



UNM COLLEGE *of* PHARMACY

# PEPPOR

Pharmacoeconomics, Epidemiology, Pharmaceutical Policy & Outcomes Research

graduate program



**Graduate Student Handbook**

**2013-2014**

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## **Mission**

The mission of the College of Pharmacy is to develop innovative leaders in pharmaceutical care and research that enhance the quality of life for the people of New Mexico.

## **Vision**

Our vision is to be the premier college of pharmacy, recognized for excellence, leadership, and innovation in pharmaceutical education and research.

## **Values**

The University of New Mexico College of Pharmacy is committed to the following values:

- a culture of high expectations regarding integrity, accountability, lifelong learning, and continuous quality improvement
- compassion, respect, and cultural competency
- diversity in people and thinking
- effective utilization of our resources
- support of professional and personal growth
- collaborative interactions and inter-professional learning
- service to our communities through education, research, and healthcare

## **Goals of the PEPPOR Graduate Program**

Students completing the PEPPOR M.S. or Ph.D. degrees will be able to:

- Apply problem-solving skills to evaluate and design systems for the delivery of pharmaceutical care.
- Design, perform and report high quality research on (1) emphasizing the social, psychosocial, political, legal, historical and economic factors that impact the use, non-use, and misuse of drugs, (2) addressing complex economic and epidemiologic questions relating to the effects of health care interventions and delivery systems (3) analyzing the impact of these health policies on patient outcomes with regard to pharmaceutical care, economic values, clinical implications, and patient outcomes, including health-related quality of life .
- Teach others regarding concepts listed above.

## **Overview of the PEPPOR Graduate Program**

### **Program Description**

This is a program of study and research leading to the Master of Science (M.S.) and/or Doctor of Philosophy (Ph.D.) degree scholars who can demonstrate qualitative and/or quantitative skills analyzing, reporting and emphasizing the impact of social, psychological, clinical, political, legal, historical and economic factors on the safety and utilization of drugs and the quality of care. The core of the program emphasizes human behaviors in mental and physical health illnesses, cultural determinants, health service systems, finance and economics. Study and research training in this discipline prepares qualified individuals with the background and the problem solving skills to evaluate and design systems for the delivery of pharmaceutical care and to apply economic, behavioral and social theories to the study of pharmacy practice, interdisciplinary health care programs, and health services research.

*A potential candidate does not need to hold a pharmacy degree to apply for a degree in PEPPOR.*

### **M.S. in Pharmaceutical Sciences, with an emphasis in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research**

This is a program of study and research leading to the M.S. degree emphasizing basic understanding and application of the social, psychological, political, legal, historical, quality, clinical, and economic factors that impact on the production, evaluation, use, non-use, and misuse of therapeutic modalities. Achievement of the M.S. degree indicates an in-depth understanding of these concepts and ability to apply them in practical situations.

### **M.S. in Pharmaceutical Sciences, with an emphasis in Clinical Trials**

This is a program of study and research leading to the M.S. degree emphasizing the design and conduct of clinical trials. Concepts addressed include the planning, start-up, ongoing and close-out phases of large multi-center, randomized, controlled clinical trials. Topics include pharmaceutical product production and packaging, legal, ethical, and practical aspects of conducting clinical trials. Achievement of the M.S. degree indicates an in-depth understanding of these concepts and ability to provide pharmaceutical support for clinical trials.

**Ph.D. Pharmaceutical Sciences, with an emphasis in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research**

This is a program of study and research leading to the Ph.D. Degree emphasizing the social, psychological, political, legal, historical, quality, clinical, and economic factors that impact on the production, evaluation, use, non-use, and misuse of therapeutic modalities. The Program emphasizes human behavior in health illnesses, cultural determinants, ethics, health service systems, finance and economics. Achievement of the Ph.D. degree indicates that the graduate has the ability to independently design and conduct research in these areas as well as train other individuals in this field.

**PEPPOR Faculty and Staff**

**Graduate Recruitment and Admissions Advisor:**

**Nicole Bingham, M.S.**

Office: NRPH 188

Phone: (505)272-4992

Email: nicluna@salud.unm.edu

Core PEPPOR faculty, listed below, can serve as primary academic advisors and thesis/dissertation committee Chairs. Other faculty members at the Department of Pharmacy Practice and Administrative Sciences and other UNM departments can serve as members of the thesis/dissertation committee.

**Core PEPPOR Faculty:**

**Dennis W. Raisch, Ph.D., M.S., RPh**

Professor and Chair, PEPPOR Concentration

Pharmacoeconomics, Epidemiology,

Pharmaceutical Policy and Outcomes Research

Office: NRPH B94

Phone: (505)272-2130 Fax: (505)272-6749

Email: draisch@salud.unm.edu

Primary areas of interest: pharmacoeconomics, quality of life measures, clinical trials, medication safety.

**Ludmila Bakhireva, MD, Ph.D., MPH**

Associate Professor, regents' Lecturer

Office: NRPH B74

Phone: (505) 272-2545

Email: lbakhireva@salud.unm.edu

Primary areas of interest: pharmacoepidemiology, public health, health disparities, maternal and child health.

**Matthew E. Borrego, Ph.D., M.S., RPh**

Associate Professor

Office: NRPH B87B

Phone: (505)272-5945

Email: mborrego@salud.unm.edu

Primary areas of interest: pharmacoeconomics, survey methodology, pharmacy education, health disparities, health policy.

**Ning Yan Gu, Ph.D.**

Assistant Professor

Office: NRPH B9

Phone: (505)272-5294

Email: ngu@salud.unm.edu

Primary areas of interest: pharmacoeconomics, pharmacoeconometrics, health measurement theory, behavior economics and, health-related quality of life.

**Michael Sather, M.S., RPh, FASHP**

Director

VA Cooperative Studies Program

Clinical Research Pharmacy Coordinating Center

2401 Centre Ave SE

Albuquerque, NM 87106

Phone: (505)248-3200

Email: msather@salud.unm.edu

Primary areas of interest: clinical trials, medication safety, ethical issues in research.

**Other PPAS Department Faculty involved in health services research:**

**Melanie Dodd, PharmD**

Office: NRPH B44B

Phone: (505)272-1508

Email: [mdodd@salud.unm.edu](mailto:mdodd@salud.unm.edu)

Primary areas of interest: geriatric pharmacotherapy.

**Larry Georgopoulos, PharmD**

Office NRPH 179

Phone: (505)272-0983

Email: lgeorgopoulos@salud.unm.edu

Primary areas of interest: managed care pharmacy practice and health care delivery.

**James Nawarskas, PharmD**

Office: NRPH B44D

Phone: (505)272-0584

Email: [jnawarskas@salud.unm.edu](mailto:jnawarskas@salud.unm.edu)

Primary areas of interest: platelet-active drugs and alternative cardiovascular medicine.

**Joe Anderson, PharmD**

Office: Med2 123 room D

Phone: (505)272-3664

Email: [janderson@salud.unm.edu](mailto:janderson@salud.unm.edu)

Primary areas of interest: cardiovascular pharmacotherapy, health outcomes, community pharmacist-provided health promotion services, medication adherence.

## **PHYSICAL RESOURCES AND FACILITIES**

### **College of Pharmacy Student Services**

The College of Pharmacy maintains an Office of Student Services to support students completing their program in pharmacy. Following is a list of available services.

