year II:

Student completes their annual report to present to their committee or executive committee and advisor (if full committee has yet to be selected and discuss classes/grades).

The student will select a project with both hypothesis and specific aims (a hypothesis is not the same thing as specific aims)

The student with their committee or executive committee will discuss dates for their written comprehensive exams.

Year III:

The student will discuss with their committee the complete project of both the hypothesis and specific aims for the future

Year IV:

The student will discuss only new data, any problems that have arisen, dates for completion and publication progress.

Year V and Until Completion:

The student will discuss only new data, any problems that have arisen, dates for completion and publication progress.

DISSERTATION AND DEFENSE

Dissertation Proposal

Having passed the Comprehensive Examination, the student and her/his advisor will develop a realistic plan of research that will lead to the completion of the dissertation. Once this research plan has been decided, the student will arrange a meeting of the Committee for an oral defense of, as well as critical advisory input about the research plan. Once this has been completed the Student's Advisor/Student should notify the Program Coordinator to submit through UAccess – Student Center – GradPath, Prospectus approved.

Dissertation

Preparation of the written dissertation shall follow the regulations of the Graduate College's Degree Certification Office. After writing and correcting the draft of the complete dissertation, the candidate **MUST** submit the draft to each member of the Dissertation Committee. The Dissertation Committee **MUST** receive the final draft 3 weeks before completing through GradPath "Announcement of Final Oral Defense". However, the exact timing of the submission is at the discretion of the Dissertation Committee.

Candidates **MUST** file the "Announcement of Final Oral Defense" with the Graduate College seven (7) days prior to the date of the Final Oral Dissertation Defense. This form requires approval of all members of the Dissertation

Committee, signifying their assessment that the dissertation is ready to defend – although revisions may still be required. Committee members will then provide the candidate with detailed suggestions or requirements for revision before commencement of the final examination.

Instructions/Templates for Format and Writing of the Thesis/Dissertation

Instructions and templates describing proper format for the thesis/dissertation is available at the Graduate Degree Certification Office at <http://grad.arizona.edu/degrecert/samples-templates>. It is recommended that every student review this before attempting to prepare a thesis/dissertation. In addition, the student should discuss the thesis format or dissertation format with his/her advisor as technical writing requires additional constraints. For the title page the Program's correct name is "**GRADUATE PROGRAM IN MEDICAL PHARMACOLOGY.**"

Use of Copyrighted Material in Theses and Dissertations

The use of copyrighted materials in a thesis, dissertation or document usually requires formal permission. Any exceptions, sometimes pertaining to small fractions of other documents, are governed by the concept of "fair use" and the following factors must be weighed: the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; the nature of the copyrighted work as a whole; and the effect of the use upon the potential market for or value of the copyrighted work.

According to the Association of American University Presses, permission is required for quotations that are reproduced as complete units (poems, letters, short stories, essays, journal articles, complete chapters or sections of books, maps, charts, graphs, tables, drawings, or other illustrative materials). **IF THERE IS ANY DOUBT, THE STUDENT SHOULD OBTAIN PERMISSION FROM THE COPYRIGHT HOLDER.**

Permission to use copyrighted material should be in writing and retained by the author. The release letters should indicate that permission extends to microfilming and publication by University Microfilms International (UMI) and the copyright owners are aware that UMI may sell,

on demand, single copies of the thesis, dissertation or document, including their materials, for scholarly purposes. UMI requires copies of permission letters to be attached to the publication agreement and assumes no liability for copyright violations. If permission letters are not supplied, copyrighted materials may not be filmed.

The process of obtaining permission to use copyrighted material may be both time-consuming and expensive and should be initiated as early as possible during the conduct of the thesis, dissertation or document preparation. It does no harm and is good practice to obtain permission to use non-copyrighted material, which may or may not be acknowledged in the text (note phraseology in Statement by Author required for any thesis, dissertation or document).

Inclusion of Published Papers in Dissertations and Theses

Students are encouraged to publish the results of their thesis/dissertation in a timely fashion. This usually means any manuscripts included in the thesis/dissertation are peer reviewed and accepted for publication by the time the student reaches his/her final defense. In order to facilitate the inclusion of manuscripts in the thesis/dissertation the following policy governs such inclusion.

Types of Publications

Manuscripts for inclusion **MUST** be peer reviewed and accepted for publication. The final decision concerning whether the manuscript is appropriate and acceptable for inclusion resides with the student's advisory committee.

Authorship

If, except for the introduction and conclusion sections, the entire thesis/dissertation consists of peer-reviewed manuscripts, then the student **MUST** be first author on at least one of these works. In the event the peer-reviewed manuscripts represent only a part of the thesis/dissertation, they may consist of manuscripts on which the student is not first author *if the committee feels that the student's contribution is*

significant and if such inclusion adds substantively to the thesis/dissertation.

Papers in which the student is first author and the thesis/dissertation advisor is the senior author are generally considered to be appropriate for inclusion in the thesis/dissertation. In those cases in which the student is first author on a manuscript that has two or more co-authors, or when the student is not recognized as the primary author, *the committee will assess whether inclusion in the thesis/dissertation of a part or all of the published work is appropriate.* The committee will provide the Executive Committee with a written statement indicating that they have considered and found to be appropriate for inclusion in the thesis/dissertation any multiple author papers or manuscripts. In all cases the student must disclose their percent contribution, for example if a student is first author in a manuscript in which one or more laboratory colleagues are co-authors the student must state that they performed XX% of the experimental work and wrote XX% of the manuscript.

Conflict of Interest

While all students are encouraged to enlist the assistance and collaboration of their committee members, there is a risk of an appearance of a conflict of interest if all committee members are also co-authors with the student. Thus, at least one member of a student's final examination committee must be a non-co-author and/or not have contributed significantly to the material contained in the thesis/dissertation.

Final Examination

Formal defense of the dissertation constitutes the Final Defense. The defense comprises two parts:

- One-hour public colloquium in which the candidate presents her/his research and explains how it contributes to the advancement of understanding pharmacology, and
- An oral examination by the candidate's Dissertation Committee and other qualified persons acceptable by the committee. There is no minimum time limit for the Final Defense, but the Examination may not exceed three hours.

After successful completion of the Final Defense, the candidate makes any revisions required and submits to the Graduate Degree Certification Office two (2) signed original of the Approval pages. It's recommended that the student take these approval pages to the Final Defense for signatures. The candidate also provides a final copy of the dissertation and signature page to the Graduate Program Coordinator to be bound for the Department of Pharmacology Graduate Program's library.

MEDICAL PHARMACOLOGY PROGRAM FORMS

APPENDIX I

RESEARCH LABORATORY ROTATION EVALUATION FORM

ANNUAL REPORT FORM

STEPS TO COMPLETING YOUR Ph.D. DEGREE

WRITTEN COMPREHENSIVE EXAMINATION COMMITTEE CHAIR CHECKLIST

PHD COURSE SCHEDULE / COMPLETION GUIDELINES

M.S. COURSE SCHEDULE / COMPLETION GUIDELINES

GRADUATE PROGRAM IN MEDICAL PHARMACOLOGY

RESEARCH LABORATORY ROTATION EVALUATION FORM

☐ Rotation 1: September 1 – October 30

☐ Rotation 2: November 1 – January 15

☐ Rotation 3: February 1 – April 15

To be completed by Student:

Date:

Student's Name:

Laboratory Director:

Title of Written Report:

COPY OF WRITTEN REPORT MUST BE INCLUDED WITH THIS REPORT

To be completed by Laboratory Director:

PERFORMANCE CRITERIA

Initial familiarity with project:

Library and literature skills:

Use of scientific method and pharmacologic principles:

Attitude toward project:

Written report: ☐ Superior

☐ Satisfactory

☐ Unsatisfactory

Oral report: ☐ Superior

☐ Satisfactory

☐ Unsatisfactory

GRADE: ☐ A ☐ B ☐ C

OTHER COMMENTS/RECOMMENDATIONS:

Student's Signature

Faculty/Laboratory Director's Signature

Chair of Graduate Program's Signature

GRADUATE PROGRAM IN MEDICAL PHARMACOLOGY

ANNUAL REPORT

**To be completed by Student and Submitted to Executive Committee
On or before June 1 each year in Program**

Date:

Student's Name:

Research Advisor:

Admitted to Program:

Advisory Committee:

Major: Minor:

Date of Advisory Committee Meeting:

(After formation of your Advisory Committee, a Meeting Must Take Place at Least Once during the Calendar Year - June 1 - May 31)

Dissertation Title:

Dissertation Format: No

Peer Reviewed Publications Inclusion: Yes

Expected Degree Completion Date:

A. **ALL COURSEWORK TAKEN** (Fall, Spring, and Summer of current year including research/thesis units):

FALL

Course Number (ex. PHCL 620)	Name	Units	Grade
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SPRING

Course Number (ex. PSIO 603A)	Name	Units	Grade
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***** If more space is needed for answering questions B-G attach a typed listing *****

B. **ALL SEMINAR(S) PRESENTED** (title and date)

C. **ALL PAPERS AND ABSTRACTS PUBLISHED** (since admission into Program in chronological order with complete titles and authors):

D. **HONORS and AWARDS** (list full name, date, and amount of honor/award for last academic year):

Applied For:

Received:

E. **MEETINGS ATTENDED AND REPORTS PRESENTED** (list complete name and date(s) of meeting for last academic year):

F. **ALL APPLICATIONS FOR FINANCIAL SUPPORT** (complete name and date(s) of support applications since admission to Program):

G. **ADDITIONAL ACHIEVEMENTS:**

H. SUMMARY OF RESEARCH PROGRESS (hypothesis, experiments, results, conclusion, future plans).

Work of the year is incomplete until this report has been approved by the Research Advisor AND by the Executive Committee.

APPROVAL OF RESEARCH ADVISOR:

APPROVAL OF EXECUTIVE COMMITTEE:

Signature

Date

Signature

Date

MEDICAL PHARMACOLOGY GRADUATE PROGRAM

CHECKLIST FOR COMPLETING THE STEPS TO YOUR DEGREE

WHAT	WHEN	
Submit lab rotation report	At the conclusion of each rotation	_____
Submit annual report to the Pharm Department Graduate Program Office	June 1 st of every year in the Program	_____
Choose your advisor	2-3 weeks before last rotation begins	_____
Meet with your advisor and establish your "Plan of Study"	Before beginning of 2 nd year	_____
Submit doctoral "Plan of Study" to the Graduate College	End of second year in Program	_____
Select your committee and Notify Dept. Graduate Program Office of intent to take Written Comprehensive Exam	End of second year in Program	_____
Schedule the Oral	After successfully passing the Written Comprehensive Exam	_____

MEDICAL PHARMACOLOGY

Written Comprehensive Examination Committee Chair Checklist

The following is a checklist for the Chair of the Comprehensive Examination Committee (NOT the advisor). For further details, refer to the Graduate Program in Medical Pharmacology Handbook. Questions may be directed to the Program Coordinator or the Program Chair.

