



# Doctor of Philosophy in Pharmacotherapy Outcomes Research

Graduate Program 2020-21 Handbook

Dr. Dan Malone, Director, Graduate Program

**Last Revised: June 2020**

**For updates contact:**

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## **Welcome to the University of Utah / Doctor of Philosophy Degree Program in Pharmacotherapy Outcomes Research**

The doctor of philosophy (PhD) degree in Pharmacotherapy Outcomes Research is offered through the University of Utah College of Pharmacy. The program centered in the University of Utah Health Sciences Center, has state-of-the-art classroom, research and library facilities for students pursuing graduate and professional doctoral education. The College of Pharmacy is a highly ranked world-class biomedical research enterprise. The Department of Pharmacotherapy has a rich history of providing highly qualified post-graduate training for pharmacy practitioners and outcomes researchers.

We seek students who are highly motivated and encourage applicants with backgrounds in pharmacy and pharmaceutical sciences, health economics, and other healthcare fields. An inclusive climate is vital to the intellectual rigor, commitment to excellence, and social fabric of the University; preparing faculty, staff, students, and trainees with evidence-based skills necessary to provide high-value care in a world defined by cultural and intellectual diversity. With this in mind, we seek to ensure a workplace environment that attracts and promotes the success of diverse communities.

Students graduate with core competencies in health economics, epidemiology, research design, outcomes research, and statistics. Graduates are well-prepared to be independent outcomes researchers who generate evidence to support health policy decisions regarding pharmaceuticals and related technologies.

Graduates of the program apply these skills in a broad range of career settings including the pharmaceutical industry, academia, institutional pharmacy, community pharmacy, and managed care organizations.

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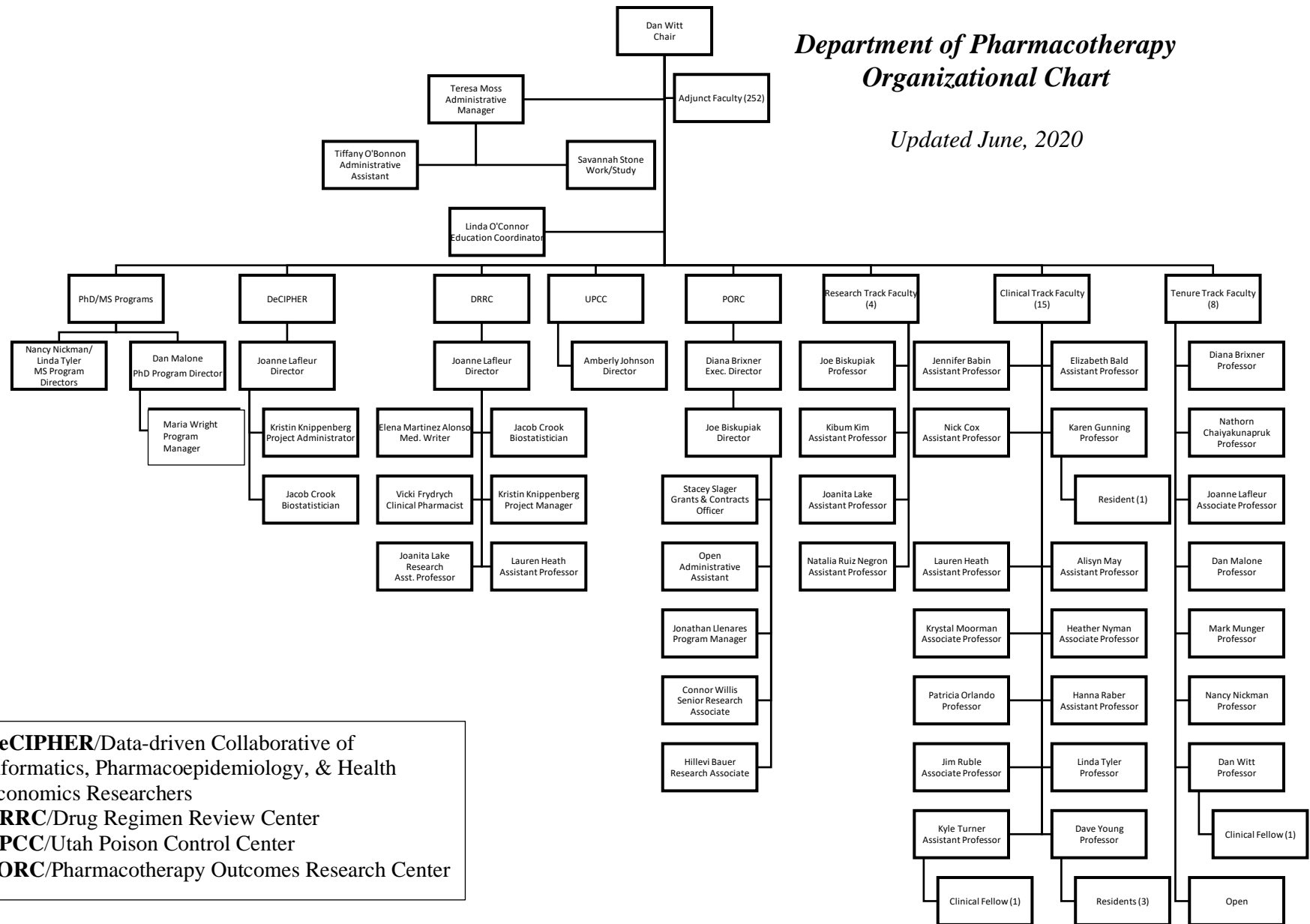
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# Department of Pharmacotherapy Organizational Chart

Updated June, 2020





## Contact Information

### Reporting Structure

#### Director of Graduate Studies (DoGS)

The Director of Graduate Studies serves as an advocate for support of graduate students and their successful progression throughout the graduate program. The Director provides assistance with student inquiries concerning the program and includes clarification of Graduate School policy. The Director provides mentorship, leadership and guidance to the graduate students as they progress through their program of studies.





## Program Description

Our PhD in Outcomes Research program offers students a unique opportunity to study pharmacotherapy outcomes research in the context of a sophisticated academic health science center. Our program includes faculty expertise from the Departments of Pharmacotherapy, Family and Preventive Medicine, Population Health Sciences, Clinical Pharmacology, Biomedical Informatics, and Health Economics. Prospective candidates to the PhD program apply through the University of Utah Admissions Office.

Applications to the academic program, fellowships, and Graduate School are separate and independent processes. More information on graduate education at the University of Utah and Graduate School policies are located at <http://www.gradschool.utah.edu/index.php>.

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## Administrative Staff

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### Education Coordinator, Department of Pharmacotherapy

**Linda O'Connor, MRE**

[Linda.OConnor@pharm.utah.edu](mailto:Linda.OConnor@pharm.utah.edu)

801.585.1065

4<sup>th</sup> Floor, College of Pharmacy Bldg.