#### **Advisement**

The College of Pharmacy Advisement Center is located in Room 188 of the Nursing/Pharmacy Building.

The Advisement Office should also be notified immediately of any name, address, phone number changes. The Advisement Office telephone number is (505) 272-3241 please call for an appointment.

#### **Financial Aid Office**

College of Pharmacy students apply for financial assistance at the UNM College of Pharmacy Student Services office. Information is available on state and federally funded grant, scholarship, and loan resources. Appointments can be made by calling (505) 272-3241.

#### **Personal Support Services**

College of Pharmacy students with personal, financial or emotional concerns can make an appointment with any member of the Student Services Office. The Office of Student Services strives to help students function successfully in their academic lives. Appointments can be made by calling (505) 272-3241 or by stopping by the front desk at the College of Pharmacy.

## **College of Pharmacy Communications**

### **GroupWise**

GroupWise is the official e-mail system for the Health Science Center. Every student will be assigned a Groupwise account. All correspondence from the College of Pharmacy will be sent to your Groupwise account. We will not send correspondence to any other account. It is the student's responsibility to check this account daily.

## **Student Amenities**

### **Student Lounge**

The Student Lounge is located at Nursing/Pharmacy 125 and 145. Currently enrolled pharmacy students are allowed to use the lounge at their leisure to relax, eat meals, use for a study area and other activities. The lounge also houses computers reserved for pharmacy students as well as a dedicated printer (students must provide paper). Students are responsible for cleaning up after themselves. The Student Lounge can be reserved; however, student organizations or study groups that use the lounge to hold meetings/activities may not limit access to the lounge by non-participants.

## **Change of Name/Address/Phone Number**

### **Name Change**

Name changes are processed only for currently enrolled students. Students will need to process a name change request with the COP Office of Student Services and with the UNM Registrar's Office on main campus. Students are required to provide at least two types of identification for UNM Registrar. Examples of such documentation are driver's license, marriage certificate, birth certificate, social security card or court order for legal name change.

### **Change of Contact Information**

Students are responsible for keeping the COP Office of Student Services informed of current mailing address, cellphone, and home phone numbers, and emergency contact persons. Any changes in contact or emergency contact information must be immediately updated with both the COP Office of Student Services and the UNM Registrar. To change contact information with UNM's system, students must access the demographics section in my.unm.edu with a UNM Net ID and password. **Please note that changes must be made in both systems.**

## **Photo Identification Badges**

Students were formerly provided with a UNM Lobo ID Card, however, all UNM Lobo ID information is now encoded into the UNMH Security ID. Students will no longer be issued separate UNM LOBO ID cards.

### **UNMH Security ID encoded with Lobo information has access to:**

- Food discount in the University Hospital cafeteria.
- Library Card – access to materials in all University Libraries.
- Recreational Services Card – access to the workout facilities at Johnson Center. Also, rent outdoor equipment from their Outdoor Shop.
- Ticket Card - Discount tickets to athletic events, as well as theater tickets for Popejoy Hall and other Fine Arts performances.
- Student Health Center – access to health care and immunizations at the Student Health Center.
- Computer Access Card - access to the many computer pods on campus.
- Discount Card - discounted city bus passes (students) and discounts from participating merchants.

### **Display of UNMH Security ID**

All students are required by hospital policy to wear hospital photo identification badges issued by University Hospital Security while in University patient service facilities. The Health Sciences Center requires students to wear the University Hospital identification badge at all official clinical duties as well as all activities within the UNM Hospitals system which include Lovelace, Presbyterian and the VA. Wearing the photo identification badge enhances building security and decreases the risk of imposters posing as health care personnel in patient service facilities. A student without a Hospital badge may be refused contact with patients.

## **Health, Safety and Crisis Services**

### **Student Health & Counseling (SHAC)**

Among the major concerns of the College of Pharmacy is maintenance of student health and ready availability of quality health care for pharmacy students. Several sources of medical care are available to students.

Student Health & Counseling (SHAC) is a comprehensive outpatient health care service for UNM students. SHAC is located on the main campus just north of Johnson Center and across the mall from the Student Union Building (SUB). SHAC provides medical care, counseling and therapeutic services, and health education. Medical students are encouraged to contact SHAC early in the academic year to establish a primary care provider.

### **Cancellations:**

There is a \$20 no-show/late-cancellation fee. All appointments must be cancelled by 3 pm of the previous day and by 3 pm on Friday for a Monday appointment to avoid the \$20 charge. After-hour messages regarding cancellations may be left at 277-3136. Insurance will not cover charges for no-show/late-cancellation or eligibility fees.

SHAC is staffed by licensed and certified medical professionals, including physicians, nurse practitioners, physician assistants, psychologists, counselors, clinical social workers, psychiatrists, health educators, laboratory technicians, pharmacists, and nurses.

Medical services include primary medical care available by scheduled appointment and by a Walk-in Clinic. Specialty consultations are also available in allergy, dermatology, internal medicine, nutrition, physical therapy, podiatry, psychiatry, and surgery. There are separate Women and Men's Health Services, plus an Allergy & Immunization Clinic.

### **Walk-in Clinic:**

Available to patients with recent onset of illness or new problem/injury or recent worsening of existing problem/condition. Patients requesting to use walk-in services will be evaluated by a triage nurse who will then determine the best avenue of care, i.e., walk-in or appointment. **Please Note:** waiting time will vary depending on the number of patients seen and urgency of problem (more serious problems are seen first). The busiest time is from 11 am to 2 pm. For more information, call 277-3136.

### **Counseling Services:**

Licensed professionals staff the Counseling Services office. The most important services are emergency care for life-threatening situations, and same-day interventions for significant life crises. These services are provided on a walk-in basis and do not require prescheduled appointments.

Services requiring scheduled appointments include: assessment; time-limited individual and group therapy; medication evaluation and monitoring; psychoeducational groups; consultations and referral. For information or to schedule an appointment, call 277- 4537.

### **Pharmacy:**

The Pharmacy fills prescriptions and sells over-the-counter products to UNM students, faculty, and staff at competitive prices. The Pharmacy is located on the second floor of SHAC and is open for services from 8 am to 5 pm, Monday through Friday. (On Tuesdays, the Pharmacy is open from 9 am to 5 pm.) Refill services: Call 24-hours in advance or e-mail requests to [pharmacy@unm.edu](mailto:pharmacy@unm.edu). Information to include with request: name, prescription number or name of medication, and phone number. The pharmacy accepts Student Health Insurance and many other insurance plans. The pharmacy will accept prescription transfers as well. For more information, call 277-6306.

### **Travel Health Clinic:**

Available to assist with international travel planning and immunization requirements. A healthcare provider will assess your travel arrangements and determine the best course of action; please contact the clinic at least two months prior to departure for information about recommended immunizations and health precautions by country. The SHAC pharmacy stocks malaria medications as well as all travel vaccines, from typhoid to Japanese encephalitis. The SHAC Immunization Clinic is authorized by the State of New Mexico to administer yellow fever vaccine, and uses the International Certificate of Vaccination as approved by the World Health Organizations. To schedule an appointment or for more information, please call 277-3136.

**Family Practice Clinic:**

Provides comprehensive health care to medical students and their families. One advantage of the clinic is the continuity of health care provided by a team of physicians assigned to each family. Students may enroll for care in the clinic by calling 272-1734 or 272-1735. Financial arrangements should be made with the appropriate staff in the Family Practice Clinic.