Doctoral students **MUST** select a Comprehensive Examination Committee at the end of their 2nd semester and before the beginning of their 3th semester in the Program. This committee is usually the same as the student's Dissertation Committee. The student will select one member (NOT the advisor) to chair the committee. **The Chair is responsible for convening meetings of the Comprehensive Examination Committee and for managing the development and execution of the exam.**

At the initial meeting of the Exam Committee:

_____ Determine the date for the written exam, and if possible potential dates for the oral exam (if the written exam is successfully passed).

_____ Determine the areas on which the student will be examined, and which committee members are responsible for composing the questions (3 systems, 3 principles, 3 molecular).

A draft of the exam must be submitted at least 1 week prior to the exam, so that the Program Committee can evaluate it for consistency with program goals, and suggest changes when warranted.

_____ Once the questions are finalized, the exam should be submitted to the Program Coordinator at least 1 week prior to the exam date.

_____ The Program Coordinator will administer the exam (unless instructed otherwise).

_____ The Program Coordinator will then distribute the questions to the appropriate committee members and core course directors for grading, and the graded questions are returned to the Program Coordinator.

The Chair of the Examination Committee must insure that the exam is graded in a timely manner.

_____ Once the exam is graded the Program Coordinator collects the graded questions, notifies the Committee and the student of the results.

_____ If the result is "pass", the student proceeds to plan for taking the Oral Exam.

_____ If the result is "fail", the Chair of the Committee follows the guidelines for repeating the written exam

PHD COURSE SCHEDULE GUIDELINES IN MEDICAL PHARMACOLOGY

FALL Semester – Year 1

Required	Biostatistics in Public Health	EPID 576A	T/R 4:00	3
Required	Pharmacology: General Principles	PHCL 601 A	MWF 9:00	2
	Endocrine, & Immune System Drugs	601 B		2
	Cardio, Pulmonary, GI & CNS Drugs	601 C		2
Required	Intro to Med Pharm Research (8 – 10 weeks per Rotation) OR Research Conference (Lab Meetings)	PHCL 586A PHCL 696A		2 2
Required	Critical Literature Review	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596C	W Noon	1
Required	Elective or minor			3
TOTAL				16

SPRING Semester - Year 1

Required	Elective / Minor			3
Required	Elective / Minor			3
Required	Molecular Targets of Pharm Agents	PHCL 551A	M/R 8:30	3
Required	Neuropharmacology/Drug Abuse	PHCL 553	T/R 1:00	3
Required	Intro to Med Pharm Research (8 - 10 weeks per Rotation) OR Research Conference (Lab meetings)	PHCL 586B PHCL 696A		2 2
Required	Scientific Writing Strategies Skill and Ethics	PHCL 595B		2
Required	Critical Literature Review (Journal Club)	PHCL 596 B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
TOTAL				18

FALL Semester – Year 2

Required	Critical Literature Review (Journal Club)	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696 A		2
Required	Dissertation	PHCL 920		9
TOTAL				12

SPRING Semester – Year 2

Required	Critical Literature Review (Journal Club)	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696 A		2
Required	Dissertation	PHCL 920		9
TOTAL				12

FALL Semester – Year 3

Required	Critical Literature Review (Journal Club)	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696 A		2
Required	Dissertation	PHCL 920		9
TOTAL				12

SPRING Semester – Year 3

Required	Critical Literature Review (Journal Club)	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696 A		2
Required	Dissertation	PHCL 920		9
TOTAL				12

FALL & SPRING Semester – Year 4 and Year 5

Required	Critical Literature Review (Journal Club)	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696 A		2
Required	Dissertation	PHCL 920		9
TOTAL				12

- A minimum of 36 units of course work in the area of the major subject, 9 units in the minor subject, and 18 units of dissertation must be completed.
- The above units = 94 (49 units-graded (40=Major/9=Minor); 18 units dissertation and 27 units-extra dissertation-graded S/P
- At least one half of the required units must receive a grade of A, B or C. (I.e. no more than half the units can be graded S or P.)

PHD COMPLETION TIME FRAME GUIDELINES

FALL Semester Year 1 - PHD

- **COMPLETE** an online training course by the University Animal Care staff before the end of the first semester of residence in order to comply with federal, state and local regulations governing animal care. Please visit <http://www.iacuc.arizona.edu/training/> for information on obtaining IACUC training and certification.
- **ATTEND AND COMPLETE** the Laboratory Safety and Environmental Health by end of the first semester of residence, preferably as soon after your arrival as possible. Please visit the Risk Management website at <http://risk.arizona.edu/training/index.shtml> to sign up for the training programs.
- **SUBMIT** the Animal Care and Lab Safety Training certificates to the Program Graduate Coordinator.
- **COMPLETE** core coursework. Students must receive at Least a B Grade in all core courses.
- **COMPLETE** two of three (3) Laboratory Rotations (PHCL 586A - if funded by Dept.) - First year students are required to complete an evaluation at the completion of the first and second laboratory rotations. The "Laboratory Rotation Evaluation" form may be obtained at <http://www.pharmacology.arizona.edu/graduateforms.cfm>
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

SPRING Semester Year 1 - PHD

- **COMPLETE** core coursework. Students must receive at Least a B Grade in all core courses.
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.
- **COMPLETE** third of three (3) 8-10 week Laboratory Rotation (if funded by Dept.) - First year students are required to complete an evaluation at the completion of the first and second laboratory rotations. The "Laboratory Rotation Evaluation" form may be obtained at <http://www.pharmacology.arizona.edu/graduateforms.cfm>
- **SELECT** Mentor/Research Advisor
- **COMPLETE AND SUBMIT** Doctoral Plan of Study* (log in to UAccess – Student Center - GradPath at (<http://uaccess.arizona.edu/>)
 - ***Plan of Study Includes:**
 - 40 units in Major (needed 36 units)
 - 9 units in Minor (check with Minor Dept.)
 - 18 units of dissertation
- **BEGIN TO FORM** Comprehensive Examination Committee
- **COMPLETE AND SUBMIT** Annual Report (on or before June 1)

FALL Semester Year 2 - PHD

- **PRESENT** in PHCL 596C Seminar.
- **PREPARE** for Written Portion of Comprehensive Examination
- **PASS** Written portion of Comprehensive Examination. Three hours for 3 days in an assigned room with computer. (log in to UAccess – Student Center - GradPath at (<http://uaccess.arizona.edu/>)
- **COMPLETE AND SUBMIT** “Comp Exam Committee Appointment Form” form (log in to UAccess – Student Center - GradPath at (<http://uaccess.arizona.edu/>)
- **PASS** Oral Portion of Comprehensive Examination. Prior to Oral complete and give to the Chair of your Committee (not your advisor) “Comprehensive Exam Packet.” Go to <http://grad.arizona.edu/academics/degree-certification/forms> and scroll down. In addition you will need to complete and take to exam “Results of Oral Comprehensive Examination for Doctoral Candidacy” (log in to My GradColl at <http://grad.arizona.edu>
- **COMPLETE** core coursework. Students must receive at Least a B Grade in all core courses.
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

SPRING Semester Year 2 - PHD

- **BEGIN** Doctoral Research.
- **PRESENT** in PHCL 596A Seminar.
- **MEET** with Research Advisory Committee (once a calendar year)
- **COMPLETE AND SUBMIT** Annual Report (on or before June 1)
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

FALL Semester Year 3 - PHD

- **PRESENT** in PHCL 596C Seminar
- **CONTINUE** Doctoral Research
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

SPRING Semester Year 3 - PHD

- **PRESENT** in PHCL 596C Seminar.
- **MEET** with Research Advisory Committee (once a calendar year)
- **COMPLETE AND SUBMIT** Annual Report (on or before June 1)
- **COMPLETE AND SUBMIT** “Doctoral Dissertation Committee Appointment Form,” through UAccess – Student Center - GradPath
- **CONTINUE** Doctoral Research
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

FALL Semester Year 4 - PHD

- **PRESENT** in PHCL 596C Seminar.
- **MEET** with Research Advisory Committee (once a calendar year).
- **CONTINUE** Doctoral Research
STUDENTS SUPPORTED by or through the University are expected to enroll for 12 units of credit each academic semester.
- **COMPLETE AND SUBMIT** 7 days prior to defense “Announcement of Final Oral” through UAccess – Student Center - GradPath
- **DEFENSE OF DISSERTATION**
- **Identify** Employment Opportunities. Please Complete “**Steps to Completing your Ph.D. Degree and Employment Information**” form - <http://www.pharmacology.arizona.edu/graduateforms.cfm>
- **COMPLETE AND SUBMIT** Annual Report on or before June 1.

FALL and SPRING Semester Year 5 - PHD

- **MEET** with Research Advisory Committee (once a calendar year).
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.
- **COMPLETE AND SUBMIT** Annual Report on or before June 1. If you have not defended.
- **CONTINUE** Doctoral Research.
- **COMPLETE AND SUBMIT** 7 days prior to defense “Announcement of Final Oral” through UAccess – Student Center - GradPath
- **DEFENSE OF DISSERTATION**
- **Identify** Employment Opportunities. Please Complete “**Steps to Completing your Ph.D. Degree and Employment Information**” form - <http://www.pharmacology.arizona.edu/graduateforms.cfm>

MS COURSE SCHEDULE GUIDELINES IN MEDICAL PHARMACOLOGY

FALL Semester – Year 1

Required	Biostatistics in Public Health	EPID 576A	T/R 4:00	3
	Introduction to Pharmacology	PHCL 512	M/W 1:00	3
Required	Pharmacology: General Principles Endocrine, & Immune System Drugs Cardio, Pulmonary, GI & CNS Drugs	PHCL 601 A 601 B 601 C	MWF 9:00	2 2 2
Required	Intro to Med Pharm Research (8 – 10 weeks per Rotation) OR Research Conference (Lab Meetings)	PHCL 586A PHCL 696A		2 2
Required	Critical Literature Review	PHCL 596B	W 11:00	1
Required	Research Seminar	PHCL 596C	W Noon	1
Required	Elective or minor			3
TOTAL				17

SPRING Semester - Year 1

Required	Molecular Targets of Pharm Agents	PHCL 551A	M/R 8:30	3
Required	Neuropharmacology/Drug Abuse	PHCL 553	T/R 1:00	3
Required	Intro to Med Pharm Research (8 - 10 weeks per Rotation) OR Research Conference (Lab meetings)	PHCL 586B PHCL 696A		2 2
Required	Scientific Writing Strategies Skill and Ethics	PHCL 595B	T/R 11:00	2
Required	Critical Literature Review	PHCL 596 B	W 11:00	1
Required	Research Seminar	PHCL 596C	W Noon	1
TOTAL				12

FALL Semester – Year 2

Required	Critical Literature Review	PHCL 596 B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Research Conference (Lab meetings)	PHCL 696A		1
Required	Research Seminar	PHCL 900		9
TOTAL				12

SPRING Semester – Year 2

Required	Critical Literature Review	PHCL 596 B	W 11:00	1
Required	Research Seminar	PHCL 596 C	W Noon	1
Required	Lab Meeting	PHCL 696A		1
Required	Thesis	PHCL 910		9
TOTAL				12

SUMMER I or II – Year 3**(must enroll for 1 unit if defending in the summer)**

Required	Research	PHCL 910	1
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The M.S. degree is a terminal degree and will require reapplying for admission to the Ph.D. Program. The Executive Committee will vote for acceptance or rejection of the application.