The Education Coordinator provides ongoing administrative support to the PhD program, under the direction of the Director of the Graduate Program in our Department.

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### Academic Program Manager, College of Pharmacy

**Terri Elder-Hale**

[Terri.Elder-Hale@pharm.utah.edu](mailto:Terri.Elder-Hale@pharm.utah.edu)

801.581.5581

Office: Room 307

The Academic Program Manager provides ongoing administrative support to graduate students. The Academic Program Manager will maintain an Electronic Graduate Record File for each student. The electronic file will hold all graduate records, including supervisory committee members, status of examinations and the Program of Study. Students can view their Electronic Graduate Record File by logging into Campus Information Systems (<http://cis.utah.edu>) and clicking on *Graduate Student Summary* under the *Graduate Student* section.

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## Faculty & Leadership Contacts



**Director, Graduate Program, Department of Pharmacotherapy**  
**Dan Malone, PhD, RPh, FAMCP**

[Dan.Malone@utah.edu](mailto:Dan.Malone@utah.edu)

801.581.6257

Office: Room 4922

As the Director of the Graduate Program in the Department of Pharmacotherapy, Dr. Malone serves as an advocate for support of graduate students from recruitment through graduation. Through his guidance and counsel, graduate students can successfully progress through their graduate studies experience.



**Department Chair, Daniel M. Witt, PharmD**

[Dan.witt@pharm.utah.edu](mailto:Dan.witt@pharm.utah.edu)

801.581.8851

Office: Room 4323

As Chair of the Department of Pharmacotherapy, Dr. Witt provides oversight and support to the Ph.D. program.

### **Tenure Track Faculty**

Diana Brixner, PhD  
Nathorn Chaikunapruk, PhD  
Joanne Lafleur, MSPH  
Dan Malone, PhD  
Mark Munger, PharmD  
Nancy Nickman, PhD  
Dan Witt, PharmD

### **Clinical Track Faculty**

Jennifer Babin, PharmD  
Elizabeth Bald, PharmD  
Nick Cox, PharmD  
Karen Gunning, PharmD  
Lauren Heath, PharmD  
Amberly Johnson, PharmD, DABAT  
Alisyn May, PharmD  
Krystal Moorman, PharmD  
Heather Nyman, PharmD  
Patricia (Trish) Orlando, PharmD  
Hanna Raber, PharmD  
Jim Ruble, PharmD, JD  
Kyle Turner, PharmD  
Linda Tyler, PharmD  
Dave Young, PharmD

### **Research Track Faculty**

Joe Biskupiak, PhD  
Kibum Kim, PhD  
Joanita Lake, MSc  
Natalia Ruiz Negrón, PharmD

### **Emeritus Faculty**

Gary Oderda, PharmD, MPH  
Laura Shane-McWhorter, PharmD

## Student Contacts

### Graduate Student Advisory Council (GSAC)

Andy Chhibber

Graduate Assistant

[Anindit.Chhibber@pharm.utah.edu](mailto:Anindit.Chhibber@pharm.utah.edu)

801.585-5317

4<sup>th</sup> Floor, College of Pharmacy Bldg.

Cube 4-E

## Student Organizations

### Utah Student Pharmacist Alliance (USPA)

The Utah Student Pharmacist Alliance is an umbrella organization that directly and indirectly represents all of our professional student organizations at the University of Utah College of Pharmacy. USPA is entirely student-run and yearly elections are held. The purpose of the Utah Student Pharmacist Alliance (USPA) is to foster the professional development of student pharmacists; to enhance the learning of the pharmaceutical sciences; to promote career development; and to facilitate cooperation and integration among the various student pharmacy organizations at the University of Utah.

The following organizations have active student chapters and are directly represented by the USPA organization: Academy of Managed Care Pharmacy (AMCP), American Pharmacists Association Academy of Student Pharmacists (APhA-ASP), International Pharmaceutical Students' Federation (APhA-IPSF), American Society of Health-System Pharmacists (ASHP-SSHP), National Community Pharmacist Association (NCPA), American College of Clinical Pharmacy (ACCP), Utah Pediatric Pharmacy Advocacy Group (UPeds), College of Psychiatric and Neurologic Pharmacists (CPNP).

### International Society of Pharmacoeconomic Outcomes Research (ISPOR)

In addition, the following organization has a growing presence on our campus and is supported by USPA: The International Society of Pharmacoeconomic Outcomes Research (ISPOR).

Students have representation across campus through the Associated Students of the University of Utah (ASUU) with an elected student Senator and Assembly Representative. Other professional organizations that often collaborate with our student organizations include the Utah Society of Health-System Pharmacists (USHP) and Utah Pharmacist's Association (UPhA).

## Important Deadlines

### Departmental Deadlines for the 2020-21 Academic Calendar Year

We only accept new applicants for the Fall Semester of each academic calendar year.

December 15      **Deadline** for International students

December 31      **Deadline** for US residents

Before submitting your application, please be aware of the application deadlines and I-20 document deadlines.

All individuals applying to our PhD program should use the electronic application process called APPLY YOURSELF (see <https://app.applyyourself.com/?id=utahgrad>).

### UPLOAD ALL REQUIRED DOCUMENTS VIA APPLY YOURSELF.

Applicants must upload a copy of all post-secondary transcripts to their application. These transcripts will be used as working copies during the admissions evaluation process. Failure to list all schools previously attended or making false or misleading statements on the application may result in cancellation of admission status and/or loss of credit.

Transcripts (mark sheets, school records, grades) for all post-secondary schools attended: Official English translations must be provided if the transcripts are only in the native language.

In addition to academic transcripts, applicants must upload the following additional documents required by our department/program.

- Letters of Recommendation
- Statement of Purpose
- Resume/CV
- Test Scores, such as the GRE or GMAT

### University Deadlines

The following links are useful to check on other important University of Utah deadlines.

Academic calendar deadlines

- <https://registrar.utah.edu/academic-calendars>

International Teaching Program deadlines

- <https://gradschool.utah.edu/ita/important-dates-and-deadlines>

Thesis Office manuscript submission deadlines

- <https://gradschool.utah.edu/thesis/calendar>

University Fellowship deadlines, including Teaching Assistantship & Research Assistantship deadlines

- <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduation deadlines

- <https://registrar.utah.edu/graduation>

## **Program Requirements**

### **PhD in Pharmacotherapy Outcomes Research**

The PhD program's advanced study academic degree program focuses on research applicable to outcomes research, pharmacy administration and healthcare policy. PhD degree graduate students focus specifically on training and methods applicability for research-based careers in outcomes-based pharmacotherapy research and decision-making in healthcare policy, either in academia, government, or industry including healthcare policy analysis, evaluation, and synthesis.