**Fees:**

Student Health & Counseling is available to all currently enrolled UNM students. Fees charged at SHAC are much lower than community rates. Students enrolled for less than 6 credit hours will pay a higher visit fee. Eligibility guidelines change in the summer; call for clarification. Fees are also modest for visits with specialists and for certain procedures such as x-rays, lab tests, immunizations, physical therapy, pharmacy, and some health education programs. Payment may be made by check, cash, MasterCard, Visa, or charged to a student account. SHAC can bill for many health insurance plans; call 277-3136 to see if they can bill for your insurance plan. For more information on health insurance or SHAC office visit fees, please visit the SHAC website, listed below.

**Confidentiality:**

All patient information is held in strict confidence. A confidential medical record is established and maintained for every patient. Records will be released only at a student's signed, written request. Requests must include full name, address, social security number, date of birth, phone number, signature, and the specific information requested, and address of whom information is being released to. E-mail will not be used to transmit clinical information between patient and provider. Requests should be mailed to: Medical Records Department, UNM Student Health & Counseling, MSC06 3870, 1 University of New Mexico, Albuquerque NM 87131-0001.

**Parking:**

Limited patient parking is available behind Student Health & Counseling. Students may obtain parking permits from the Reception Area, Counseling Services, or the Pharmacy. Students are urged to avoid the temptation of seeking 'sidewalk consultation' from physicians or other students since this usually results in less than optimal medical care. For more information, call Student Health & Counseling (SHAC) at 277-3136.

**Website:** <http://shac.unm.edu/>

## **University Student Resources**

### **LoboWeb**

LoboWeb is the portal with most information necessary for students to successfully function on campus. You can use LoboWeb: to search course descriptions and class schedules, pre-register for classes using LoboWeb (online), to view your registration status and holds and check UNM business functions such as checking your Bursar account, making payments online, and running degree audits.

### **NETID**

Any student, faculty, or staff member at UNM must create a UNM NetID to provide access to e-mail, the Internet, the UNM Portal, eLibrary, Parking Services, academic programs via WebCT, and other computer and network services. The link to access the form is: <https://netid.unm.edu/>

### **UNM Pathfinder**

<http://pathfinder.unm.edu/>

The University of New Mexico publishes a general information handbook for university students. This publication contains information on Academic Support Services, Athletics and Recreation, Career Services, Cultural Resources, Entertainment, Financial Assistance, etc. In addition, the Pathfinder is an excellent reference for University of New Mexico policies and procedures. The handbook is published by the Student Activities Center, [sac@unm.edu](mailto:sac@unm.edu) .

## **UNM Health Sciences Library and Informatics Center**

The Health Sciences Center Library and Informatics Center supports the educational, research, and clinical activities of the north campus and University of New Mexico Hospital with a collection of over 150,000 books, journals, audiovisuals, and computer software. Reference and information services include assistance in locating materials, computer literature searching, instructional orientation and tours, the reserve collection, and interlibrary loan. Students should contact Richard Carr at [rcarr@salud.unm.edu](mailto:rcarr@salud.unm.edu) .

### **Library Catalog**

The Library Catalog lists all items owned by the Health Sciences Library and Informatics Center and by many HSC departmental libraries and allows you to search the catalog for Course Reserves and Electronic Journals. Searches in the Library Catalog can be done online.

## **Additional Resources**

### **On-Site Services:**

The Library's central service desk number is 272-2311 and its hours are:

Mon-Thur 7:00 am - 11:00 pm (9:00 pm in summer)

Friday 7:00 am - 6:00 pm

Saturday 9:30 am - 6:00 pm

Sunday 12:00 pm - 11:00 pm (9:00 pm in summer)

### **Borrowing Periods:**

Books – 2 weeks and can be renewed 3 times; Bound journals over 3 years old – 1 day; Reserve materials – 3 hours; Videos – 3 days.

### **Interlibrary Loans:**

The Library provides Interlibrary Loan services to obtain materials not available within the collection from other libraries throughout the U.S. Orders are taken over the web and there is a fee for this service, to help cover costs and royalty fees. If you are not finding materials you need on-site, please check with one of the professional librarians for assistance, as they can often save you the cost of ordering an off-site item.

### **Printing & Photocopying:**

Students receive a \$10 print/copy credit each semester on their HSC badge. Swipe the badge at library printers and copiers to use this credit. If you use up the credit, you can purchase a print/copy card. Color printing is available. Copy machines and printers require your badge or a print/copy card; no coin-op is available. To purchase cards, inquire at the Library Service Desk on the plaza level.

### **Fees:**

Black & White printing 5¢ for single-sided & 8¢ for double-sided prints

Color printing 50¢ a page

Photocopying 5¢ a page

### **Computers:**

For use of library resources, web searching, word processing, presentations, spreadsheets, curricular software and e-mail are available on the plaza level of the Library.

**Laptops and iPads:** are available for check out at the Library Service Desk.

### **Other University Libraries:**

HSC faculty and students may use all University of New Mexico Libraries, in addition to the Health Sciences Library and Informatics Center (HSLIC). These include Zimmerman Library (the main library on campus), and Centennial Science and Engineering Library.

## **Tobacco and Drug Policy**

### **Smoke Free Health Sciences Center Campus**

The University of New Mexico is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, effective August 1, 2009 smoking and the use of tobacco products are prohibited on all University property except in a small number of designated outdoor areas authorized by the University President. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on University property, including privately owned vehicles, and all property owned, leased, operated, or under the control of UNM except for branch campuses. For smoking cessation resources please go to <http://shac.unm.edu/SmokingCessationResourceGuide.pdf> The success of maintaining a tobacco-free campus requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. Members of our campus community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work and study. Repeated and/or serious violations by students and visitors can be referred to the Dean of Students for review and action under the Student Code of Conduct and the Visitor Code of Conduct. Repeated and/or serious violations by faculty and staff should be referred to the cognizant dean, director, or department head. Students, faculty, and staff violating this policy are subject to disciplinary action.

### **Drug Free Campus**

The University of New Mexico is committed to an environment for the pursuit of its educational mission free of drugs and the illegal use of alcohol. The unlawful manufacture, distribution, dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community, faculty, staff, or student, is strictly prohibited. As a condition of enrollment all students must abide by the Policy on Illegal Drugs and Alcohol. If you are concerned about another student's, or your own alcohol or other drug use, contact the Student Health Center's Student Assistance Program or Crossroads, a medical student advocacy and support group, for consultation.

## Registration

### Register for Classes

The University of New Mexico course numbering system information is described in the [UNM Catalog](#). Courses numbered 500-600 are graduate courses and they carry graduate credit for all graduate students, whether in your area of study or not and will be calculated in your cumulative graduate grade point average (GPA) if taken while in graduate status.

Some 300 and 400-level courses are available for graduate credit if listed in the [UNM Catalog](#) with either a single asterisk (\*) or a double asterisk (\*\*). If you enroll in any 300/400-level courses listed with a single asterisk, you are automatically taking the course for graduate credit, whether in your area of study or not. Those 300/400-level courses listed with a double asterisk are available for graduate credit only to students outside that particular area of study. In order to receive graduate credit for a course with a double asterisk, an eligible student must complete and fully process a “Graduate Credit Authorization Form” by the published dates.

Courses numbered 700 are generally considered “professional courses” and may not carry graduate credit.