MS COMPLETION TIME-FRAME GUIDELINES

FALL Semester Year 1 - MS

- **COMPLETE** an online training course by the University Animal Care staff before the end of the first semester of residence in order to comply with federal, state and local regulations governing animal care. Please visit <http://www.iacuc.arizona.edu/training/> for information on obtaining IACUC training and certification.
- **ATTEND AND COMPLETE** the Laboratory Safety and Environmental Health by end of the first semester of residence, preferably as soon after your arrival as possible. Please visit the Risk Management website at <http://risk.arizona.edu/training/index.shtml> to sign up for the training programs.
- **SUBMIT** the Animal Care and Lab Safety Training certificates to the Program Graduate Coordinator.
- **COMPLETE** M.S. Student Interview Sheet - **Students** supported by the Program are required to interview six (6) Program Faculty by the conclusion of their first semester of residence in the Program. Form may be obtained at <http://www.pharmacology.arizona.edu/graduateforms.cfm>
- **COMPLETE** deficiency coursework (if applicable)
- **COMPLETE** core coursework. Students must receive at least a B Grade in all core courses.
- **SELECT** Mentor/Research Advisor
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

Spring Semester Year 1- MS

- **COMPLETE** core coursework. Students must receive at least a B Grade in all core courses.
- **FORM** Research Advisory Committee
- **BEGIN** Thesis Research
- **COMPLETE AND SUBMIT** Annual Report (on or before June 1).
- **STUDENTS SUPPORTED** by or through the University are expected to enroll for 12 units of credit each academic semester.

FALL Semester Year 2 - MS
<ul style="list-style-type: none"> • COMPLETE core coursework. Students must receive at least a B Grade in all core courses. • PRESENT in Seminar (PHCL 596C). A total of 2 presentations are required prior to completion of program of study. • FORM Thesis Committee • CONTINUE Thesis Research • COMPLETE AND SUBMIT Master's / Specialist Plan of Study through UAccess – Student Center • STUDENTS SUPPORTED by or through the University are expected to enroll for 12 units of credit each academic semester.

SPRING Semester Year 2 - MS
<ul style="list-style-type: none"> • COMPLETE core coursework. Students must receive at least a B Grade in all core courses. • STUDENTS SUPPORTED by or through the University are expected to enroll for 12 units of credit each academic semester. • PRESENT in Seminar (PHCL 596C). A total of 2 presentations are required prior to completion of program of study. • CONTINUE Thesis Research (PHCL 910) • COMPLETE AND SUBMIT Annual Report (on or before June 1)

The M.S. degree is a terminal degree and will require reapplying for admission to the Ph.D. Program. The Executive Committee will vote for acceptance or rejection of the application.

MS with PERFUSION SCIENCES COURSE SCHEDULE GUIDELINES IN MEDICAL PHARMACOLOGY

Summer Session I - Year 1

Required	Perfusion Preceptorship	PHCL 691L	1	S/P
TOTAL			1	

Summer Session II - Year 1

Required	Perfusion Preceptorship	PHCL 691L	1	S/P
TOTAL			1	

Summer YEAR 1 - TIME-FRAME GUIDELINES				
<ul style="list-style-type: none"> COMPLETE an online training course by the University Animal Care staff before the end of the first semester of residence in order to comply with federal, state and local regulations governing animal care. Please visit http://www.iacuc.arizona.edu/training/ for information on obtaining IACUC training and certification. SUBMIT the Animal Care and Lab Safety Training certificates to the Program Coordinator. ATTEND AND COMPLETE the Laboratory Safety and Environmental Health by end of the first semester of residence, preferably as soon after your arrival as possible. Please visit the Risk Management website at http://risk.arizona.edu/training/index.shtml to sign up for the training programs. Radiation Safety training: orcbs.arizona.edu>Radiation Safety>Medical Use COMPLETE the College of Medicine Policy, Arizona Fingerprint Clearance and SUBMIT to Program Coordinator 				

Fall Semester – Year 1

Required	Pharmacology: General Principles	PHCL 601A	MWF 9:00-11	2	GR
	Endocrine, & Immune System Drugs	PHCL 601B		2	
	Cardio, Pulmonary, GI & CNS Drugs	PHCL 601C		2	
Required	Principles of Perfusion I	PHCL 670	MF 1:00-3, W 2-4	5	GR
Required	Perfusion Preceptorship	PHCL 691L		3	S/P
Required	Perfusion Colloquium	PHCL 671	W 1:00	1	GR
Required	Pharmacology Seminar	PHCL 596C	W Noon	1	GR
Required	Laboratory Meetings	PHCL 696A		1	GR
TOTAL				17	

Fall Semester YEAR 1 - TIME-FRAME GUIDELINES				
<ul style="list-style-type: none"> COMPLETE Core Coursework SUBMISSION to Program Coordinator of the following: <ul style="list-style-type: none"> Animal Care Certificate Lab Safety Training Certificate Radiation Safety Training documentation College of Medicine Policy, Arizona Fingerprint Clearance 				

Spring Semester - Year 1

Required	Physiology	PSIO 511	M W 9:00	3	GR
Required	Pharmacology Seminar	PHCL 596 C	W Noon	1	GR
Required	Perfusion Preceptorship	PHCL 691L		3	S/P
Required	Principles of Perfusion II	PHCL 672	W 9:00-11	2	GR
Required	Perfusion Colloquium	PHCL 671	W 1:00	1	GR
Required	Laboratory Meetings	PHCL 696A		1	GR
TOTAL				11	

Spring Semester YEAR 1 - TIME-FRAME GUIDELINES	
<ul style="list-style-type: none"> • COMPLETE Core Coursework • FORM Thesis Committee • BEGIN Thesis Research • COMPLETE AND SUBMIT Annual Report (on or before June 1). The annual report form may be found at http://www.pharmacology.arizona.edu/graduateforms.cfm 	

Summer Session I - Year 2

Required	Perfusion Preceptorship	PHCL 691L	1	S/P
TOTAL			1	

Summer Session II - Year 2

Required	Perfusion Preceptorship	PHCL 691L	1	S/P
TOTAL			1	

Fall Semester – Year 2

Required	Biostatistics	EPID 576A	Online	3	GR
Required	Pharmacology Seminar	PHCL 596C	W Noon	1	GR
Required	Perfusion Preceptorship	PHCL 691L		3	S/P
Required	Perfusion Colloquium	PHCL 671	W 1:00	1	GR
Optional	Laboratory Meetings	PHCL 696A		1	GR
Required	Independent Study-Research	PHCL 900		3	S/P
TOTAL				12	

Fall Semester Year 2 - TIME-FRAME GUIDELINES	
<ul style="list-style-type: none"> • COMPLETE Core Coursework • COMPLETE AND SUBMIT Master's / Specialist Plan of Study (log in to Student Center - GradPath) • PRESENT in Seminar (PHCL 596C). One presentation must be completed prior to completion of program of study • CONTINUE Thesis Research 	

Spring Semester – Year 2

Required	Pharmacology Seminar	PHCL 596C	W Noon	1	GR
Required	Perfusion Preceptorship	PHCL 691L		3	S/P
Required	Perfusion Colloquium	PHCL 671	W 1:00	1	GR
Optional	Laboratory Meetings	PHCL 696A		1	GR
Required	Thesis Research	PHCL 910		3	S/P
TOTAL				9	

Spring Semester Year 2 - TIME-FRAME GUIDELINES	
<ul style="list-style-type: none"> • COMPLETE Core Coursework • PRESENT in Seminar (PHCL 596C). One presentation must be completed prior to completion of program of study • CONTINUE Thesis Research (PHCL 910) • SCHEDULE AND DEFEND THESIS Master's / Specialist Plan of Study (log in to UAccess - Student Center - GradPath) • COMPLETE AND SUBMIT Annual Report on or before June 1 (if not finished by the end of Spring semester). The annual report form may be found at http://www.pharmacology.arizona.edu/graduateforms.cfm • Identify Employment Opportunities. Please complete “Steps to Completing Your M.S. Degree and Employment Information” form http://www.pharmacology.arizona.edu/graduateforms.cfm 	

REMEMBER: If you have not defended by the end of your Spring semester Year 2, you must enroll for 1 unit the semester you defend (Summer I or Summer II).

- The total number of units required for a master's program = 30 credits
- At least one half of the required units must receive a grade of A, B or C. (ie. no more than half the units can be graded S or P.)

DEPARTMENT OF PHARMACOLOGY
LIST OF COURSES

FALL

COURSE	INSTRUCTOR	UNITS
PHCL 412/512 - Introduction to Pharmacology	Qin Chen	3
PHCL 586B Introduction to Pharmacology Research (Rotation 8-10 weeks)	Pharmacology Faculty	2
*PHCL 596B - Critical Literature Review (Journal Club)	Todd Vanderah	1
*PHCL 596C - Research Seminar	May Khanna	1
*PHCL 601A - Pharmacology General Principals	Frank Porreca	2
*PHCL 601B - Pharmacology of Chemotherapeutics, Endocrine & Immune System Drugs	Ed French	2
*PHCL 601C - Pharmacology of Cardiovascular, Pulmonary, GI & CNS Drugs	Thomas Davis	2
PHCL 624 - Pain	Todd Vanderah	2
*PHCL 670 - Principles Perfusion Techniques I	Ray Wong	5
*PHCL 671 - Perfusion Technology Laboratory	Ray Wong	1
*PHCL 691L - Perfusion Science	Ray Wong	3
*PHCL 696A - Research Seminar	Pharmacology Faculty	2
*PHCL 910 - Thesis	Pharmacology Faculty	9
*PHCL 920 - Dissertation	Pharmacology Faculty	9

SPRING

COURSE	INSTRUCTOR	UNITS
*PHCL 551A Molecular Targets	Patrick Ronaldson	
*PHCL 553 Neuropharmacology	Rajesh Khanna	
*PHCL 586B Introduction to Pharmacology Research (Rotation 8-10 weeks)	Pharm Faculty	2
*PHCL 595B Bioethics and Career Skills	Pat Mantyh	
*PHCL 596B -	Todd Vanderah	1