Students must complete a minimum of 57 credit hours in graduate courses (i.e., courses numbered 6000 and above), including 14 dissertation hours. The minimum credit hours breakdown is as follows:

Minimum Required Credits: 35

Minimum Electives Credits: 8

Required Dissertation Credits: 14

Minimum Total Credits: 57

All course work counted toward the degree must be approved by the student's Supervisory Committee. Students applying for the PhD program should either have at least a bachelor's level degree in healthcare or a related discipline emphasizing the delivery and financing of healthcare; e.g., health economics, or healthcare management.

Students must also pass written and oral qualifying exams and defend their dissertation proposal, as outlined in the [Mandatory Exams section](#) of this handbook.



## **Doctor of Pharmacy / Doctor of Philosophy Pathway Department of Pharmacotherapy**

The Department of Pharmacotherapy, together with the College of Pharmacy, offers a pathway for students interested in simultaneously pursuing a PharmD and PhD in Pharmacotherapy Outcomes Research. This program is intended for students who are interested in a career in outcomes research applied to informed decisions of providers, patients and payers regarding new pharmaceutical therapies and associated technologies. It is constructed to intersperse the core curriculum requirements of the PhD program into the curriculum of the PharmD program, making course substitutions where feasible. In doing this, the pathway reduces curriculum redundancy while ensuring that the student is adequately prepared for the demands of both degree programs.

During the joint program pathway, students undertake research in the summers between their P1-P3 years. Students are also expected to use at least one clerkship rotation for research. The program is structured so that students can take their PhD qualification exams during their P5 year and their pharmacy licensure exam at the normal time after completion of the P4 year. Following the P4 year, the students engage in full time research to complete the PhD program.

Students who are interested in pursuing this pathway should apply to the PharmD program first. Students are accepted into the PhD program during their P3 year if the student meets the program admissions criteria and there is appropriate research mentoring and support for the student. Interested students should contact the Director of the Graduate Program or the Education Coordinator in the Department of Pharmacotherapy for application procedures and information. Students enter directly into the PharmD/PhD program. Curriculum is based on application to the Pharmacotherapy program during the P3 year. First class would be summer rotations.

### **Department and Program Mission**

The Department of Pharmacotherapy and its graduate programs seek to train and develop future healthcare leaders who contribute substantially to the delivery of evidence-based healthcare, and generation of evidence to support decision-making. Department faculty also aim to foster a culture that promotes optimal pharmacotherapy through excellence in teaching, practice, scholarship, and service. Pharmacotherapy outcomes and health policy are major issues for physicians, pharmacists, and other health professionals. Policy makers, insurance companies, managed care organizations, and patients make significant resource allocation decisions based on pharmacotherapy outcomes research. To prepare scholars capable of analyzing and applying clinical and economic outcomes from pharmacotherapy requires substantial education and training beyond that necessary to practice as a clinician. Therefore, the Department of Pharmacotherapy PhD graduate program in Pharmacotherapy Outcomes Research is intended to train students at an appropriate level of depth required to participate in resource allocation analysis and decision-making. The PhD graduate program is dissertation focused in order to train individuals for research-based careers in outcomes-based pharmacotherapy research, evaluation, and synthesis. Students interested in learning to effectively evaluate problems and

issues in pharmacotherapy using evidence-based approaches will benefit most from this program.

Faculty and students are strongly urged and supported to read, understand, and abide by the policies, procedures, and practices contained in this handbook, the academic policies of the University of Utah (including its Graduate School), and the University of Utah Information Resources and associated policies and best practices (including those of the Information Security Office for safe, private, and accessible computing). It is also critical for the student to abide by Federal, State, Local, and University of Utah Health Sciences HIPAA and related policies. Ignorance of policies cannot and does not confer immunity upon students and faculty that violate or ignore policy.

### **Expected Learning Outcomes**

1. Provide students with training and education in pharmacotherapy outcomes evaluation including evaluation and assessment of pharmacotherapy-related technologies and services.
2. Expose and train students to the tools necessary for conducting pharmacotherapy outcomes research including data management and analysis, economic modeling, and study design.
3. Ensure that students have core competencies in health economics, epidemiology, research design, and statistics and understand how to effectively apply these techniques in pharmacotherapy outcomes research.
4. Create leaders in pharmacotherapy research who understand how such research can be effectively used to make evidence-based, healthcare resource utilization decisions.

### **PhD Student Expectations and Responsibilities**

The purpose of the PhD program is to train students with the skills necessary to become independent investigators in the field of pharmacotherapy outcomes research. The following outlines the expectations for graduate students in our program.

Students are expected to:

- Accept primary responsibility for the successful completion of his or her degree. Students will meet minimum expectations for academic performance and complete all requirements for the degree as outlined in the graduate student handbook.
- Produce research that is timely, relevant, methodologically sound, and adheres to the highest standards of academic integrity. Students will strictly adhere to the University's policy on

academic integrity. The University of Utah's Code of Student Conduct can be found at <http://www.regulations.utah.edu/academics/6-400.html>. Students found to be in violation of these policies may face disciplinary action at the Department, College, or University level.

- Work independently to acquire or refine skills necessary to become an independent investigator. The required didactic coursework provides a basic foundation in the theory and practical conduct of pharmacotherapy outcomes research. Students are expected to seek the additional training and skills through elective credits and independent learning necessary to successfully complete dissertation research and develop an area of specialized expertise.
- Meet regularly with his or her research advisor to provide updates on dissertation progress. Students accept responsibility for scheduling meetings with his or her research advisor and committee, providing timely progress reports, and seeking input on dissertation research.

### **Collaborative Department Programs and Centers**

The **Pharmacotherapy Outcomes Research Center (PORC)** is an affiliated program of the Department of Pharmacotherapy. The mission of PORC is to design, and conduct outcomes research studies that assess the value of therapy in the treatment of disease and communicate their results. This is done in support of the academic mission of the University of Utah Health Sciences Center, which is to further education, research and service to improve patient care. This center contracts with foundations, managed care organizations, government, and the pharmaceutical industry. They are contracted to conduct research in the areas of patient reported outcomes, economic evaluations and education. PORC faculty represent a group of full-time and affiliated investigators who use the Center's resources for outcomes research projects, and fellows who participate in the Center's approved projects in conjunction with their pursuit of advanced education. More information may be found at <https://pharmacy.utah.edu/porc/>.