To register for classes follow these steps:

1. Log on to [My UNM](#) (my.unm.edu) with your NetID and password.
2. Select the 'Student Life' Tab and 'Enter LoboWeb'.
3. Once in LoboWeb, select 'Registration and Records' and then select 'Registration (Add/Drop classes)'.

Note: Students who do not have their tuition paid by the deadlines will be subject to disenrollment. Visit the [Bursar's Office](#) website to find payment deadlines.

Establish and customize your web portal. A campus portal is a web site that provides a customizable, personalized front end to University services, resources and community. From a single point using a single sign-on, via a computer, palm pilot or cell phone, the UNM community can have access to: university services such as e-mail, calendar, news items and chat; information specific to individuals, such as money owed, important deadlines, graders, class schedule; favorite bookmarks; and information from outside the University, such as weather and international news.

You can establish your web portal by going to the portal web site, [my.unm.edu](#), and entering your NetID and password.

## **GRADUATE ASSISTANTSHIP**

An assistantship is a financial award to a graduate student for part-time work in teaching or research while pursuing study toward an advanced degree. The primary goal of an assistantship is to assist students in strengthening and successfully completing their academic program.

### **Types of Assistantships for PEPPOR Students**

**Teaching Assistant (TA):** is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.

**Research Assistant (RA):** assists in research activities as assigned by the faculty advisor.

### **Eligibility for Assistantships**

1. Have been formally admitted to a graduate program at the University of New Mexico.
2. Be currently enrolled at the University of New Mexico for a minimum of 6 hours of course work, thesis or dissertation hours which count towards the graduate degree. Courses taken for AUDIT are not accepted as part of the minimum hours.
3. Maintain a 3.0 grade point average in graduate course work each semester.
4. Students on Type 1 or Type 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester.
5. Be within the time limit for completion of the degree sought.
  - Master's Students: All work used to meet degree requirements for a master's degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree.
  - Doctoral Students: Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements

### **Procedures for Petition for Assistantship Awards**

The PEPPOR Program usually receives several TA/RA assistantships and tuition waivers from the College of Pharmacy each academic year. The number of assistantships varies from year to

year based on the availability of funds. In addition, some students might be provided with an assistantships and a tuition waiver through faculty grants. Each year the PEPPOR faculty determine how the TA/RA positions will be allocated based upon student progression, performance as a TA/RA, and new applicants. Priority is given to ongoing students who are high performers.

A student who desires to hold an assistantship appointment under conditions different from those described above should address a petition to the Dean of Graduate Studies. The petition should include a detailed explanation of what is requested, what the exceptional circumstances are, and why a waiver of policy is desirable from the point of view of progress toward his or her degree. The petition will be reviewed by the chairperson/administrator or principal investigator as well as the graduate director who may either deny the petition or recommend approval to the Dean of Graduate Studies. The Dean of Graduate Studies shall make the final decision.

### **Resident Tuition and Tuition Waiver Awards**

Out-of-state students awarded TAs and RAs are eligible for the resident tuition rate provided the FTE is 25% or higher and they hold the assistantship for at least one-half of the semester. Normally assistantships are held for the full semester and the waiver of the non-resident portion of tuition is available only if the start date of the assistantship is before October 15 for Fall, or March 15 for Spring. The tuition waiver may only be used for courses approved by the graduate program in which the student is currently enrolled.

TAs and GAs classified as “Regular” are eligible for a non-transferable tuition waiver of up to 12 hours per semester and 3 hours during the summer session when the FTE is 50% (prorated for other FTEs). The University of New Mexico considers this tuition waiver as a scholarship and not as payment for services rendered. Unused hours of waived tuition do not automatically carry over to future semesters. Students should consult their academic advisors to determine the relevant policies.

TAs and GAs classified as “Special” are not funded under the basic allocation made to the department and may or may not carry a tuition waiver. If a tuition waiver is granted, the same tuition waiver policy for TAs and GAs classified as “Regular” applies.

### **Health Insurance Benefit**

The University of New Mexico provides full payment of the assistantship recipient’s insurance coverage premium through the Student Health Center, on a semester-by-semester basis, provided the FTE is 25% or higher and all other eligibility criteria to hold the assistantship is met. The start date of the assistantship must be on or before October 15 for Fall, March 15 for Spring or June 15 for Summer, in order to receive health insurance for that semester.

NOTE: If more than one contract is issued and the student accepts coverage on one and declines on the other the system defaults to “yes” on all coverage.

### **Assistantship Workload**

During the Fall and Spring semesters the typical workload for assistantships is 20 hours per week (.50 FTE). A student may not be appointed for more than 30 hours per week or 75% FTE as a TA or RA alone or in any combination.

NOTE: The Bureau of Citizenship and Immigration Services (BCIS) regulations limit international students on J-1 and F-1 visas to appointments of no more than 20 hours per week or 50% FTE. The rule that allows graduate students to work 30 hours per week does not relieve international students or the University of the responsibility for complying with BCIS regulations.

During the summer session continuing assistantship recipients (including international students) may be employed up to 40 hours per week or 100% FTE provided they are not enrolled. However, entering graduate students awarded an assistantship during the summer session must be enrolled in a minimum of 3 hours of course work which applies to their graduate degree and may not exceed 75% FTE or 30 hours per week. Assistantship recipients who are not enrolled for both summer sessions are required to pay Federal FICA tax (Social Security and Medicare) for that summer session in which they were not enrolled.

Assistantship recipients may concurrently hold a student employment or work-study position provided the combined FTE does not exceed 75% FTE (50% FTE for international students) during the Fall and Spring semester and 100% FTE during the Summer session.

Assistantship recipients may not concurrently hold a University of New Mexico staff position.

### **Other Forms of Financial Aid:**

In addition, the University of New Mexico offers several types of financial assistance for which graduate students may apply:

#### **Fellowships:**

The Office of Graduate Studies coordinates a number of fellowship programs for graduate students. Students from groups under-represented in graduate education are particularly encouraged to apply. Information about these fellowships is available through the OGS Graduate Assistance Programs Coordinator, (505) 277-2711, FAX (505) 277-7405, and the OGS home page.

#### **Scholarships:**

The University of New Mexico Scholarship Office administers the majority of scholarships at the University, including institutional, departmental, and outside and private scholarships. Scholarships are traditionally known as merit based, and a competitive process usually

accompanies the activities surrounding selection and monitoring of the various programs. Additional information about scholarships is available through the Scholarship Office at (505) 277-8900 and through their home page.

### **Loans:**

Low interest, federally funded loans are available to pharmacy students demonstrating financial need. Please contact Dianne Perea (272-2960) for more information. Deadlines for applications are June 1st for fall semester and November 1st for spring semester.

## **M.S. in PEPPOR or M.S. in Clinical Trials Program**

### **General Requirements**

To meet general requirements for a master's degree a student must:

1. Complete a minimum of twelve hours of graduate course work, of which at least six credits must be 500 level or above;
2. Fulfill any additional department or graduate unit requirements;
3. Maintain a cumulative grade point average of 3.0 or higher;
4. Have a Program of Studies approved by the Dean of Graduate Studies;
5. Include no more than a total of 6 hours of course work graded CR and no Course work graded below B-;
6. Pass the Master's Examination and/or Final Examination for Thesis;
7. Complete degree requirements within seven years.