Critical Literature Review (Journal Club)		
*PHCL 596C - Research Seminar	May Khanna	1
*PHCL 671 - Perfusion Technology Laboratory	Ray Wong	1
*PHCL 672 - Perfusion Technology II	Ray Wong	
*PHCL 691L - Perfusion Science	Ray Wong	3
*PHCL 696A - Research Seminar	Pharm Faculty	2
*PHCL 910 - Thesis	Pharm Faculty	9
*PHCL 920 - Dissertation	Pharm Faculty	9

FALL/SPRING

PHCL 392 - Directed Research	Pharmacology Faculty	1 - 6
PHCL 399 - Independent Study	Pharmacology Faculty	1 - 5
PHCL 399H - Honors Independent Study	Pharmacology Faculty	1 - 5
PHCL 492 - Directed Research	Pharmacology Faculty	1 - 3
PHCL 499 - Independent Study	Pharmacology Faculty	1 - 6
PHCL 499H - Independent Study	Pharmacology Faculty	1 - 6
PHCL 599 - Independent Study	Pharmacology Faculty	3
PHCL 699 - Independent Study	Pharmacology Faculty	3
PHCL 900 - Research	Pharmacology Faculty	9

*Required Course

APPENDIX II

GENERAL UNIVERSITY REGULATIONS

Collection of Fees Policy

- A. The universities shall collect at the time of registration the payment or promise of payment of only those fees which are required for the proper operation of the universities and which are subject to the control of and disbursement by the universities.
- B. 1. Each university shall establish procedures to collect outstanding obligations owed by students and former students.
2. Each university shall maintain a system to record all delinquent financial obligations owed to that university by students and former students.
3. Students with delinquent obligations shall not be allowed to register for classes, receive cash refunds, or obtain transcripts, diplomas, or certificate of degree. The university may allow students to register for classes, obtain transcripts, diplomas, or certificate of degree if the delinquent obligation is \$25 or less.
4. Unpaid obligations shall remain a matter of record until students and former students satisfy their financial obligations or until satisfactory arrangements for repayment are made with the university.
5. The university may write off delinquent financial obligations of students according to accepted accounting principles and after appropriate collection efforts. No such write-off shall operate to relieve the student for liability for the obligation nor shall such write-off entitle the student to release of any transcript, diploma, or certificate of degree or to register for further university classes until such obligation is actually paid.

*From the Arizona Board of Regents Policy Manual.

Grading Policies

Grade:	In GPA:	Description:	Grade:	In GPA:	Description:
A	yes	excellent (regular grade)	P	No	passing (pass/fail option)
B	yes	good (regular grade)	F	No	Fail (pass/fail option)
C	yes	satisfactory (regular grade)	K	NO	Course In Progress
D	yes	poor (regular grade)	I	No	Incomplete
E	yes	failure (regular grade)	W	No	Approved Withdrawal
S	No	Superior (alternative grade)	Blank	No	No grade submitted
P	No	Passing (alternative grade)			

Auditing

With the consent of the course instructor and the Dean of the Graduate College, graduate students may audit courses not included in their regular programs of study by filling out a Drop/Add form. Such units are included in the student's unit load and are charged the same fees as registration for credit. Audit units, however, are not counted in the determination of full- or part-time status. A change from credit to audit will be permitted after the fourth week of classes and until the last day of class only if the student is earning a passing grade in the course and receives the approval of the course instructor and the Dean of the Graduate College. Refer to the Schedule of Classes for the final date for changing a course from audit to credit and vice versa. A change from audit to credit may be petitioned to the Dean of the Graduate College but is not allowed after the end of the semester.

Grade Appeal

A student may appeal a grade during the first regular semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the dean of the college in which the course is offered determines that the case warrants immediate review. The appeal involves a stepwise and formal process, progressively involving the instructor, the department head, and the dean of the college which offers the course. It may also involve a committee appointed by the dean to review and make recommendations. Written verification of each step as well as close adherence to a timetable is indispensable. The dean of the college offering the course has the final authority to make a decision regarding the grade appeal. There is no special form for appeals. The student should detail the reasons for their appeal in a formal letter. The Graduate College does not process or become involved in such appeals. The Grade Appeal policy and timetable can be found in The University of Arizona electronic catalog.

The basis for filing a grade appeal in an undergraduate course is limited to fundamental fairness in treatment of the student by the instructor, as specified by a syllabus conforming to the Undergraduate Course Syllabus Policy (<http://web.arizona.edu/~policy/syllabus.shtml>) that is supplied to students at the beginning of the semester, and in light of grading of the student by the instructor relative to other students in the same course and section. Issues that do not meet these criteria are not appropriate for an undergraduate grade appeal. Since graduate courses are not subject to a course syllabus policy, grades given in graduate courses may be appealed on the basis of fundamental fairness.

A graduate or undergraduate student may appeal a grade by using the following procedures. Where mentioned, the words college, dean, and department head are the department or college in which the course being appealed is offered. All timelines refer to the first regular (16-week) semester after the semester or summer term in which the grade was awarded. Grade appeals are not processed during the summer sessions unless the dean determines a case warrants immediate review.

Grade Appeal Process

Written verification of each step below is critical. Steps three, five, and seven require the student to submit a written appeal. Therefore, either mail the appeal via return receipt or deliver it to the appropriate office and have a staff member verify the date and time of delivery. The dean's decision on whether or not the deadlines have been met is final. The dean has authority to extend the deadlines, but only in extraordinary circumstances shall the appeal extend beyond the first regular semester.

- Step 1: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student should discuss the concerns with the course instructor, stating the reasons for questioning the grade. If the instructor is a teaching assistant/associate and this interview does not resolve the difficulty, the student shall discuss the problem with the person in charge of the course.
- Step 2: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student shall go to the college dean's office to obtain any requisite forms and to review directions. The student must attest in writing that s/he has informed the instructor s/he intends to file a grade appeal.
- Step 3: Within the first five weeks of the regular semester after the semester in which the grade was awarded, or sooner if possible, the student shall carefully formulate an appeal in writing, and submit it to the instructor with a copy to the department head.
- Step 4: Within two weeks from the date of receipt of the student's written statement, the instructor shall respond to the student in writing. The instructor should explain the grading procedures and how the grade in question was determined as well as other issues raised in the student's statement.
- Step 5: If the instructor is not available or does not resolve the matter within the two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the department head.
- Step 6: The department head has two weeks to consider the student's written statement, the instructor's written statement, and confer with each. The department head may not change the grade, but shall inform the instructor and the student in writing of his/her recommendation. If a grade change is recommended, the instructor may refuse to accept the recommendation. The instructor shall notify the department head and the student in writing of his/her decision.
- Step 7: If the department head does not act on or resolve this matter to the student's satisfaction within a two-week period, the student shall, within one week thereafter, readdress and submit the written appeal to the dean.

Step 8: The dean shall review the student's appeal and take appropriate action. If the basis of the appeal is the fundamental fairness of treatment of the student by the instructor, the dean should convene a committee to review the case. Valid reasons for convening an appeal committee include, but are not limited to: a violation of University policy, a failure to follow published course policies, a lack of consistency within the student's course section, or a dispute over the factual accuracy of graded work. The following are NOT reasons that should be brought to a committee: a disagreement with published course policies, differences in classroom policies or grading schemes in different courses or between different sections of the same course, or a grade's impact on a student's academic progress, athletic eligibility, or eligibility for veteran's benefits.

Step 9: When appropriate, the dean shall convene a committee to review the case. The committee consists of five members. Faculty representatives include one from the department of the instructor concerned, and two from closely related departments or colleges. The student council of the college provides two student representatives. Student representatives shall be full-time upper-division undergraduate students for appeals by undergraduate students or full-time graduate students for appeals by graduate students. If the college does not have an appropriate student council, the ASUA or GPSC shall appoint the student members. All student members must be in good academic standing in that college.

Within the structure provided by the dean, the committee shall design its own rules of operation and select a chair other than the faculty representative from the department concerned. The student and instructor shall represent themselves. The committee may, or may not

- meet separately with the student, the instructor, and the department head
- request each party to submit a brief written summary statement of the issues, and/or
- interview other persons who have relevant information.

If feasible, the committee should meet with the student and the instructor together in an attempt to resolve the difference. The committee shall consider all aspects of the case before making its recommendation. The committee shall make a written report with recommendations and provide copies to the student, the instructor, the department head, and the dean.

Step 10: The dean shall make a final decision after full consideration of the committee's recommendation and within four weeks of receiving the student's appeal. The dean has the authority to change the grade to a different credit-bearing grade, which includes regular grades (A, B, C, D, E), alternative grades (S, P), or optional grades (P, F), depending on the course grading system and the system chosen by the student at registration. The registrar shall accept the dean's decision. The department head, the instructor, and the student shall be notified in writing of the dean's decision.

Grade Appeal Time Table

Prior to:	Complete steps:	Responsibility of:
Week 5	1, 2, and 3	Student
Week 7	4	Instructor
Week 8	5	Student
Week 10	6	Department Head/ Instructor
Week 11	7	Student
Week 15	8, 9, and 10	Dean

Change of Grade

Within one year of the awarding of a grade, final grades may be changed by the instructor on a change-of-grade form only if there has been an error in computation. The grade change must be approved by the head of the instructor's department and the Dean of the Graduate College.

Incompletes

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. Graduate students should make arrangements with the instructor to receive an Incomplete grade before the end of the semester. Instructors are encouraged to use the [Report of Incomplete Grade form](#) as a contract with the student as to what course work must be completed by the student for the I grade to be removed and replaced with a grade. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement and both should retain copies.

Graduate students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. ***This petition must be submitted to the Graduate College and approved before the grade converts to an "E".*** Once a grade is an "E," it is an earned grade and cannot be changed.

If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of Incomplete grades to failing grades, the graduate degree will not be awarded.

K Grade, Course in Progress

K for non-900-level courses: if a course requires more than one term for completion, the grade of K is awarded for each term except the final term. The final term is awarded a non-K grade appropriate to the grading scheme for the course (see regular and alternative grading above). For example, a course that continues for 3 terms would receive the permanent grade of K for the first 2 terms, while the final term would receive a non-K grade appropriate to the grading scheme for the course. Course re-registration is not required.

K grade for 900 through 925 [house numbered courses](#) and graduate level English writing project courses (e.g. ENGL 501, 604, & 609): the grade of K is awarded by the instructor for each term when the course continues for longer than one term. Once the course is completed the K grades are replaced with permanent non-K grades appropriate to the grading scheme for the course. For example, a course that continues for 3 terms would receive temporary K grades for the first 2 terms. When the course is completed successfully in the 3rd term all 3 terms then receive the same permanent non-K grade appropriate to the grading scheme for the course. Students must register for these courses each term, as needed. Time-limit for completion of such work for full credit for the master's degree is 6 years; for the doctoral degree, 10 years.

K grade for 930 [house numbered courses](#): the grade of K is awarded for each term except the final term. The final term is awarded a [grade of CR \(credit\)](#) upon completion of degree requirements. Example: for a student enrolled in a 930 course for 6 terms, the first 5 terms would receive permanent grades of K, and the final term would receive a permanent grade of CR. Students must register for 930 courses each term, as needed.