The **Department of Pharmacy Services at University of Utah Health (UHealth)** is located in a 500-bed tertiary-care regional referral hospital for five intermountain states. Services are also provided in a 100-bed cancer hospital adjacent to the main facility. UU Health offers excellent and diverse patient care, ranging from level I trauma, bone marrow, cardiac, lung and renal transplantation programs, neonatology, medicine, obstetrics/gynecology, neurology, rehabilitation, surgery and critical care services (including burn, medicine, neurosurgery, and surgery). The clinics provide over 1 million patient visits per year. The University of Utah Health Sciences Center is also home to the Moran Eye Center and the Huntsman Cancer Institute which offer specialized patient care, research, and education. The Department of Pharmacy Services has a presence in many of these patient care locations allowing pharmacy practice and administrative residents to practice in a variety of settings. In addition to ASHP-accredited Pharmacy Practice Residencies and Specialized Residencies in Critical Care, Drug Information, Solid Organ Transplant, Clinical Informatics, Oncology, Infectious Disease,

Ambulatory Care, Emergency Medicine, and Internal Medicine, the Department of Pharmacy Services also offers a Health System Pharmacy Administration and Leadership Residency which is coordinated with the Department's MS in Health System Pharmacy Administration program. More information may be found at <http://pharmacyservices.utah.edu/residency/index.php>.

The **Utah Poison Control Center (UPCC)** is a 24-hour resource for poison information and educational resources. The UPCC serves the state of Utah with immediate phone support in a poisoning crisis. The center also serves health care professionals, pre-hospital providers, public health officials, and law enforcement. The UPCC call center is staffed by certified, highly educated specialists to help prevent poisonings and recover from poison related accidents. More information may be found at <http://poisoncontrol.utah.edu>.

The **Data-driven Collaborative of Informatics, Pharmacoepidemiology, & Health Economics Researchers (DeCIPHER)** conducts state-of-the-art pharmacoepidemiology and Pharmacoeconomics research that leverages causal inference and biomedical informatics tools. DeCIPHER has generated more than \$4.5 million through the School of Pharmacy since its inception in 2011. Additionally, DeCIPHER has generated more than \$7 million through the School of Medicine and the Department of Veterans Affairs. In that short amount of time, we have produced over 50 peer-reviewed publications and presented 70 abstracts at national and international meetings covering epidemiological research questions into osteoporosis, HIV, hepatitis C, other chronic conditions, and healthcare decision-making, utilization, and costs. More information may be found at <https://pharmacy.utah.edu/pharmacotherapy/decipher.php>.



## Admission Requirements & Procedures

Admissions requirements are found here <https://gradschool.utah.edu/graduate-catalog/admissions> for the Grad School, and here <https://admissions.utah.edu/apply/graduate> for the University.

### Application Process

All individuals applying to our PhD program, are required to use the electronic application process called APPLY YOURSELF (<https://app.applyyourself.com/?id=utahgrad>).

Application procedures for the University of Utah Graduate School and University of Utah Graduate Admissions are listed at <http://www.utah.edu/gradschool>. Deadlines for Graduate School Fall Semester admission for the PhD program is located on the Pharmacotherapy Department website <http://pharmacy.utah.edu/pharmacotherapy/grad/phD.htm>. The following list of items must be uploaded to the Apply Yourself site before the application can be submitted:

- Three (3) letters of recommendation.
- Current, dated *Curriculum vitae* or resumé.
- Statement of Purpose. This should describe your educational goals and how you would utilize the PhD in Pharmacotherapy Outcomes Research program to accomplish those goals.
- Transcripts from all high (college or university) educational institutions attended.

In addition to the above required documents, the Department requires a minimum of 80 TOEFL score or equivalent for international students and GRE scores for PhD applicants.

Note: If an application is not complete and submitted by the due dates listed, the candidate cannot be considered for admission to our graduate programs. Notification of the admission decision is made from the Graduate Admissions Office after the admissions file is reviewed for final acceptance by the Graduate School.

### Residency Status

The Graduate School seeks to ensure that graduate students understand their residency status, the implications it has on one's tuition bill, and the available online resources. In order to provide graduate students with accurate information regarding their residency status, the Graduate School provides online resources and detailed information about the qualifications for in-state residency versus out-of-state residency on University web pages: (see <https://admissions.utah.edu/apply/residency/>).

In order to provide students with formal notice regarding residency classification and the possible financial implications, the Graduate School will now require all departmental admissions letters to include the following paragraph which asks students to understand their



residency status and provides resources for assisting them in understanding requirements and procedures for changing their residency classification:

University of Utah Graduate Requirements for Residency for Tuition Purposes:

“Please verify your residency classification for tuition purposes, as listed on your acceptance letter from the University Admissions Office. Graduate students who begin their program as non-residents are only able to reclassify after meeting the requirements for the graduate policy. For more information regarding residency requirements and the reclassification process, please visit our webpage at [admissions.utah.edu/residency](https://admissions.utah.edu/residency). The residency office can be reached at [residency@utah.edu](mailto:residency@utah.edu) or 801-581-8761 option #5 for questions.”

## Registration

For students who are accepted to the program, they should register online through the Campus Information System (CIS) to secure their classes. All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking *unless granted an official leave of absence by the Dean of the Graduate School* at <https://registrar.utah.edu/handbook/leave.php>.

Students not on campus and not using University facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their supervisory committee will be terminated, and their records will be deactivated. To reactivate a file at a later time, the student will be required to reapply for admission to the Graduate School and pay all applicable fees.

University of Utah PhD students maintain minimum registration by:

1. Registering and paying applicable tuition and fees for at least three credit hours (PhD PCTH 7970 may be used to fulfill this requirement) per semester during the academic year from the time they are admitted to the Graduate School until they have completed all requirements for the degree; or
2. Registering for three credit hours of Faculty Consultation (PhD students PCTH 7980) during any semester in which they are not otherwise enrolled.

Minimum continuous registration requirements apply to PhD candidates until the dissertation has been successfully defended. PhD candidates do not have to register after they have successfully defended their project or dissertation. All graduate students maintaining minimum continuous registration have library privileges, health insurance options, and access to athletic facilities. Graduation will be effective during the semester in which all Graduate School requirements (including dissertation release) are fulfilled.



## Transfer Credits

Graduate credit may be transferred from other regionally accredited institutions. Credits transferred from another institution may be used for only one degree. Up to six semester hours of transfer credit may be applied toward fulfillment of graduate degree requirements if they are of high letter grade (B or higher; 'credit only' grades are unacceptable), are recommended by the student's supervisory committee, and were taken within four years of semester of admission to the University of Utah for master's students and within seven years of semester of admission to the University of Utah for doctoral students.

See the Graduate Transfer Credit Authorization Form at <https://gradschool.utah.edu/current-students/forms/> for more information.

## Maximum Hours

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine credit hours is considered a full load for master's and doctoral degree candidates.

## Limitations on Credit

Credit earned by nonmatriculated students may or may not apply to a graduate degree program. Graduate programs are designed and approved by faculty committees assigned to supervise each graduate student. Decisions on accepting course credit are made initially by these supervisory committees. Only nine semester hours of nonmatriculated credit, taken no more than three years prior to approval, can be applied toward a graduate degree. Exception to either of these requirements must be requested by the Department Chair or Supervisory Committee Chair and approved by the Dean of the Graduate School. AOCE Ulearn Independent Study (formerly correspondence or home-study) courses are eligible for graduate credit with department approval. Students may not register for CR/NC courses in their major departments unless a course in the major department is offered only on a CR/NC basis.