### **Program of Study**

Master's degree programs at The University of New Mexico are completed under one of two plans, as described below. These are referred to as Plans I and II. Some programs offer students the option of following either of these two plans, while others offer only one. In addition to the general requirements listed above, the following specific requirements apply.

### **Plan I Requirements:**

1. A minimum of 24 hours of course work, with a minimum of 15 hours in the major field
2. A minimum of 6 hours of 500-level course work.
3. A maximum of 6 hours in "problems" courses.
4. At least 50% of required course work must be completed after admission to the graduate program, unless further limited by the graduate program.
5. Six hours of Thesis (599) credit.
6. Completion of a master's thesis.

**Plan II Requirements:**

1. A minimum of 32 hours of course work, with a minimum of 18 hours in the major field.
2. A minimum of 12 hours of 500-level courses.
3. A maximum of 12 hours in "problems" courses.
4. At least 50% of course work requirements completed after admission to the graduate program, unless further limited by the graduate program.
5. A minimum of 1 to 3 credit hours of course work in Research Problems in Pharmaceutical Science (Pharm 597).

A master's degree student should file a Program of Studies with the Office of Graduate Studies as soon as she/he has planned a program of studies for the degree in consultation with the major advisor but not before completion of 12 credits of course work. This form may be obtained from the academic unit or the OGS web site( <http://ogs.unm.edu/>). The Program of Studies must be submitted no later than the last day of the semester prior to that in which the student expects to graduate and must be approved by the Dean of Graduate Studies before a student may take the master's examination.

Within either Plan I or Plan II, the student and the major advisor may design a program of studies in which work is done only in the major graduate unit, in the major and a minor graduate unit, or in the major and one or more related graduate units. The following regulations must be observed:

- Each Program of Studies must be approved by the student's major graduate unit and by the Dean of Graduate Studies (see Program of Studies);
- After a Program of Studies has been filed, a student may change between Plans I and II only with the approval of the major graduate unit and the Dean of Graduate Studies and must submit a new Program of Studies;
- No more than half the graduate program's minimum required course work hours, exclusive of Thesis/Project, may be taken with a single faculty member;
- When a master's student elects a transcribed minor, the student must consult with the chairperson of the minor graduate unit in the planning of the program of studies. A faculty member from the minor graduate unit must be included on the student's master's examination committee unless this right is waived by the chairperson of that unit (see Transcribed Minors, below);
- Application/Transfer of Graduate Credit: The application or transfer of graduate credit to a program of studies is never automatic. With the approval of the student's graduate unit, a maximum of 50% of the course work requirements for a master's degree may consist of a combination of applied/transfer credits, assuming they meet the restrictions specified earlier in this catalog. In addition, applied/transfer credit must meet the following criteria:

- the course work was taken at an accredited institution and is judged by both the graduate unit and the Dean of Graduate Studies to be appropriate to the student's degree program;
- the course work is graded at least a B and was completed within the required seven year period; and
- any additional restrictions that may have been imposed by the particular graduate unit have been fulfilled.

NOTE: Course work that has been counted toward a previous degree may not be counted again in the program of studies for a master's degree

### **Coursework Requirements**

#### **Required Courses for M.S. in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR)**

		Plan I	Plan II
Pharm 545	Pharmacoeconomics	3	3
Pharm 546	Healthcare Systems Review	3	3
Pharm 547	Research Design and Analysis	3	3
Pharm 591	Seminars in Administrative Pharmacy	4*	4*
Stat courses level I		3	3
Stat courses level II		3	3
Electives		6	9-12
Pharm 599	Master's thesis	6	-
Pharm 597	Research Problems	-	1-4
<b>TOTAL REQUIRED:</b>			
	Plan 1 (thesis option: minimum of 24 hours of coursework + 6 thesis hours)		30
	Plan 2 (non-thesis option: minimum of 32 hours of coursework)		32

\*Students are required to attend seminars every semester

#### **Required Courses for M.S. in Clinical Trials**

Pharm 545	Pharmacoeconomics	3
Public Health 502	Epidemiologic Methods I	3
Public Health 520	Epidemiologic Methods II	3
Pharm 548	Ethics Clinical Trials/Informed Consent	2
Pharm 549	Regulatory Issues in Clinical Trials	2
Pharm 591	Seminars in Administrative Pharmacy	2*
Stat courses level I		3
Stat courses level II		3

Electives		6
Pharm 598	Topics in Pharmaceutical Sciences (Methods of Clinical Trials)	3
Pharm 597	Research Problems (concentration paper)	2

TOTAL REQUIRED:  
Most students pursue Plan 2 (non-thesis option: 32 hours of coursework) 32

\*Students are required to attend seminars every semester

**Required Courses for Ph.D. in Pharmaceutical Sciences with Concentration in PEPPOR**

Pharm 545	Pharmacoeconomics	3
Pharm 546	Healthcare Systems Review	3
Pharm 547	Research Design and Analysis	3
Pharm 591	Seminars in Administrative Pharmacy	6*
Stat courses level I		3
Stat courses level II		3
Stat course Level III		3
Stat courses level IV		3
Electives		21
Pharm 699	Dissertation	18
TOTAL REQUIRED:		66

Minimum of 48 hours of coursework + 18 dissertation hours

**Required Enrollment**

Master's students electing either Plan I or Plan II must be enrolled for at least 1 graduate credit either in thesis (Pharm 599) for Plan I, or in project, research problems(Pharm 597) (not to exceed 12 credit hours), or another graduate course for Plan II for the semester (including the summer session) in which they complete degree requirements. Typically Plan I master's students complete degree requirements in the semester during which they pass the master's examination and submit a thesis to the Dean of Graduate Studies for approval. Typically Plan II master's students complete degree requirements in the semester during which they pass the master's examination and complete all Plan II requirements.

## **Master's Examination**

All candidates for the master's degree must pass a master's examination. The examination, drawn from the major field and from minor or related fields as appropriate, may be written, oral, or both, depending upon the requirements of the graduate unit.

The examination will be conducted by a committee of three members approved for graduate instruction, at least two of whom must be tenured or tenure-track faculty members at The University of New Mexico with regular graduate faculty approval. The chairperson of the examination committee must be a tenured or tenure-track faculty member with regular graduate faculty approval at The University of New Mexico. Non-regular faculty may serve as co-chairpersons. Each member of the master's examination committee must receive prior approval from the major graduate unit and the Dean of Graduate Studies.

The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. In the case of Plan I students, the thesis defense may be considered as the master's examination; for these students, the thesis chairperson usually serves as chairperson of the master's examination committee. The major graduate unit must notify the OGS of the student's scheduled examination date by submitting the appropriate announcement form. The announcement form must be filed at least two weeks before the master's examination, and no later than the published deadline dates (November 1 for Fall, April 1 for Spring, or July 1 for Summer). Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit will inform the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to the OGS by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. If a student fails the examination, the graduate unit may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The master's examination may be taken only twice. A second failure will result in the student's termination from the program.

## **Notification of Intent to Graduate**

Students must inform their graduate unit and the OGS in writing of their intent to graduate by submitting a "Notification of Intent to Graduate" form. The form is first submitted to the graduate unit for approval and then to the OGS. The deadlines for the OGS to receive this notification are October 1 for Fall graduation, March 1 for Spring, or July 1 for Summer. Submission of this form, however, does not ensure that the student will graduate at the end of that semester. Graduation is dependent upon the completion of all degree requirements for graduation by November 15 for Fall, April 15 for Spring, or July 15 for Summer. If a student

does not complete all degree requirements for graduation in a particular semester, the student must submit a new Intent to Graduate form for graduation in a subsequent semester.