Pass/Fail Option for Graduate Students

For certain courses, a graduate student may elect to register under the Pass/Fail option. Under such registration, the only final grades available to the student are P (pass) or F (fail). To receive the grade of P, the student must be doing work comparable to a C or better. If a course is taken under the Pass/Fail option, the grade of P or F will be permanently recorded. If the course is passed, the units of credit may be applied toward the degree at the discretion of the student's major advisor. Pass/Fail grades are NOT included in the GPA.

Students registering for a course under the Pass/Fail option must meet the prerequisites or otherwise satisfy the instructor of their ability to take the course.

Students may register under the Pass/Fail option for not more than 2 courses per semester. Students may change from Pass/Fail enrollment to enrollment for a regular grade, or vice versa, only during the time period prior to the last day of the fourth calendar week (Fall and Spring) during which classes are held, except with special permission of the Dean, Graduate College.

The department determines which of its courses will be available under the Pass/Fail option, but this is subject to approval by the instructor teaching the course. Graduate students may take courses offered by the College of Law for Pass/Fail for graduate credit. Graduate students who need to complete admission deficiencies or who wish to take undergraduate courses for Pass/Fail, may do, so but they will not earn graduate credit for those courses. The instructor shall be informed by the Office of the Registrar which students are enrolled under the Pass/Fail option.

Courses that are available for Pass/Fail are designated as such in the Schedule of Classes as "Available: Pass/Fail."

Repeating Courses

With the exception of course work covered by the Grade Replacement Option, graduate students may not repeat a course for graduate credit unless it is marked "Rpt:". Such courses, while retaining the original course number, contain different content each semester they are offered. Refer to Departments and Courses of Instruction, for specific course information.

Withdrawal / Dropping from a Course

Withdrawal from a course within the first four weeks after registration will result in the deletion of the course from the academic record. After the fourth week and through the end of the eighth week of classes, the grade of "W" may be awarded to students earning a passing grade at the time of the official withdrawal. Refer to the section on Withdrawal from The University (<http://grad.arizona.edu/academics/policies/academic-policies/withdrawal-from-the-university>) for instructions on withdrawing from all courses during a semester

Complete Withdrawal from the University

A complete withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. This option only applies to the Fall and Spring (regular) Semesters. During the regular semester, students are allowed seven days to complete the withdrawal process after initiating the procedure in the Dean of Students Office; however, withdrawals can not be initiated after the last day of classes of any semester and must be completed before the beginning of the final examination period. If a student withdraws from all classes before the end of the fourth week of the semester, all classes are deleted from the student's permanent record for the term. If a student withdraws from the University after the fourth week of classes and before the final exam period, the faculty member for each course may assign a grade of "WP" (withdrawal while passing) or "WF" (withdrawal while failing). Grades for a complete withdrawal appear on the permanent record but are not included in the student's grade average. Consult the Withdrawal from the University (<http://registrar.arizona.edu/schedules/withdraw.htm>) section in the Schedule of Classes for detailed instructions, deadlines, and refund information.

Medical Withdrawal

Withdrawals filed before the first deadline at the end of the fourth week of classes (Fall and Spring Semesters), result in cancellation of registration in all courses. Since there is no record of enrollment, the Medical Withdrawal is unnecessary.

Medical withdrawal after the tuition refund deadline (after the fourth week of classes), should be initiated with the Campus Health Service (<http://www.health.arizona.edu/webfiles/main.htm>). Adequate medical documentation from a licensed health care provider in support of the medical withdrawal must be submitted to Campus Health by the student. Procedures and instructions for completing a medical withdrawal may be obtained from the Dean of Students Office (<http://deanofstudents.arizona.edu/>).

A student requesting a retroactive medical withdrawal after the last day of classes must attach a signed Medical Withdrawal Form from the Campus Health Service to the petition for a retroactive withdrawal. Undergraduates must submit a General Petition (<http://registrar.arizona.edu/petitions/>) to the University Petition Committee, while graduate students must submit a Graduate Petition (<http://grad.arizona.edu/system/files/petition.pdf>) to the Graduate College.

Exception: The University offers accelerated, professional and special degree programs that are sometimes supported by outside donors or organizations. Because of the nature of these programs, students may not be entitled to any refunds of tuition or fees, irrespective of the reason for the withdrawal. It is the student's responsibility to know the terms and conditions of such accelerated or special programs in which they are enrolled.

Note: Students who withdraw from the University for Medical Reasons and who are medically encumbered must have their readmission approved by the Campus Health Service.

Retroactive Withdrawal

Under appropriate circumstances a student may petition for withdrawal after completion of classes for a term. If the student has experienced severe physical or psychological stress of such nature as to prevent satisfactory completion of course work in the semester or term in question, the student may petition for retroactive withdrawal for all courses taken that semester or term. This petition must be accompanied by adequate documentation and filed with the dean of the student's college.

Dismissal from Courses or from the University

Reprehensible conduct or failure to comply with university regulations may result in a student's dismissal from a course or from the University at any time. The Dean of Students Office is responsible for this procedure. Such action may be posted on the student's academic record. Students suspended from the University are denied student privileges during the period of suspension, and may not register for correspondence work except with permission of the dean of the college in which they have previously registered. They may not enroll in UA Outreach College courses, nor establish credit by examination during the period of suspension.

Enrollment

Fall and Spring Semesters

During the fall and spring semesters, full-time status consists of enrollment for 9 units of graduate credit. If the student holds a teaching or research assistantship or associateship, full-time status is 6 units of graduate credit. If the student is working on a thesis or dissertation and is only enrolled in 900-level units, full-time status is 3 units. The full-time status enrollment minimums apply to students wishing to defer federal loan repayments, students on J1 and F1 visa status, and/or students receiving University funding.

Summer Sessions

During pre-session and first and second summer sessions, full-time status consists of enrollment for 6 graduate units or more in any combination of Pre-Session, First, and Second Summer Sessions. Some colleges (Agriculture & Life Sciences and

Engineering) require a greater number of units to maintain full-time graduate status if the student is receiving any financial assistance from the college. A student whose financial aid agreement requires enrollment during the summer sessions should contact the Office of Student Financial Aid to verify specific requirements. International students should check with the University's International Students Office to ensure that their registration is in compliance with their visa status.

Minimum Graduate Study Enrollment

The minimum enrollment allowed per semester (fall and spring) for students enrolled in the Graduate College is 3 graduate units, except for students who have met all their coursework and thesis or dissertation requirements; they may take only 1 unit. For students holding teaching or research assistantships/associateships, the minimum enrollment required is 6 graduate units. During summer sessions, minimum enrollment is 1 graduate unit. Students who are not utilizing faculty or university resources during summer sessions do not need to enroll during the summer. Some colleges and/or departments require additional units for students holding teaching or research assistantships/associateships. Master's students graduating in Summer must register for a minimum of 1 graduate unit.

Maximum Graduate Study Enrollment

The Graduate College no longer has a maximum enrollment policy for Fall and Spring semesters.

Continuous Enrollment

Master's Continuous Enrollment Policy

A student admitted to a master's program must register each fall and spring semester for a minimum of 3 graduate units, from original matriculation until all course and thesis requirements are met. When these requirements are met, master's students not on financial assistance and/or not needing to maintain appropriate visa status, must register for a minimum of 1 unit of thesis or master's report credit each semester until the thesis or report is finalized. While 1 unit satisfies Continuous Enrollment, it does NOT meet requirements for full-time status. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding. If the degree program requirements are to be completed in the summer, the student must register for a minimum of 1 unit of graduate credit during that term. Master's and Educational Specialist candidates do not have to register for graduate units during summer sessions unless they plan to make use of University facilities or faculty time. If they do plan to use facilities or faculty time, they must enroll for a minimum of 1 unit of graduate credit.

Summer-Only students are required to enroll continuously for a minimum of 3 units during consecutive summers until the coursework and thesis requirements are met. After that, they may enroll for 1 unit.

Doctoral Continuous Enrollment Policy

- A student admitted to a doctoral program must register each Fall and Spring semester for a minimum of 3 graduate units from original matriculation until the completion of all course requirements, written and oral comprehensive exams, and 18 dissertation units. When these requirements are met, doctoral students not on financial assistance and/or needing to maintain appropriate visa status, must register for a minimum of 1 unit of dissertation credits each semester until final copies of the dissertation are submitted to the Graduate Degree Certification Office.
- Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements, and should check with their program advisor regarding such requirements to ensure that they remain qualified for funding.
- If not graduating in the Summer term, Doctoral students do not have to register for graduate units during summer sessions *unless* they plan to make use of faculty time. If they plan to utilize faculty time, they must enroll for a minimum of 1 unit of graduate credit in the term(s) in which they are using facilities or faculty time.
- If degree requirements (including the Comprehensive Exams and the Final Oral Exam) are completed during the winter/summer term, the student does not need to be registered.

Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be required to apply for re-admission, to pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. Tuition or registration waivers cannot be applied retroactively. Any student considering re-application should first check with the Graduate College Degree Certification Office to see whether additional work or updated forms will be necessary.

Please note that "continuous enrollment" is not the same as "full time enrollment" for financial aid purposes. Please refer to Full-Time Graduate Student Status.

Time Limitations for M.S. and Ph.D. Coursework

Master's Degree

All requirements for the master's degree must be completed within 6 years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions. Work more than 6 years old is not accepted toward degree requirements.

Students who take a break in their studies should check with the Graduate College Degree Certification Office to determine their options

Doctor of Philosophy Degree

PhD. must be completed within 5 years of passing the Comprehensive Exam. Should a student not finish within that time period, he or she may be allowed to re-take the Comprehensive Exam with permission of the program, and then proceed to complete other requirements, e.g., the dissertation. The Graduate Council has instructed that petitions for time-limitation waivers should only be entertained under circumstances that are judged to be extraordinary and extenuating.

Employment Status Limitations

Reported Hours

GAs are salaried employees. As such their reported hours may not be reduced in most cases. A GA hired on an academic contract is not required to work before the start of classes, after finals, during winter break, or during spring break. Exceptions to this default must be articulated in writing prior to hire. During periods where they are concurrently enrolled, total on-campus employment may not exceed 30 hours per week (0.75 FTE). International GAs on F-1 or J-1 visas are subject to additional restriction; their employment may not exceed 20 hours per week (0.50 FTE) while they are concurrently enrolled. Any hours worked above a GA's designated FTE must be paid via supplemental compensation. A GA may hold multiple positions so long as the total FTE does not exceed the restrictions. The University of Arizona has approved five possible FTE's and maximum payable hours for GAs.

FTE	0.25	0.33	0.50	0.66	0.75
Hours Per Pay Period	20.0	26.4	40.0	52.8	60.0

Titles and Classification

GAs are classified as student employees. All employees of the University of Arizona - including GAs - must undergo pre-employment screening process in accordance with ABOR policy 6-709.