## International Students

The PhD program in Pharmacotherapy Outcomes Research values the global community and we welcome students from all countries. We recognize that there are unique advantages and challenges to be an international student, especially as you adjust to your studies alongside a new country and new culture. We encourage all of our international students to make use of the resources available to them and to seek involvement in departmental, campus, and civic communities.

In addition to the required documents listed in the [Application Process section](#) of this handbook, the Department requires the TOEFL score to be 80 or higher; the IELTS score to be

6.5 or higher. Test dates must fall within two years of admittance in order to be valid. We cannot use expired test scores to evaluate the English proficiency requirement.

TOEFL: 80 or higher  
IELTS: 6.5 or higher

### **Admissions Standards**

All international graduate applicants to the University of Utah must meet the following minimum Graduate School requirements:

A bachelor's degree from a regionally accredited U.S. college or university or from an institution recognized by the Ministry of Higher Education in their home country. The Office of International Admissions will determine if applicants with international degrees meet the Graduate School's requirement of a recognized Bachelor's degree.

At least a 3.0 or higher undergraduate weighted mean GPA on a 4.0 scale. If the undergraduate GPA is below 3.0, a GPA will be calculated for the last two years attended if schooling was done at a foreign institution, and based upon the last 60 semester hours (90 quarter hours) if the student attended a U.S. institution.

Meet the academic department's admission standards and receive a recommendation for admission to their program.

### **F-1 Visa Applicants Who Currently Live Outside of the US**

If you will be seeking F-1 student visa, the Graduate Admissions Office cannot guarantee they will be able to issue an initial I-20 Certificate of Eligibility if both of the following have not taken place before the deadlines below:

- An admissions decision has been reached
- ALL immigration documents have been received and verified

For any further questions related to this timeline please contact the Graduate Admissions Office.

### **Application Fee**

The non-refundable graduate application fee for international applicants is \$65. Applications submitted after the application deadline will incur an additional \$30 late fee, even if an academic department has a later deadline. Applications are not complete until the application fee has been paid.

The University of Utah ETS code is **4853**. Our department does not have a department code.

Unofficial transcripts are acceptable to complete the admissions application and can be scanned or e-mailed directly to [iao@utah.edu](mailto:iao@utah.edu).

Before starting classes at the University of Utah, students must submit an official copy of their post-secondary school transcripts and proof of graduation directly to the Office of Admissions.

Official printed transcripts can be dropped off in a closed envelope sealed with adhesive at the International Admissions service window in the Student Services Building (SSB) or mailed to:

*The University of Utah  
International Admissions  
201 South 1460 East, Room 250S  
Salt Lake City, UT 84112 USA*

\*Please do not send official international transcripts via email or fax as they will not be accepted as official.

If your international school uses the following electronic transcript services, they will be considered official:

- Credentials Solutions
- Parchment/Naviance
- National Student Clearing House
- E-Scrip Safe

\*When requesting your transcripts using any of these services please use this email [admisstranscripts@utah.edu](mailto:admisstranscripts@utah.edu).

### **Proof of English Proficiency**

English language proficiency is critical to your success at the University of Utah. Please see how applicants can demonstrate English proficiency by visiting <https://admissions.utah.edu/english-proficiency/>.

### **Complete and Submit the Application**

The University of Utah will evaluate an application only after we receive all required fees and documents, including transcripts and proof of English proficiency. **All documents submitted to the University of Utah become its property and will not be released to students or other institutions.**

## Track Your Application Status

Your application will be evaluated once we receive a completed application, application fee, and all required documentation. The status of your application can be tracked at <https://admissions.utah.edu/track/>.

Please allow 7-10 business days for the online tracker to reflect newly received materials.

## Application Review Process

- Once the academic department/program admissions committee decides what applicants they want to recommend for admission, the academic department/program will complete the department's referral form advising the University Office of Admissions of their admission decisions.
- Once academic departments/programs complete the department referral form, the University Office of Admissions will do a final review of all applicants to determine that the applicants meet the Graduate School admissions requirements.
- If the applicants meet all admissions criteria and the academic department/program has recommended them for admission to their respective degree program, the Office of Admissions will complete the admission processes and notify the applicants.
- The official Letter of Acceptance for applicants that are admitted will be sent by postal mail from the University Office of Admissions.
- When a decision has been posted in an applicant's ApplyYourself account, an email will be sent advising the applicant to sign in to their ApplyYourself account to view the decision.

## Policy Regarding Accepting an Offer of Admission and Financial Support

The University of Utah is a member of the Council of Graduate Schools and supports their "April 15 Resolution," which outlines the obligations of graduate institutions and prospective graduate students regarding offers and acceptances of financial support. The resolution reads: "Acceptance of an offer of financial support\* (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In the instance in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.

This Resolution was renewed October 2019. \*This Resolution applies to offers of financial support only, not offers of admission. Reference Source is An Essential Guide to Graduate Admissions, published by the Council of Graduate Schools. Information may also be found at the Council of Graduate Schools website at <http://www.cgsnet.org/april-15-resolution>.

### **Admitted - What's Next**

1. Have “official” transcripts sent to Office of Admissions from *all* Colleges or Universities attended.

Sent directly from each previous school you have attended to:

*Office of Admissions  
University of Utah  
201 South 1460 East  
Room 250S, SSB  
Salt Lake City, UT 84112*

The University of Utah accepts electronic transcripts as official from the following agencies only:

- Credential Solutions
- Parchment/Naviance
- National Student Clearinghouse
- E-Scrip Safe

\*When requesting your transcripts using any of these services please use this email [admisstranscripts@utah.edu](mailto:admisstranscripts@utah.edu).

Documents submitted for admission become the property of the University of Utah and cannot be returned.

Failure to provide final academic credentials, including proof of degrees received, will cause a registration hold to be placed on your record which will keep you from registering for your second semester until all missing credentials are received.

## 2. Become Familiar with the Registration Process of the University Of Utah.

You will find registration information and class schedules at the Registrar's Office website (<https://registrar.utah.edu/>).

You will also find the academic calendar at the Registrar's website, which will assist you in meeting all appropriate registration deadlines.

Talk with your academic program advisor for questions related to program requirements.

## 3. Check for Financial Assistance

Check on deadlines for financial assistance through the Graduate Fellowships Office, (801) 581-6020 and check with your department/program for other funding opportunities.

## 4. Check for Housing Opportunities

Check on housing opportunities through the Office of Housing and Residential Education, (801) 587-2002, or University Student Apartments, (801) 581-8667.

Our department Education Coordinator and Administrative Assistant can also assist.