This form should only be submitted if it is quite certain that the student will graduate in that semester. If the student's Program of Studies was not filed on time (see Program of Studies), the student will not graduate that semester and must submit a new Intent to Graduate form for a subsequent semester.

### **Thesis/Dissertation Committee Approval**

The "Thesis/Dissertation Committee Approval" form must be signed by the candidate, the committee chair, and submitted to the graduate advisor no later than the semester immediately preceding the semester of graduation. If the committee changes, a revised "Thesis/Dissertation Committee Approval" form must be submitted.

### **Master's Thesis**

Plan I students must complete a minimum of 6 hours of thesis (599) credit and only 6 credits may be applied to the program of studies. Once initiated, continuous enrollment (Fall and Spring semesters) in thesis (599) is required until the thesis is accepted by the Dean of Graduate Studies. Students who complete degree requirements during a summer session must be enrolled in a minimum of 1 thesis hour. This rule applies whether or not the student is concurrently enrolled for other credit hours.

Students who have enrolled in 599 and subsequently stopped enrollment for one or more semesters (not including summers) must petition for reinstatement and pay the tuition and fees (including late fees) for each missed semester in order to reestablish their standing in their program. (Procedures for reinstatement are available at the OGS.) The thesis director will submit a grade of PR, NC, or RS (reinstate) for each missed semester.

Each candidate for a Plan I master's degree must submit a thesis that demonstrates evidence of the ability to do sound research. The thesis must be approved by a thesis committee of three members approved for graduate instruction, at least two of whom must be tenured or tenure-track faculty members at The University of New Mexico with regular graduate faculty approval. The thesis chairperson, who will assume the major responsibility for guiding the student's work, must be a tenured or tenure-track faculty member with regular graduate faculty approval at The University of New Mexico. The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

### **Announcements of the thesis defense:**

At least two weeks before the final examination is held, and no later than November 1 for Fall, April 1 for Spring, or July 1 for summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form.

### **Submission of the Thesis**

Two copies of the unbound thesis manuscript, each with an abstract of no more than 350 words, must be submitted for approval by the Dean of Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation, or July 15 for Summer graduation. One copy will be placed in the library archives and the other in circulation. The student's graduate unit may require additional copies.

### **Thesis Format**

The student is responsible for preparing a thesis in proper format, which is of high reproduction quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current guidelines from the OGS web site and to consult with the OGS manuscript reviewer for advice before defending their theses. The Manuscript Manual and most required forms are available on our web site (<http://grad.unm.edu/resources/gs-forms/index.html> ).

### **Accompanying Forms**

The following forms, which must be submitted along with the manuscript, may be obtained from the graduate unit or the OGS:

- A "Report on Thesis or Dissertation" completed by each committee member is forwarded to the OGS manuscript reviewer by the graduate unit. If they accompany the manuscript, the form should be sealed in an envelope by the graduate unit and marked "Confidential." These forms must be received by the OGS before the student's thesis receives final approval.
- A "Certification of Final Form."
- An "Information Cover Sheet" (which will be attached to the box in which the manuscripts are placed).
- The UMI Agreement Form and Cashier's Check (optional).

Students are also responsible for obtaining from The University of New Mexico Bookstore two sets of red-bordered pages, each including an Approval page, a Title page, and an Abstract Title page. One set of these pages must be included with each copy of the manuscript submitted to the OGS. The red-bordered pages are also available on the OGS web site (requires a color printer).

NOTE: The student's graduate unit may require copies of the manuscript and forms.

## Doctoral Degrees (Ph.D.)

The doctorate is a degree representing broad scholarly attainments, a deep grasp of a field of study, and expertise in conceiving, conducting and reporting original and individual research. As such, its attainment is no mere matter of meeting requirements. Those requirements described below should be viewed only as a minimal formal context in which the student is expected to grow to the professional stature denoted by the doctoral degree. Consult the appropriate section of this catalog for the particular requirements of individual programs.

### Doctoral Degree General Requirements

1. A minimum of 48 hours of graduate credit course work (certain graduate programs require more hours).
2. Must be enrolled in at least one hour of graduate credit in the semester in which the doctoral comprehensive examination is taken.
3. At least 24 hours of graduate credit course work must be completed at the University of New Mexico.
4. At least 18 hours graduate credit course work must be completed at the University of New Mexico after admission to the doctoral program.
5. A minimum of 18 hours of graduate credit course work must be earned in the University of New Mexico courses numbered 500 or above.
6. No more than 6 credit hours of course work in which a grade of C (2.0), C+ (2.33) or CR (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation. (See Grade Requirements for Graduation policy.)
7. No more than 50% of the required course credits at the University of New Mexico may be taken with a single faculty member. (Course work that has been completed for the master's degree is included in this limit.)
8. A minimum of 18 hours of dissertation credits (699) is required for the doctorate.
9. Doctoral candidates must be enrolled the semester in which they complete degree requirements, including the summer session.

**NOTE:** Detailed information on doctoral graduation requirements are available on the OGS Web site: <http://grad.unm.edu/degree-completion/graduation-requirements/phd.html> .

### Transcribed Minors

A Ph.D. degree student may declare a transcribed minor in a different graduate unit.

1. Transcribed minors must be fully approved through the UNM curricular process. A list of approved minors is available on the OGS web site.
2. Approved minors have a minimum of 9 credit hours of course work; the program may require more.

3. The student must submit a “Transcripted Minor” form to OGS, approved by both the major and minor units, with the Program of Studies.
4. Approved minors may use no more than 25% of the course work required for the Ph.D. degree.
5. The minor must be outside the student’s major code.
6. The student’s comprehensive exam committee must contain one faculty member from the minor field, unless the minor department on the Transcripted Minor form waives this requirement.

Eighteen hours of course work must remain exclusive to the Ph.D.

### **Required Enrollment**

Doctoral students must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. To qualify to sit for a comprehensive exam during the intersession, the student must be registered for the following term.

### **Time Limit for Completion of Degree Requirements**

Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements. The final requirement is generally the acceptance of the student’s dissertation by the Dean of Graduate Studies.

### **Doctoral Committee on Studies**

Each doctoral student is strongly encouraged to assemble a committee on studies to assist in planning a program of studies. This program should be designed to foster a fundamental knowledge of the major field, both in depth and in breadth. The committee generally includes three University of New Mexico faculty members approved by the student’s graduate unit. The chairperson is usually the student’s major advisor. If the committee on studies will also serve as the doctoral comprehensive examination committee, they must meet the requirements listed in that section (see Faculty Approval section for details).

The basic role of the committee is to plan, with the student, an integrated individual program of study and research meeting general University and specific graduate program requirements. The Committee may also establish prerequisites when needed; recommend transfer of credit; certify proficiency in a foreign language or alternative skill; approve significant changes in the program of studies; and may serve as the core of the doctoral comprehensive examination committee and/or the dissertation committee (see composition criteria for dissertation committees).

Appointment of the Committee usually involves the following steps:

1. The student arranges for an appropriate faculty member to serve as Committee Chair;
2. The student and the Committee Chair agree upon the remaining members of the Committee;

3. The Committee must be approved by the graduate unit chairperson or graduate unit advisor, as evidenced by his/her signature on the student's "Application for Doctoral Candidacy."