According to the Arizona Board of Regents policies, GAs are not eligible for concurrent employment in staff, faculty, or other types of student worker positions.

Please do not confuse these with titles of "Teaching Assistant", "Teaching Associate" and "Research Associate", which are the titles for appointed personnel, not graduate appointments.

Tax Compliance

While concurrently enrolled at least at half-time, a GA is exempt from Social Security taxes (FICA). The minimum enrollment for this exemption is 6 units during the fall and spring and 3 units during the summer and winter sessions. Benefits GAs are not eligible for participation in either in The University of Arizona's faculty/staff employee benefits program or the State of Arizona Retirement Program.

GA benefits are processed by the Graduate College after employment paperwork has been processed and position requirements have been satisfied.

Teaching Assistant/Associate Restrictions

The Graduate Council has ruled that TAs are not allowed to engage in any commercial activity relative to the courses they are instructing.

TAs may not be the instructor of record for graduate level courses. Duties of GAs involved in graduate level courses should be restricted to objective grading, lab setup, website maintenance, and general advising. Please refer to the [exceptions and exemptions section](#) for more information.

Credit Requirements

The equivalent of at least six semesters of full-time graduate study is required for the Ph.D. A minimum of 36 units of course work in the area of the major subject, 9 units in the minor subject, and 18 units of dissertation must be completed. Most students will take more than the minimum.

If the major and minor are the same, there must simply be a minimum of 45 units listed - they need not be differentiated as major or minor. (For students with two minors, there must be at least 36 units toward the major and at least 6 units toward each minor.)

All required units of credit must be at the 500-level or above at The University of Arizona (or, in the case of transfer units, their equivalent at other institutions). Six units of 400-level credit taken at The University of Arizona may be used in the minor but will not receive graduate credit or be calculated in the graduate grade-point average. At least one half the units used on the Doctoral Plan of Study must be in courses in which regular grades (A, B, C) have been earned. A minimum of 12 units of regular grades taken at The University of Arizona are required to establish a University of Arizona G.P.A.

Transfer Credit

To be eligible for graduate transfer credit, a transfer course must have been taken for graduate credit at an accredited institution (U.S. or international), and it must have earned a grade of A or B (or equivalent, if international). Units awarded may be different than the units/credits earned at the original university if that school's credit system is different, e.g. quarter units or credits from non-U.S. institutions. The Evaluation of Transfer Credit form (<http://grad.arizona.edu/system/files/TransferCreditForm.pdf>) may be submitted prior to the formulation of the Plan of Study so that the student will know whether specific transfer courses will be acceptable.

If the transcript for the submitted transfer work is available from the student's Graduate Admissions file, that transcript will be used for the evaluation. If it is not available, an official copy of the transcript containing all final grades must be received in the Graduate Degree Certification office before the transfer work can be evaluated. Since transcript files are destroyed after a certain period of time, it is important to submit the evaluation request within the student's first year while transcripts are still generally available.

Restrictions on Transfer Credit

Graduate credit earned at other approved institutions may be counted toward the requirements of a doctoral degree, but will not be included in the calculation of the University of Arizona G.P.A. Transferred units are subject to the following restrictions:

- The credits must be approved by the major department and the Graduate College
- The minimum grade for transferred credits must be an A or B or equivalent at awarding institution.
- Transferred units may not count toward more than one doctorate.
- A student may not use more than 30 credits from an earned master's degree from another university toward a University of Arizona doctorate.
- If a student counts credits from a UA M.S. or M.A. towards a UA Ph.D., then additional transfer credit may be limited to ensure that some UA coursework is taken while in the doctoral program. Thesis credits used for a master's degree cannot count toward the Ph.D. course credit requirements.
- Credit for correspondence courses or extension work obtained at other institutions will not be accepted for graduate credit.

Students who wish transfer credit must submit a 'Evaluation of Transfer Credit' form before the end of their first year of study.

Graduate Non Degree Coursework

Students who have completed graduate non-degree coursework and would like that coursework to count toward a doctoral degree should be aware that only 12 units of non-degree coursework can be used toward doctoral degrees.. (For students who are also taking 400-level courses, the total of 400-level plus non-degree coursework may be no more than 12 units.)

Thesis and Dissertation Work in Absentia

Under conditions approved by the Graduate Program, a portion of the student's thesis or dissertation work may be done in absentia. Approval to do work in absentia must be sought prior to undertaking the work.

Satisfactory Academic Progress

Students enrolled in a graduate degree program must maintain a 3.000 grade-point-average (GPA) and meet their department's academic progress criteria toward degree completion. The minimum 3.000 GPA is based on all course work taken for graduate credit, whether or not the courses are offered in satisfaction of the specific requirements for a specific graduate degree.

Additionally, each department has its own criteria by which a student is evaluated on academic progress. Failure to meet those academic progress requirements will result in the student being placed on academic probation by the Dean of the Graduate College.

Graduate Student Grievance Procedure

Should a graduate student feel he or she has been treated unfairly, there are a number of resources available. With few exceptions, students should first attempt to resolve difficulties informally by bringing those concerns directly to the person responsible for the action, or with the student's graduate advisor, the department head, or the immediate supervisor of the person responsible for the action. If the problem cannot be resolved informally, the student may file a formal grievance. The University Ombudsman (<http://ombuds.web.arizona.edu/homepage>) is also available to assist students with concerns or complaints.

Grievances that will be reviewed by the Graduate College

While the Graduate College is available to discuss any academic concern, only grievances that allege violation of a specific University rule, regulation, policy or practice will be considered for formal review as stated below. A grievance procedure is available to graduate students who have complaints that

1. allege violation of a specific University rule, regulation, policy or practice;
2. are not remediable by other university grievance policies and procedures; and
3. are within the decision-making jurisdiction of the Graduate College.

The Associate Dean of the Graduate College or other delegate of the Dean of the Graduate College (hereinafter "Associate Dean") shall determine

whether a complaint is within the decision-making jurisdiction of the Graduate College. Examples of complaints that are NOT suitable for formal grievance through the Graduate College are listed at the end of this section.

Grievance Procedure

To pursue a formal grievance, students must take the following steps:

1. If informal efforts to resolve the grievance have failed, students must file their written grievance complaint with the head of their academic unit. Such written complaint must be filed within 6 months of the incident that is the subject of the grievance. The grievance complaint must include a concise statement of the allegations that form the basis for the student's complaint, including a careful statement of the facts, the rule, regulation, policy or practice that was violated, a summary of the informal attempts at resolution, and a suggested remedy.
2. The academic unit head must review the grievance complaint and provide a written response to the student within 15 class days*. A student who wishes to appeal the unit head's response, must file a copy of the grievance complaint and the unit head's response with the Graduate College within 5 class days of receiving the unit head's response.
3. The Associate Dean (or designee) will then try to negotiate a resolution. If acceptable mediation of the grievance is not achieved within 15 class days of filing with the Graduate College, the student may request that it be forwarded to the Grievance Committee.
4. In accordance with the procedures set forth below, the Grievance Committee will hold a hearing and convey its recommendation to the Graduate Dean in writing within 15 class days of their final meeting. The Associate Dean will schedule the hearing date(s).
5. The Graduate Dean will render a final decision affirming, denying or modifying the Grievance Committee's recommendation within 15 class days following receipt of the recommendation.

* "Class days" exclude Saturday, Sunday, holidays, and days in which the University is not in session. All timelines refer to the first regular semester after the incident. Grievances are not processed during the summer sessions unless the dean determines a case warrants immediate review.

Grievance Procedure Deadlines

In pursuing a formal grievance, students must take note of the necessary timeline for pursuing a formal grievance (see below table). If a student adheres to this timeline, resolution of the grievance can be expected within about 65 class days of the student's written grievance complaint. If the Grievance Committee requires several meetings to reach a recommendation, more time might be required. Deadlines may be extended with the consent of the student, respondent, and/or the responsible party for the pending step in the process. Should there be an unavoidable delay at any step and the Graduate Dean determines that prompt disposition is not possible; he or she shall inform the grievant in writing.

	STEPS	Time Limit
1.	Student submits written grievance complaint to Head of Academic unit	Within 6 months of incident
2.	Head of Academic unit responds in writing	15 class days
3.	To continue grievance beyond academic unit, student must file copy of complaint and unit head's response with the Graduate College	5 class days
4.	Associate Dean attempts to negotiate a resolution	15 class days
5.	If not resolved, hearing committee hears grievance and sends recommendation to Graduate Dean	15 class days after last Committee meeting
6.	Graduate Dean renders final decision	15 class days after receiving Committee recommendation

The Graduate Grievance Committee

The Graduate Grievance Committee is a standing committee consisting of eight graduate students representing different academic units appointed by the Graduate and Professional Student Council (GPSC), four faculty members from the Graduate Council and twelve faculty members at large, appointed by the Graduate Dean. Faculty members serve three-year terms. Student members serve two-year terms. All terms are staggered.

To schedule a grievance hearing, the Associate Dean will select a subcommittee from the standing committee consisting of two students and four faculty members, at least one of whom is a member of the Graduate Council. This subcommittee is the hearing committee.

The Graduate Grievance Hearing

The Associate Dean of the Graduate College will arrange a time and place for a hearing. The hearing will be closed to protect the privacy of the student. The hearing committee will select a chair. The chair will preside at the hearing and will rule upon all procedural matters. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chair. Irrelevant, immaterial, privileged or unduly repetitious information will be excluded. The chair may establish reasonable limits upon the time allotted to the student and the department or academic unit for oral presentation and examination of witnesses.

All members of the hearing committee and all parties to the grievance will receive a copy of the grievance and the department's response. All parties may present evidence in the hearing. Committee members may question anyone presenting evidence during the hearing. Only evidence presented at the hearing and those documents submitted up to the time of the hearing will be considered in the adjudication of the grievance.

At the hearing, the student will first present his/her case to the hearing committee. He/she may present witnesses. The student may have one advisor present. That person will play an advisory role only and shall not present or participate in the presentation of the student's case at the hearing. If the student elects to have an attorney as an advisor, the Graduate College must be notified at least one week before the scheduled hearing.

The department or appropriate academic unit shall present its case before the hearing committee. Each party may question the other party or their witnesses. The student and the department or appropriate academic unit shall each have the right to rebuttal.

After each party has presented its case and left the hearing room, the hearing committee will begin its deliberations. Additional meetings of the hearing committee may be required for deliberation. Within 15 class days, the chair will communicate the hearing committee's recommendation to the Dean of the Graduate College who will render the final decision.