## Program Coursework

**Course Descriptions:** (see [catalog.utah.edu](http://catalog.utah.edu))

### Fall: Year One:

**PBHLT 6100 Biostatistics (3 credits)**: Basic course in the use of biostatistical methods in the analysis of health and medical data with emphasis on interpretation of results for research, policy, and practice. Focus on quantitative and qualitative data collection methods and the analysis of data using biostatistics, informatics, and software to demonstrate the importance of evidence-based practice in the field of public health.

**PCTH 6270/MDCRC 6270 Methods in Comparative Effectiveness Research (2 credits)**: This course will focus on randomized and observational designs used for comparative effectiveness research. Design and statistical analysis will be framed in terms of counterfactual outcomes and required assumptions for causal inference.

**PBHLT 6300 Epidemiology 1 – Lecture (3 credits)**: Basic principles of epidemiology, including fundamentals of epidemiologic study design and data resources with emphasis on determining causation of chronic disease. Students will learn to explain the role of quantitative and qualitative methods in describing and assessing a population's health, as well as the importance of evidence-based practice in the field of public health.

**PBHLT 6300 Epidemiology 1 – Lab (0 credits)**: Basic principles of epidemiology, including fundamentals of epidemiologic study design and data resources with emphasis on determining causation of chronic disease. Students will learn to explain the role of quantitative and qualitative methods in describing and assessing a population's health, as well as the importance of evidence-based practice in the field of public health.

**PCTH 7890 Research Seminar I (1 credit)**: Faculty and student forum for presentation of current scientific literature. This is a required course for PhD students.

Plus, **Elective Courses** (2 credit hours)

### Spring: Year One:

**MDCRC 6120 Cost-Effectiveness Analysis 1 (2 credits)**: Concepts used in the economic evaluation of health care programs, foundations of cost effectiveness analysis, interpreting and critiquing the literature of cost-effectiveness analysis, and constructing these analyses.

**ECON 6190 Health Economics: Meets with ECON 5190 (3 credits)**: Graduate students should register for ECON 6190 and will be held to higher standards and/or additional work.

Economics of health care, health-care delivery systems, public and private health insurance, location of health facilities, and health-care inflation.

**PCTH 7891 Research Seminar II (1 credit)**: Faculty and student forum for presentation or current research. This is a required course for PhD graduate students.

**PBHLT 7100 Biostatistics II (3 credits)**: Course explores the use of statistical modeling of analysis of health and medical data. Expanding upon the foundation laid in Biostatistics I, this course focuses on the analysis of complex data using a variety of regression and analysis of variance techniques, including: linear regression, logistic regression, proportional hazards regression, Poisson regression, fixed effects analysis of variance, and repeated measures analysis of variance.

Plus **Elective Courses** (2 Credit Hours)

**Fall: Year Two:**

**PBHLT 7300 Epidemiology 2: A continuation of Epidemiology I (FP MD 6300) (3 credits)**: Intermediate and advanced principles in epidemiology, with emphasis on study designs, selection/information biases, confounding and effect modification. Students will learn how to plan an epidemiologic study, analyze data from epidemiologic studies, critique the epidemiologic literature and prepare epidemiologic reports.

**Pharm 7566 Systematic Reviews and Meta-Analysis (3 credits)**: Meta-analysis approach of combining quantitative, including statistical methods, eligibility criteria of studies, tests of homogeneity, summary measures, sources of variation, and sensitivity analysis.

**MDCRC 6125 Cost-Effectiveness Analysis 2 (2 credits)**: This project-based course is designed to give students experience designing and conducting cost-effectiveness analyses using either Excel or TreeAge Pro. Students will be expected to perform all components necessary to complete a cost-effectiveness analysis and be prepared to write up a manuscript based on the analysis performed.

**PCTH 7890 Research Seminar I (1 credit)**: Faculty and student forum for presentation of current scientific literature. This is a required course for PhD students.

Plus **Elective Courses** (2 Credit Hours)

**Spring: Year Two:**

**MDCRC 6450/PHBHLT 7310 Grant Writing/Adv. Research Proposal Design (3 credits)**: This course covers the entire preparation of an NIH grant, including aims and hypotheses, significance and innovation and research plan, bio sketches, and supporting appendices. Students

will write a grant using the NIH format and critique classmates' grants using the NIH CSR review templates. Note: Students should ideally be in the process of writing a health-related research grant during the semester-long course.

**PHS 6865 Global Health Policy (2 credits):** Topics vary.

**PHARM 7342 US Healthcare Policy (2 credits):** This course examines the impact of present and proposed public policy on the US health care system. In-class discussions will emphasize the complexity of our health care system; the myriad of issues it faces; as well as potential public policy solutions to these issues. In addition, an active learning approach will be used to empower students to communicate about health policy issues to other stakeholders in the systems including individuals, patients, health care professionals and decision-makers.

**PCTH 7891 Research Seminar II (1 credit):** Faculty and student forum for presentation or current research. This is a required course for PhD graduate students.

Plus **Elective Courses** (2 Credit Hours)

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**Suggested Elective Courses (others can be considered)**

**Fall Semester:**

**PHARM 7552 Managed Care (2 credits):** Understanding of managed care and its impact on pharmacy practice.

**PBHLT 6101 Data Analysis Using SAS (3 credits):** This course will give the students skills in data preparation, management, processing, analysis and display using the SAS software system. It is focused on practical application and utilizes experiential learning.

**Spring Semester:**

**PCTH 7105 Database Management Using MYSQL (3 credits):** Data collection, management and analysis are critical skills necessary to conduct health services research. This course will provide students with an understanding of relational databases and their structural elements. Data extraction, transformation and loading are critical skills to ensure data integrity. Using MySQL workbench, students will develop a relational database, which will then be used for training for the remainder of the course.

**MDCRC 6220 Survey Methods (2 credits):** Design of surveys used in research and practical issues related to their development, application, and interpretation. Topics include methods of

data collection, sampling strategies, measurement error, error associated with sampling and non-response, questionnaire format, interview effects and training, and survey evaluation.

#### **Fall Semester:**

**PBHLT 6106 Categorical Data Analysis (3 credits):** Biostatistics for categorical response data including statistical inference for proportions, contingency table, generalized linear models and related regression techniques, loglinear models, ordinal and multcategory logit models, paired and clustered categorical data, generalized linear mixed models.

**NURS 6730 Principles of Healthcare Financing 1.5 credits):** The focus of this course is on understanding principles of health care financing, including an analysis of how different payment systems in the United States, health care organizations, and policies impact healthcare value, cost and quality. Students will also apply the components of a business plan to develop an innovation that addresses a healthcare need.