### **Doctoral Comprehensive Examination**

A doctoral student must pass a comprehensive examination in the major field of study. This examination, which may be written, oral or both, is not limited to the areas of the student's course work, but tests the student's grasp of the field as a whole. It is strongly recommended that the Application for Candidacy be completed and approved by the graduate unit before the student takes the doctoral comprehensive examination. The administration of this exam is governed by the following guidelines:

1. The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
2. The student must be enrolled in a minimum of one credit of graduate course work the semester in which he/she takes the doctoral comprehensive examination.
3. At least two weeks prior to the date of the examination, the major graduate unit must request approval from the Dean of Graduate Studies to hold the exam. It may not be conducted until the Dean of Graduate Studies approves the appropriate announcement form and it is returned to the unit.
4. The doctoral comprehensive examination committee (usually the student's Committee on Studies) consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4.
5. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.
6. Barring extraordinary circumstances, the graduate unit will notify the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit will notify the student in writing of the reason for the delay and let him/her know when notification can be expected.
7. The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form no later than two weeks after the date of the examination.
8. If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure will result in the student's termination from the program.

### **Conditional Pass**

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded.

The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS.

### **Applied (including Non-Degree)/Transfer Credit**

The following regulations apply to the application or transfer of credits toward a doctoral degree:

1. Course must have carried graduate credit.
2. Course work must be from an accredited institution.
3. Student must have obtained a grade of “B” or better. A maximum of 6 hours of thesis from a completed master’s degree or other course work graded Pass or Credit (CR) is transferable.
4. Course must be approved by the doctoral Committee on Studies and the graduate unit.
5. Course must be listed on Application for Candidacy form.
6. All courses must have final approval from the Dean of Graduate Studies.

**NOTE:** Course work that has been counted toward a previous degree may not be counted toward any subsequent degrees, with the exception of master’s degree to a doctoral degree.

### **Foreign Language or Alternative Requirement**

While there is no University-wide foreign language requirement, most graduate units require a demonstration of competence in one or more foreign languages, or in some area of skill related to scholarship or research in the particular discipline. Students should consult the graduate unit itself or its particular section in this catalog regarding the details of this requirement.

### **Application for Candidacy for Doctoral Degrees**

Each doctoral student must submit an Application for Candidacy (AC) listing all the courses that apply to the degree. The AC form ( <http://grad.unm.edu/resources/gs-forms/documents/ac-doctoral.pdf> ) should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a “Certification of Language or Research Skill Requirement” form must be submitted before the student is advanced to candidacy.

### **Advancement to Candidacy for the Doctoral Degree**

A key requirement that must be satisfied in order to earn the doctoral degree is Advancement to Candidacy. The student is Advanced to Candidacy (often referred to as “all but dissertation or ABD”) by the Dean of Graduate Studies in the term when all the following criteria have been met:

1. The doctoral comprehensive examination has been passed;
2. OGS has approved the Application for Candidacy;
3. Language/skill requirement (if appropriate) is satisfied; and
4. OGS has approved the Appointment of Dissertation Committee form.

### **The Dissertation**

Each doctoral candidate must prepare a written dissertation. The requirements for the Ph.D. and Ed.D. dissertations are described below.

Ph.D. The dissertation for the degree of Doctor of Philosophy must demonstrate ability to do independent research and competence in scholarly exposition. At an advanced level, it should present the results of an original investigation of a significant problem and should provide the basis for a publishable contribution to the research literature in the major field.

Ed.D. The dissertation for the degree of Doctor of Education must demonstrate ability to do independent research and competence in scholarly exposition. A dissertation may be a professional project, such as the development of a curriculum or an account of the results of an educational innovation. A professional project must involve scholarly research, and the dissertation must demonstrate knowledge of theories, experiments, and other rational processes pertinent to the project.

UNM accepts both traditional and non-traditional (hybrid) dissertations. If a graduate unit accepts both dissertation options, the student, in consultation with his/her dissertation committee, must decide which format is appropriate.

A traditional dissertation is a single written document, authored solely by the student, presenting original scholarship. A non-traditional (hybrid) dissertation, as defined by the graduate unit, consists of a collection of related articles prepared and/or submitted for publication or already published. Each dissertation must include “introduction” and “conclusion” sections. The student must meet the general manuscript format criteria set forth in the UNM Catalog/website on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

### **Dissertation Committee**

The dissertation committee (whose members often include those on the Committee on Studies) is charged with the supervision of a doctoral candidate’s dissertation activities, including the review and approval of the student’s research proposal. Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the director/chair of their dissertation/committee chairperson. The faculty director and the candidate jointly select the remainder of the committee. The “Appointment of Dissertation Committee” form must be signed by the candidate, the dissertation director, and the chairperson or graduate advisor of the graduate unit, and approved by the Dean of Graduate Studies. The form should be filed no later than the first semester of 699 enrollment. If the committee changes, a revised “Appointment of Dissertation Committee” form must be submitted to the OGS along

with a written rationale for the change. OGS may request additional documentation as appropriate.

**NOTE:** All expenses incurred for member services on a Dissertation Committee are the responsibility of the student.

### **Dissertation Hours**

During the course of their dissertation work, doctoral candidates are required to enroll in a minimum of eighteen hours of dissertation (699) credit. Enrollment in 699 should not begin prior to the semester in which the student takes the doctoral comprehensive examination. Only those hours gained in the semester during which the comprehensive examination is passed and in succeeding semesters can be counted toward the eighteen hours required. A student who fails the comprehensive exam cannot apply any 699 credits toward his/her program of studies until the semester in which the comprehensive examination is retaken and passed.

Ph.D. students may enroll in three, six, nine, or twelve hours of dissertation (699) hours per semester, with nine hours the maximum in Summer session. Minimum enrollment in 699 for one semester is three hours. Once enrollment in 699 begins, students must maintain continuous enrollment according to the guidelines stated in the “Continuous Enrollment Policy” delineated above. Graduate units may require a higher minimum enrollment in dissertation hours each semester.

### **Graduation Courtesy Policy**

University regulations require that the student must be enrolled and complete a minimum of one hour of graduate credit in the term s/he completes degree requirements. Should the student miss the graduation deadline (July 15 for summer graduation, November 15 for fall graduation, April 15 for spring graduation), but completes all degree requirements on or before the last day of that term, the student is not required to register for the next (graduation) term. The degree program must submit the student’s name on the proposed graduation list for actual term of graduation.

### **Dissertations in a Foreign Language**

Prior to writing a dissertation in a language other than English, students must receive written approval by the Dean of Graduate Studies. A dissertation submitted to the OGS in another language must be accompanied by an abstract in English approved by the student’s dissertation committee.

### **Notification of Intent to Graduate**

Students must inform their graduate unit in writing of their intent to graduate. The graduate units must submit their proposed graduation list to OGS no later than 5:00 p.m. on the last day of the semester immediately preceding the semester of graduation.