Complaints NOT Addressed Through This Procedure

Some complaints that cannot be addressed through this procedure include:

- Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination; these are dealt with by the Office of Institutional Equity.
- Grade appeals, procedures for which are available in General Catalog or from the Graduate College Information Desk. (Grade appeal procedures apply to course grades; appeals of comprehensive examination or oral defense results follow the general Graduate College Grievance Review Procedures.)
- Complaints against University employees and students that are covered by provisions of the University Handbook for Appointed Personnel ("UHAP"), the Staff Personnel Policy Manual ("SPPM"), and the Student Code of Conduct.
- Graduate College petitions requesting waivers of policy are not addressed through the general Graduate College Grievance Review Procedures; students may appeal denials of petitions by writing directly to the Dean of the Graduate College.

The University Ombudsperson is also available to assist students with concerns and complaints.

STUDENT SERVICES

Campus Health

Campus Health provides high-quality, primary medical and psychological care to University of Arizona students, and is a campus resource for counseling on health, nutrition, and addiction problems. Licensed physicians, nurse practitioners, nurses, psychologists, and mental health professionals comprise the staff, in addition to community specialists who conduct clinics in orthopedics, wart and surgery, sports medicine, and dermatology.

Regularly enrolled students become eligible for services at the beginning of the semester for which registration fees have been paid. Continuing students who were registered during the spring semester but are not registered for summer session may become eligible for summer services by paying a special fee. Medical conditions requiring immediate care can be seen on a walk-in basis, but students are encouraged to call for appointments, available Monday through Friday between 8:30 a.m. and 4:30 p.m., for all non-urgent situations. A pharmacy on the premises provides medicines and over-the-counter drugs at prices competitive with those in the private sector.

Every student born after December 31, 1956 must submit proof of measles and rubella vaccines since 1980; these vaccines are available at Campus Health for a charge. International students must also obtain a tuberculosis skin test at Campus Health before registering for classes for the first time. Many services are free (prepaid by the student's tuition) after a nominal first visit fee.

Charges are incurred for prescriptions, ex-rays, laboratory tests, physical therapy, special supplies, and some specialist physician visits. Charges for all services may be paid at the Campus Health Business Office by 5:00 p.m. on the day they are incurred or will be automatically added to the student's university account. Campus Health Insurance, required for all international graduates and optional for all other students, is also available at the Health Insurance Office located on the ground floor of Campus Health.

For further information, contact Campus Health, 1224 E. Lowell St., Tucson, AZ 85721 (Northwest corner of Highland & 6th Street) Phone: (520) 621-6490 or <http://www.health.arizona.edu/>

Career Services Office

Career Services offers a variety of programs which assist students and alumni to develop and implement career plans, gain work-related experience, seek part-time work, and gain professional employment after graduation. For further information, contact The University of Arizona Career Services - Student Union Memorial Center - 1303 E University Blvd., Suite 411 - Tucson, AZ 85721 - (520) 621-2588 or at <http://www.career.arizona.edu/>

Campus Recreation

Campus Recreation combines programs and facilities offering a wide variety of recreational, fitness, and wellness opportunities. The Student Recreation Center (E.E. corner of Sixth St. and Highland Ave.) is a state-of-the-art, national award-winning, physical fitness and recreation center offering two gymnasiums, fourteen racquetball courts, two squash courts, a weight room, and elevated indoor track, two multipurpose dance rooms, two sand volleyball courts, and outdoor Olympic size pool, the Outdoor Adventures Center, a Wellness Center, a juice bar, and short-term child care facilities. Campus Recreation also coordinates more than fifty organized sports events through its Intramural and Recreational Sports Program, and over forty-five active sports clubs including rugby, soccer, water polo, and martial arts. For further information contact the Student Recreation Center, 1400 E. Sixth St., 626-3396 or <http://campusrec.arizona.edu/>.

Disability Resource Center

The University is committed to equal working and learning opportunities for disabled students, faculty, and staff and recognizes that accommodations or modifications may be necessary to ensure access. The mission of the Disability Resource Center is to equalize the educational opportunities for students and provide support services for students, faculty, and staff with disabilities. The program is designed to promote full inclusion and participation in the educational experience and campus life. The Disability Resource Center is the designated office that reviews disability documentation, certifies eligibility for services, determines reasonable accommodations, and provides or arranges for reasonable accommodations.

Other services and programs provided by the center include information/referral, problem-solving/support, Sign Language interpreters, test accommodations, alternate print formats, adaptive technology, adaptive athletics/recreation, and wheelchair/equipment repair. Training and technical assistance are also provided to the campus community.

For more information about the programs and services available, including academic accommodations for students with disabilities and the admissions process, contact the center: Disability Resource Center - The University of Arizona - 1224 East Lowell Street Tucson, AZ 85721 - Phone: (520) 621-3268 (TTY) - Fax: (520) 621-9423 or visit the DRC homepage at <http://drc.arizona.edu/>

International Student Programs and Services

The International Student Programs and Services (ISPS) serve both the incoming international student population and University of Arizona students studying abroad. ISPS assists international students in complying with existing federal, state, and local regulations, provides information and gives authorization (as appropriate) concerning visa and immigration matters, and offers personalized counseling and advisory services to students in all phases of the adjustment to the University and to the United States. It also sponsors an International Student Orientation and Registration Program each semester for newly-arrived international students, and cross-cultural workshops and seminars on issues affecting the international student population. Over

30 international student clubs are also supported by the Center. ISPS is located adjacent to the campus, at 915 N. Tyndall Ave., 621-4627 or visit the International Student Programs and Services at <http://internationalstudents.arizona.edu/>.

Counseling and Psychological Services

A unit of Campus Health, Counseling and Psychological Services (CAPS) offers crisis intervention; brief individual, couple, and group psychotherapy; and medication evaluation and prescriptions to University of Arizona students. Other services include biofeedback training, and HIV counseling and testing. Services are confidential. The first visit is free; there is a minimal charge for subsequent visits. A Self-Help Library, free of charge, is available on the premises. Students can be seen on a walk-in basis the same day they seek services, and by appointment after the first visit. CAPS is located within the Campus Health Bldg., 1224 E. Lowell St., Tucson, AZ 85721 (Northwest corner of Highland & 6th Street) Phone: (520) 621-6490 or visit Campus Health Counseling and Psychological Services at http://www.health.arizona.edu/webfiles/caps_about_us.htm.

Dean of Students

The Dean of Students office is committed to student learning and success at The University of Arizona. In addition to ensuring community standards and high-quality student life programs, the office handles withdrawals from the University, Code of Conduct, Code of Academic Integrity, Policy on the Use of Campus and First Amendment Rights, and other types of policy interpretation and dissemination. The office provides campus-wide leadership in managing student crisis situations. The office also maintains several student advisory groups which include graduate student participation. The Dean of Students office is located in Old Main 203, 621-7057 or visit the Dean of Students homepage at <http://deanofstudents.arizona.edu/>.

Housing

Early applications are encouraged. Complete information on housing may be obtained from the Office of Residence Life, 621-6501 or visit Residence Life homepage at <http://www.life.arizona.edu/index.asp>.

Multicultural Programs and Services

The University of Arizona supports cultural resource centers designed to provide academic, social and cultural support to ethnic minority students.

The American Indian Graduate Center provides a home-like gathering place and support program for Native-American graduate students. The Center offers student academic counseling, advisement, emergency loans, computer assistance, and social and community activities with other graduate students and the Tucson Indian community. It is located near the campus at 1439 E. Helen St., 621-7989.

Other centers providing resources and assistance to both undergraduate and graduate minority students are:

Multicultural/Academic Student Affairs, Chemistry 214, 621-1094.

The **African American Cultural Resource Center**, located in the Martin Luther King, Jr. Building, Room 209, 621-3419.

The **Asian Pacific American Cultural Resource Center**, located in the Martin Luther King, Jr. Building, Room 320 621-3481.

The **Chicano/Hispano Student Affairs and Resource Center**, located in the Economics Building, Room, 217, 621-5627.

Native American Student Affairs, Nugent Building 203, 621-3835.

Speech and Hearing Clinics

Speech Clinics

Offer a full range of services to individuals with communication difficulties, including evaluation and remediation of articulation, language, voice, and fluency disorders, and accent and dialect reduction. Individual and group therapy sessions are offered as well as specialized instrumental testing. Services in the Hearing Clinic include assessment of hearing, selection of hearing aids, training in the use of amplification, counseling relative to alternative communication devices, procurement of ear molds, and maintenance of amplification systems. Services are available to University students, staff, and faculty, and to children and adults in the community. The Clinics are located in the Speech, Language, and Hearing Sciences - University of Arizona - Tucson, AZ 85721-0071 - (520) 621-1644 or visit their homepage at <http://slhs.arizona.edu/>

Testing Office

The Testing Office offers the GRE, LSAT, MCAT and GMAT, as well as preparation courses for these examinations for a fee. For additional information, contact the Testing Office, 1600 E. 1st Street – Tucson, AZ 85719 - 621-7589 or visit the Testing Office homepage at <http://www.testing.arizona.edu/>.

UNIVERSITY REGULATIONS

Equal Employment Opportunity Policy

It is the policy of The University of Arizona to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, veteran's status, sexual orientation, or gender identity.

The University of Arizona is also a Federal government contractor and, as such, has certain obligations to take affirmative action to ensure that its policies and practices are, in fact, non-discriminatory.

Therefore, it is our policy to take affirmative action to employ and advance in employment covered veterans, individuals with disabilities, women, and minorities. Where required by law, The University of Arizona has established goals by which we may measure our progress in employing persons based on individual ability and merit and in the numbers reasonably expected based on their availability.

The University of Arizona makes good faith efforts to reach covered veterans, individuals with disabilities, women, and minorities with information about our equal opportunity policy and, specifically, about employment opportunities at the University. This recruitment effort is particularly important for jobs where women or minorities are not currently participating in the numbers expected by their availability. It is the policy of the University of Arizona to invite all interested persons, both from outside the University and from within the University community, to apply for such opportunities.

As a matter of law and as a matter of University policy, selection for opportunities for hire, promotion, transfer, or training, as well as decisions regarding demotion, termination, layoff, or other terms and conditions of employment shall occur without regard to race, color, religion, sex, national original, or other prohibited basis.

The University has formally assigned the responsibilities contained in its written Affirmative Action Plans for Women and Minorities and for Individuals with Disabilities, and for Protected Veterans to each vice president, dean, director, department head, manager and supervisor and the University does insist that these employees adhere to the commitment made in each Affirmative Action Plan.

If you have any questions regarding the affirmative action goals, please call the Office of Institutional Equity at 621-9449 – University Services Building – 888 N. Euclid Ave. – Room #217 – Tucson, AZ or visit their homepage: <http://equity.arizona.edu/>.

According to the Accommodation of Religious Observance and Practice policy

ABOR Chapter 1 - General Provisions 1-110 (<http://www.azregents.edu/>)

No employee, agent, or institution under the jurisdiction of the Arizona Board of Regents shall discriminate against any student, employee, or other individual, because of such individual's religious belief or practice or any absence thereof.

1. Administrators and faculty members are expected to reasonably accommodate individual religious practices. A refusal to accommodate is justified only when undue hardship would result from each available alternative of reasonable accommodation.