#### **Spring Semester:**

**PHARM 7840 Journal Club (2 credits):** The first 7-8 weeks of the semester will be dedicated to journal club presentations from college faculty during which students will be introduced to the different styles used by professional presenters. The subsequent 7-8 weeks of the semester will be dedicated to student presentations. Each student will be expected to read assigned articles in advance of each presentation, to participate in discussions of articles each week, and to prepare and present their own journal club presentation. Class size will be limited to 8 students per section; a minimum of 5 students will need to enroll in order for the class to be held.

**PBHLT 7130 Longitudinal Data Analysis (3 credits):** This is an applied course in the analysis of longitudinal data, that is, data on the same individuals collected at several points in time. The course will cover methods which account for the correlation between the measurements on an individual. Students will learn how to apply several types of models, including linear models for continuous data, linear mixed effects models, generalized linear models including binary outcomes, and methods for handling missing data.

**MDCRC 6210 Regression Models (2 credits):** Linear regression, logistic regression, Poisson regression, Cox regression, including: methods for correlated data (generalized estimating equations and mixed models), testing model assumptions, and assessment of model fit.

For a **Suggested Pharmacotherapy Outcomes Research PhD Curriculum Schedule** please visit: <https://pharmacy.utah.edu/pharmacotherapy/graduate-studies/phd-course-2019-2020.pdf>.

## Electronic Graduate Record File and Program of Study

The Academic Program Manager will maintain an Electronic Graduate Record File for each student and the departmental Education Coordinator will keep a record at the department level. The electronic file will hold all graduate records, including supervisory committee members, status of examinations and the Program of Study. Students can view their Electronic Graduate Record File by logging into Campus Information Systems (<http://cis.utah.edu>) and clicking on *Graduate Student Summary* under the *Graduate Student* section.

Graduate students should use the curriculum worksheets to ensure all required coursework is completed. All electives must be approved by the Director of the Graduate program until the student forms his/her Supervisory Committee. The Program of Study, which lists all registered courses of the student, will be submitted electronically the semester before graduation by the Academic Program Manager. The Supervisory Committee must approve the Program of Study before the student can graduate. Please see the Graduate School web page at <http://gradschool.utah.edu/current-students/graduation-overview-for-doctoral-candidates/> for the *Graduation Overview for Doctoral Candidates*. Additional information can be found at <http://www.gradschool.utah.edu/index.php>.

The Supervisory Committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to Department policy, approving the dissertation subject, reading and approving the dissertation, and administering and judging the dissertation final oral examination (<http://gradschool.utah.edu/current-students/graduation-overview-for-doctoral-candidates/>). If a graduate student's preliminary work is deficient, the Supervisory Committee may require supplementary coursework. Decisions concerning program requirements, examinations, and the dissertation are determined by majority vote of the Supervisory Committee.

**Language requirements:** None



## **Mandatory Exams and Milestones Timeline**

### *Qualifying Examinations PhD*

#### First Two Years:

In the first year, PhD students are mentored by the Chair of the Graduate Program Committee. They will also meet all the faculty within the department and work on mini projects with various faculty.

In the Spring of their second year, PhD students will choose a PI (Principal Investigator)/Advisor and discuss a research project.

The first two years are focused on completing the coursework and participating in projects as well as working as a Graduate Assistant. At the end of the second year, PhD students take the qualifying, written examination (Qualifying Written Exam).

#### Supervisory Committee:

The Supervisory Committee is usually formed by the end of the second year of graduate work. It is the responsibility of the PhD student to approach prospective committee members with a view to their willingness and availability to serve in such a capacity. Faculty have the right, however, for justifiable academic reasons, to refuse to serve on a student's Supervisory Committee. (See the [Graduate Student Supervisory Committee Formation](#) section of this handbook.)

During all four years, PhD students will serve as Graduate Assistants.

#### Qualifying Written Exam:

PhD students are required to take a comprehensive qualifying, written examination (Qualifying Written Exam) after completion of their second year in the program, and prior to initiating their dissertation project, in order to qualify for candidacy.

The Qualifying Written Exam will be comprehensive and include a written component with questions covering the required coursework completed in the first two years of the program. This Qualifying Written Exam will be graded on a "pass/fail" basis with a pass required. Students will be allowed one retake of a failed exam. Retake examinations will be offered no later than one semester after the initial exam. Failure to achieve a passing grade on the retake examination will result in dismissal from the program.





#### Dissertation Proposal/Qualifying Oral Exam:

After successfully passing the Qualifying Written Exam, PhD students must present their proposed dissertation research project, called the Dissertation Proposal to the department and the Supervisory Committee as their Qualifying Oral Exam and before dissertation research can commence.

To prepare for the Dissertation Proposal/Qualifying Oral Exam, PhD students and the Education Coordinator will coordinate with the Academic Program Manager immediately following the official confirmation from the Supervisory Committee that the Qualifying Written Exam has been passed. The Academic Program Manager will schedule and post the upcoming date and location of the Dissertation Proposal (Qualifying Oral Exam). PhD students will be responsible to provide the Academic Program Manager the following information three to four weeks in advance of the Dissertation Proposal (Qualifying Oral Exam) in order to coordinate room scheduling and electronically post the information within the College of Pharmacy:

1. Title of Dissertation Proposal
2. Date
3. Time
4. Location

After passing the Qualifying Oral Exam, PhD students will spend their last two years focusing on their dissertation research and seminar and writing their dissertation.

#### Written Dissertation:

When PhD students have written their dissertation, they will submit it to their PI (Principal Investigator)/Advisor. Candidates must complete an acceptable written dissertation, as approved by a majority of their Supervisory Committee and the Chair of the Supervisory Committee, before the Final Dissertation Oral Defense will be scheduled.

#### 4 Weeks before the Final Dissertation Oral Defense date:

Once the Final Dissertation has been accepted (and after any revisions by the committee), PhD students will contact the Academic Program Manager to coordinate scheduling the Final Dissertation Oral Defense date. It will be scheduled to be held approximately four weeks after the Supervisory Committee has accepted the final written dissertation.

Also at this time, four weeks prior to the Final Dissertation Oral Defense, an announcement should be distributed within the Department of Pharmacotherapy faculty and graduate students, College of Pharmacy and Health Sciences Center. The Academic Program Manager will distribute notices, and coordinate room scheduling and other items that help the Defense to proceed in a smooth manner, with the support of the department Education Coordinator.

In order for the Academic Program Manager to schedule and post the information of the Final Dissertation Oral Defense, PhD students will provide the Academic Program Manager and the PI (Principal Investigator)/Advisor with the following information four weeks prior to the Final Dissertation Oral Defense:

1. Title
2. Abstract
3. Short bio
4. Date
5. Time
6. Location
7. Photo

#### 3 Weeks before the Final Dissertation Oral Defense date:

The Academic Program Manager will create the electronic flyer and post it on the College of Pharmacy and the hospital electronic boards to advertise the upcoming Final Dissertation Oral Defense.

Also, three weeks prior to the Final Dissertation Oral Defense, PhD students will provide the rest of their Supervisory Committee members with printed copies of the final written dissertation.