### **The Final Examination for the Doctorate (Dissertation Defense)**

The doctoral final oral examination is the last formal step before the degree is awarded and is conducted with due respect to its importance as such. The focus of the final examination is the dissertation and its relationship to the candidate's major field. Its purposes are:

1. To provide an opportunity for candidates to communicate the results of their research to a wider group of scholars;
2. To afford an opportunity for the members of the examination committee, as well as others (faculty, students, staff, etc.), to ask relevant questions;
3. To ensure that the research reflects the independence of the thought and accomplishment of the candidate rather than excessive dependence on the guidance of a faculty member; and finally,
4. To ensure that the candidate is thoroughly familiar not only with the particular focus of the dissertation but also its setting and relevance to the discipline of which it is a part.

At least two weeks before the final examination is held, and no later than November 1 for Fall graduation, April 1 for Spring or July 1 for Summer, the major graduate unit must notify the OGS of its scheduled date by submitting the appropriate announcement form. In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester. The student is responsible for providing each member of the dissertation committee with a complete copy of the dissertation in ample time for review prior to the examination.

The presentation and examination phases of the exam are open to the University community and are published in various sources; the deliberation phase is only open to the committee. At the conclusion of the examination, the dissertation committee members will confer and make one of the following recommendations, which must be agreed upon by at least three of them:

1. That the dissertation be approved without change;
2. That the dissertation be approved subject only to minor editorial corrections; or
3. That the dissertation be rewritten or revised before approval.

If either the first or second recommendation is made, the committee may decide that no further meetings are needed. In the second instance the director of the dissertation will be responsible for seeing that all necessary corrections are made before the dissertation is submitted to the OGS. If the third recommendation is made, the full committee may elect to meet again to determine that their concerns have been addressed.

### **Member Attendance at Dissertation Defense**

All members of a student's dissertation committee must be present at the manuscript defense. Although physical presence is strongly encouraged for all members, synchronous participation by telephone/video conference is allowed when necessary.

### **Proxy Signature**

An original signature of each committee member is required for each examination and thesis or dissertation defense forms. In the rare cases where an original signature cannot be provided, the committee member may request a proxy signature by submitting the Proxy Request Form at least two weeks prior to the student's examination.

### **Conditional Pass**

Having evaluated the materials required for the examination, if the Committee feels that, although the student has demonstrated knowledge and understanding of the field, it is not quite sufficient to justify a grade of "pass", the committee may assign the grade of "Conditional Pass" and require that the student meet additional conditions before a grade of pass will be awarded. The student must meet the conditions noted on the Conditional Pass by the end of the subsequent term. However, students who plan to graduate in a specific term must resolve a Conditional Pass by the posted deadline for submission of examination results. The committee will note the conditions that need to be met by the student on the examination form. Once the committee indicates the student has met the conditional pass criteria, they will submit a memo to OGS, and the student will have a maximum of 90 days to submit his/her dissertation; however, graduating students must meet the term deadline for submission of the dissertation.

### **Quality of the Dissertation**

The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology or exposition arise through a review of the "Report on Thesis or Dissertation" forms, the Graduate Dean may seek the counsel of the dissertation committee, graduate unit chairperson and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

### **Dissertation Preparation**

The student is responsible for preparing a dissertation in proper format that is of high quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to print current guidelines from the OGS Web site before defending their dissertations. The general manuscript format guidelines and most required forms are available on the OGS website (<http://www.unm.edu/grad>). Examples of the front matter and reference pages are available on the OGS website.

The dissertation defense is scheduled once the student and his/her major advisor have agreed that the manuscript is in its final form. The Doctoral students must submit his/her dissertation to the Dean of Graduate Studies within ninety (90) days of passing his/her final examination for the dissertation. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the dissertation. In all cases the results of the

dissertation defense must be submitted to OGS no later than two weeks after the announced date of the dissertation defense.

### **Electronic Submission of the Dissertation**

All M.F.A and Ph.D. students at UNM must submit their dissertations to OGS electronically for filing in UNM Library's electronic, open-access database (LoboVault) where their work is accessible to internet search engines, such as Google and Yahoo (see <https://repository.unm.edu>). (Note: M.F.A. students in Creative Writing are automatically opted out of open access, although they still must submit an electronic (pdf) version of their work to the Dean of Graduate Studies. M.F.A. students in Creative Writing may at any time choose to opt in to open access by notifying OGS.) Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Theses and dissertations filed in open access at LoboVault are fully copyrighted, and are afforded the same intellectual property protections as print manuscripts and publications. PhD students must also file their dissertations with ProQuest.

In some cases, students in consultation with their committee chair may find it appropriate to submit a petition to the Dean of Graduate Studies to embargo—to delay the release of—the electronically submitted thesis or dissertation (ETD). An embargo is a period of time during which researchers cannot access your ETD from external on-line search engines. Embargos may be appropriate for authors 1) who are filing for patents, 2) who want to publish their work through a traditional press that considers open access publication to be equivalent to prior publication, or 3) who need to protect sensitive data or information.

The default embargo period for the embargo is two years. Upon expiration of the embargo period, the ETD will be moved into open access, although authors may request an extension of the embargo by petitioning the Dean of Graduate Studies. Authors of embargoed theses and dissertations must petition for renewal at least three months prior to the expiration date of the embargo in place at the time.

The Dean of Graduate Studies will review all requests for embargos and embargo extensions, with the goal of balancing students' requests with the need of the scholarly community for broad and open access to scholarly and creative work. Even when an embargo is granted, the title, author, and keywords associated with the thesis or dissertation will be available through open access. In all cases, a former UNM student may terminate the embargo at any time.

M.F.A. and Ph.D. students must submit their dissertations to the Dean of Graduate Studies for approval by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If the dissertation approved by the full committee is not submitted by these deadlines, the student will not be able to graduate in that semester. While OGS accepts dissertations in electronic (pdf) form, graduate units may also require paper copies (check with the graduate unit).

## **Accompanying Forms**

The following forms, which must be submitted along with the manuscript, may be obtained from the OGS Web site ( <http://grad.unm.edu/resources/gs-forms/index.html> ):

1. A “Report on Thesis or Dissertation” completed by each committee must be received by the OGS before the student’s dissertation receives final approval.
2. A “Certification of Final Form.”
3. An “Information Cover Sheet”
4. A “Survey of Earned Doctorate” (filled-out at the UNM website.)
5. The “UMI Dissertation Microfilm Agreement” form (available at the Office of Graduate Studies) and a Cashier’s check or money order covering UNM fee (with an expiration date of at least one year from the purchase date).
6. Embargo Request Form (if requesting an embargo)

Students are responsible for including two complete sets of the “red-bordered pages” (Signature Approval Page, Dissertation Title Page and Abstract Title Page) submitted to the Office of Graduate Studies. The red-bordered pages are available on the OGS Web site (<http://grad.unm.edu/degree-completion/thesis-dissertations/manuscript-templates.html> ), or from the UNM Bookstore.

## **UMI Fee**

As part of graduation requirements, all doctoral students must have their dissertations published through University Microfilms International (a subsidiary of ProQuest. Doctoral students should complete a “UMI Dissertation Agreement” form, available from the manuscript reviewer at the OGS. Copies of the dissertation abstract and the title page as well as the microfilming fee must accompany the form. The fee is currently \$55 but is subject to change. It is payable by money order or cashier’s check made out to ProQuest (with an expiration date of at least one year from the purchase date).

## **Copyright Registration**

Copyright Registration is optional. If choosing to copyright the manuscript through UMI, the fee is currently \$65 payable by Cashier’s check or money order made out to Proquest (with an expiration date of at least one year from the purchase date).