2. No administrator or faculty member shall retaliate or otherwise discriminate against any student, employee or prospective employee because that individual has sought a religious accommodation pursuant to this policy.
3. It is the responsibility of the president of each university, and the executive director of the Board as to the central staff, to take such actions as are necessary to insure that the intent of this policy is implemented. In implementing this policy, the president of each university shall insure that the policy is included in the university catalog and in such other publications as will assure that all members of the university community are advised of its existence, and the manner in which information regarding its implementation may be obtained.

Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity (hereinafter "this Code") is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

Any attempt to commit an act prohibited by these rules will be subject to sanctions to the same extent as completed acts. The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity available in the Dean of Students Office, Old Main, Room 203.

Code of Conduct

Jurisdiction & Authority

1. Under Arizona law, the Arizona Board of Regents is responsible for the control and supervision of the state universities and their properties and activities. ABOR is authorized to enact ordinances for the governance of the universities and the maintenance of public order upon all property under its jurisdiction. ABOR has promulgated this Student Code of Conduct in order to meet its responsibilities under Arizona law. Enforcement of this Student Code of Conduct is subject to applicable law, including constitutional protections for speech, association and the press.
2. The Presidents are authorized to enforce the Student Code of Conduct.
3. Violators may be accountable to both civil and criminal authorities and to the university for acts of misconduct that constitute violations of the Student Code of Conduct. At the discretion of university officials, disciplinary action at the university may proceed before, during, or after other proceedings.

Sanctions may be imposed for acts of misconduct that occur on university property or at any university-sponsored activity. As further prescribed in these rules, off-campus conduct may also be subject to discipline. With respect to student organizations, and their members, university jurisdiction extends to premises used or controlled by the organizations on or off campus.

Philosophy

1. The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities.
2. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community.
3. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Scope

1. The adoption of the Student Code of Conduct does not prohibit any university or ABOR from adopting or maintaining additional rules to govern the conduct of students. Allegations of misconduct brought under the Student Code of Conduct may be combined with allegations arising under other university or ABOR rules.
2. Each university may adopt policies and procedures for reviewing allegations of academic dishonesty.
3. The Student Code of Conduct applies to individual students and to student organizations.
4. Students and student organizations are also subject to the following rules:
 - a. Rules adopted by each university to govern the control of vehicles and other modes of transportation on university property
 - b. Rules relating to student classroom conduct, academic dishonesty, and academic eligibility, performance and evaluation
 - c. Rules governing student housing
 - d. Rules governing the maintenance of public order
 - e. Rules governing the conduct of student athletes
 - f. Rules governing the use of university communication and computing resources, and
 - g. Such other rules as may be adopted by the Board, ABOR or universities in furtherance of university and educational goals.

Release of Student Information

The University of Arizona endorses and seeks to comply with all provisions of the "Family Educational Rights and Privacy Act of 1974," as amended, and all pertinent regulations. The purpose of this legislation was and is to afford students certain rights with regard to their respective education records. In essences, these rights are: (1) the right to inspect and review education records, (2) the opportunity to challenge the contents of education records, and (3) the right to exercise some control over the disclosure of information from education records.

The intent of this compliance manual is to explain, in detail, the conditions and procedures under which the University will implement the law. See the UA Website at <http://registrar.arizona.edu/ferpa/contents.htm> for the complete policy

Listed below are highlights from the University of Arizona Policy on the Release of Student

Student Records Privacy Guidelines

The University of Arizona is committed to providing services and support to meet your needs and achieve your educational goals. We are equally committed to protecting your privacy. This notice is provided to help you better understand how we - and you - safeguard your personal information. We regularly review our procedures and practices to ensure that your information is protected from unauthorized access. Consequent to this review, we reserve the right to revise this policy providing we notify the University community of any changes made.

The access and release of your non-public (non-directory) information such as educational records (or any personally identifiable information they contain) without your prior consent are prohibited under federal law. However, federal law permits access to such information without your prior consent under certain circumstances or to certain individuals. These include

- Officials of the University, including teachers, who have a legitimate educational interest in the information;
- Officials of other schools in which you seek or intend to enroll, on the condition that you (upon request) receive a copy of what was transferred and have an opportunity to (upon request) challenge its content;
- Persons, companies or agencies with whom the University has contracted to provide services that the University, itself, would otherwise have to provide (such as an attorney, auditor, collection agent, security service or other service provider);
- Federal, state, and local officials, authorities, or their agents as required by law or for the purpose of audit, program and institutional evaluation and improvement, and legal compliance with federally supported education programs;
- Financial aid information to the extent necessary for such purpose as determining eligibility for financial aid or determining or enforcing the terms or conditions of the financial aid;
- The University or its agents to the extent necessary to resolve any outstanding financial obligation to the University;
- Accrediting organizations in order to carry out accrediting functions;

- Your parents, if you are a dependent as defined in Section 152 of the Internal Revenue code;
- Appropriate parties in a health or safety emergency;
- Officials of the military for recruitment purposes;
- By judicial order or lawfully issued subpoena;
- Any other condition or individual not named here but for a legitimate purpose within federal law.

Records of Requests and Disclosures

- A. A written record of requests for access or disclosure of personally identifiable information from education records shall be maintained by the custodian of the record. The record shall indicate the parties who have requested or obtained personally identifiable information.

- B. **EXCEPTIONS:** Paragraph A does not apply to:
 - 1. Request for or disclosures to the student.
 - 2. Disclosures pursuant to a student's written consent is specific with respect to the party or parties to whom the disclosures are made.
 - 3. Requests by or disclosures to University personnel having a legitimate educational interest in the record.
 - 4. Requests for or disclosures of directory information.

- C. The records of parties requesting or obtaining access to student records shall be available for inspection only to the student. University personnel responsible for custody of the records and authorized representatives of the parties listed in Paragraph 3, Section A, Part II of this policy for the purpose of auditing the recordkeeping procedures of the University.

- D. The record of requests and disclosures shall be maintained for as long as the education record to which it pertains is maintained.

Rights of Access and Challenge to Personal Education Records

- A. Students have a right to inspect, review and secure copies of their education records in which they are personally identifiable.

- B. Excluded from their inspection, review and copying are:
 - 1. A record showing personally identifiable information on other students in addition to the requesting student. The requesting student may see only that part of the record, or be informed of only the specific information in the record which pertains to the student.

2. Financial records and statements of parents, or any information contained therein.
 3. Confidential letters and statements of recommendation which were placed in the education records of a student prior to January 1, 1975; provided, that:
 - a. The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality, and
 - b. The letters and statements are used only for the purposes for which they were specifically intended.
 4. Confidential letters and recommendations which were placed in the education records of the student after January 1, 1975, respecting admission, application for employment, or receipt of an honor or honorary recognition, if the student has signed a waiver of access; provided, that the student has waived his or her right to inspect and review in accordance with Section E, Part VII of this policy.
- C. Any student may request an opportunity to review, inspect, and secure copies of any of his or her educational records. The right to inspect and review includes the right to a response to reasonable requests for explanations and interpretations of the records.
- D. The student should go to the appropriate office maintaining the record he or she wishes to inspect and sign a written request for access to the record. Identification will be required of the student.
- E. If circumstances permit, the student may immediately be given an opportunity to inspect, review and secure a copy of the record. If work schedules do not permit or there is a question about the right of access, a later appointment may be made that is mutually convenient. Access to the records must be granted within a reasonable time but not to exceed 45 days after the request.
- F. A student who believes that information, other than the appropriateness of the grad awarded, contained in his or her education records is inaccurate, misleading or violates his or her privacy or other rights may request that correction, additions or deletions be made. If a disagreement exists, the student or the University official may take any question to the Student Privacy Officer for an informal discussion to resolve such question. If the student is not satisfied with the results of the informal process, he or she shall so advise the Student Privacy Officer who will then advise the student of his or her right to a hearing.

NONDISCRIMINATION AND ANTI-HARASSMENT

The University of Arizona is committed to creating and maintaining an environment free of discrimination, harassment, and retaliation that is unlawful or prohibited by University policy. The University prohibits discrimination, including harassment and retaliation, by University employees, students, contractors, or agents of the University and by anyone participating in a University sponsored activity against an individual based on a protected classification. Protected classification includes race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation,² gender identity,³ or other protected category. The University also prohibits retaliation because an individual has engaged in a protected activity.

The University will take prompt and appropriate action to: (1) thoroughly investigate complaints under this policy; and (2) prevent, correct and, if necessary, discipline individuals who engage in behavior that violates this policy in accordance with University policies.⁴ All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with University officials who investigate allegations of policy violations

¹ This policy supersedes the University's Sexual Harassment Policy (2000).

² For the purposes of this policy, "sexual orientation" means an individual's heterosexuality, homosexuality, or bisexuality, whether the orientation is real or perceived.

³ For the purposes of this policy, "gender identity" means an individual's actual or perceived gender, including an individual's self-image, appearance, expression, or behavior, whether or not that self-image, appearance, expression, or behavior is different from that traditionally associated with the individual's sex at birth as being either female or male.

⁴ Any such disciplinary action shall be imposed in accordance with the Classified Staff Human Resources Policy Manual, University Handbook for Appointed Personnel, Student Code of Conduct, Arizona Board of Regents' Policy Manual, or any other applicable process.

TELEPHONE NUMBER DIRECTORY

Equal Opportunity and Affirmative Action
621-9449

Career Services
621-2588

Dean of Students
621-7057

Disability Resource Center
621-3268

Financial Aid
621-1858

Legal Services ASUA
621-2782

Residency Classification (Domicile)
621-3636

Counseling and Psychological Services (CAPS)
Campus Health
9501

Emergency (Fire, Police, and Medical)
911

Multicultural/Academic Student Affairs
621-1094

Parking & Transportation
621-3550
Citation Appeals – 621-1207

Residence Life
621-6501

Speech & Hearing Clinics
Speech Clinic – 621-1826
Hearing Clinic – 621-7070

Student Campus Health Services
621-6490

Student Information and Records
621-3113

Women's Resource Center
621-3919

Veteran's Certification

621-

Arizona Poison & Drug Information Center
626-6016

DIVERSITY RELATED RESOURCES

African American Student Affairs	621-3419
Africana Studies	621-5665
American Indian Graduate Center	621-3535
APEX (Academic Preparation for Excellence)	626-2307
Asian Pacific American Student Affairs	621-3481
Pride Alliance (Bisexual, Gay and Lesbian Student Assoc.)	621-7585
Center for English as a Second Language	621-1362
Center for Middle Eastern Studies	621-5450
Chicano/Hispanic Student Affairs	621-5627
East Asian Studies	621-7505
Hillel (serving the UA and Tucson Jewish Community)	624-6561
International Affairs	621-1900
Latin American Area Center	626-7242
Native American Student Affairs	621-3835
S.A.L.T. Center for Learning Disabilities	621-1242
Women's Resource Center	621-3919