#### One Semester before Graduation:

The **Application for Graduate Degree** must be completed by the PhD student through the Registrar's Office. PhD students should discuss the Application for Graduate Degree with their

Supervisory Committee and Academic Program Manager no sooner than the semester following the full approval of the Written Dissertation by their Supervisory Committee.

The application is due in the Graduate Records Office one semester before graduation and no earlier than one year before graduation. This can be done online at <https://registrar.utah.edu/handbook/graduategraduation.php>.

International students also need to contact ISSS (International Student and Scholar Services) by visiting <https://iss.utah.edu>. Same-day appointments are not available, and during busy periods it may take up to a week to meet with an advisor in ISSS. Please plan for your appointment in advance to avoid last-minute problems.

Note the Application for Graduate Degree is a process to initiate a review of degree requirement completion for graduation by the Registrar's Office and is not approval to graduate in the semester for which you apply. If PhD students do not meet graduation requirements, they must resubmit the Application for Graduate Degree to be considered for graduation in the following semester. The candidate is required to maintain a 3.0 or higher GPA in coursework listed on the Program of Study filed in the Electronic Graduate Record File.

The Graduate School requires that dissertations be published by the candidate using ProQuest. The candidate should contact the Academic Program Manager to ensure all requirements and deadlines are met. After ProQuest accepts the dissertation to be published, they will notify the Graduate Office, who will authorize approval to the candidate.

### **Graduate Student Supervisory Committee Formation**

Graduate School requirements for Chair Selection can be found on the Graduate School Website here: <https://gradschool.utah.edu/graduate-catalog/degree-requirements>.

All University of Utah faculty members (including regular, research, clinical, emeritus, visiting and adjunct) are eligible to serve as Supervisory Committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly work in the student's general field.

PhD candidate Supervisory Committees consist of five faculty members. A majority must be tenure track faculty from the Department of Pharmacotherapy, although an exception will be made for one majority member to be PhD level research track faculty from the department. At least one of the minority members must come from outside of the College of Pharmacy. It is the responsibility of the student to approach prospective committee members and assess their availability and willingness to serve on a Supervisory Committee.

It is recommended the Graduate Student Supervisory Committee should be assembled by the end of the PhD student's second year. Once a student has assembled a Supervisory Committee, names of the committee must be filed with the student's advisor and the Chair of the Graduate

Program Committee. The Academic Program Manager will record the names of the Supervisory Committee in the student's Electronic Graduate Record File and the departmental Education Coordinator will keep a record at the department level. This completes the committee formation process.

Exceptions to these guidelines must be recommended and justified by the Chair of the Graduate Program Committee or the Department Chair, depending on departmental policies, and approved by the Dean of The Graduate School.

PhD students can request a change in their Supervisory Committee members with the approval of the departmental Chair of the Graduate Program Committee and the Graduate School.

#### Committee Chair:

The Supervisory Committee Chair and the majority of the committee must be tenure track faculty in the student's department. One member of the Supervisory Committee must be from another department.

The Chair of the Supervisory Committee directs the student's research and writing of the dissertation.

Coordinating with the Chair of the Graduate Program Committee, the Department Chair appoints the Supervisory Committee members and Chair. The process of forming a Supervisory Committee is completed by filing a Request for Supervisory Committee form with the major department. The Education Coordinator will then submit this list to the Academic Program Manager.

#### **Pharmacotherapy Faculty Eligible to Serve as Chair or Majority Member of PhD Supervisory Committee**

Tenure Track Faculty at any rank

Research Track Faculty – Joe Biskupiak

Adjunct, emeritus and visiting faculty can serve on committees, but are not considered majority.

**Contact Information for Pharmacotherapy Faculty Eligible to Serve as Chair or Majority Member of PhD Supervisory Committee:**

**Tenure Track Faculty:**

Diana Brixner, Professor & Executive Director of PORC

Email: [diana.brixner@utah.edu](mailto:diana.brixner@utah.edu)

Phone: 801.581.3182 Office: Room 4781

Nathorn (Nui) Chaikunapruk, Professor

Email: [nathorn.chaikunapruk@pharm.utah.edu](mailto:nathorn.chaikunapruk@pharm.utah.edu)

Phone: 801.585.3092 Office: Room 4964

Joanne Lafleur, Associate Professor (Clinical) & Vice Chair of Research

Email: [joanne.lafleur@pharm.utah.edu](mailto:joanne.lafleur@pharm.utah.edu)

Phone: 801.585.3794 Office: Room 4765

Daniel Malone, Professor

Email: [dan.malone@utah.edu](mailto:dan.malone@utah.edu)

Phone: 801.581.8054 Office: Room 4922

Mark Munger, Professor and Associate Dean

Email: [Mark.munger@hsc.utah.edu](mailto:Mark.munger@hsc.utah.edu)

Phone: 801.581.6944 Office: Room 4958

Nancy Nickman, Professor

Email: [Nancy.nickman@pharm.utah.edu](mailto:Nancy.nickman@pharm.utah.edu)

Phone: 801.581.6239 Office: Room 4930

Dan Witt, Professor & Department Chair

Email: [dan.witt@pharm.utah.edu](mailto:dan.witt@pharm.utah.edu)

Phone: 801.581.8851 Office: Room 4323

**Research Track Faculty:**

Joe Biskupiak, Research Professor &

Director of Pharmacotherapy Outcomes Research Center

Email: [joseph.biskupiak@pharm.utah.edu](mailto:joseph.biskupiak@pharm.utah.edu)

Phone: 801.585.5249 Office: Room 4962



## **Expectations for Participation**

### **Town Hall Meetings**

Student town halls are hosted by the college each semester. Town halls aim to help students with graduation procedures, resources for help in writing papers and dissertations, deadlines for defending, providing information regarding forms and timelines, and committee meetings, so that students' input may be incorporated into their educational process and to continue to promote positive student/faculty interaction.

The Department of Pharmacotherapy updates the department faculty, staff and students through a Weekly Update newsletter. This is an opportunity for students to be informed of current information pertinent to the department. It also provides an opportunity for students to provide valuable student feedback to the department.

### **Professional Development**

Graduate students have access to the Career & Professional Development Center for career coaching (see <https://utah.craniumcafe.com/group/graduate-student-career-coaching>).



## **Professional and Scientific Writing**

Students in the PhD program must have effective professional and scientific writing skills to successfully complete their course work and dissertation. Students entering the PhD program must have college level English writing competencies. Students whose writing competencies are deficient will be required to seek out assistance and resources to improve their writing skills. The university offers a free Graduate Writing Center located at the Marriott Library (see <https://writingcenter.utah.edu/grad-student-services.php>).

Students may also take writing courses or CECE writing courses at their own cost; credit received for developmental writing classes will not count towards degree requirements.

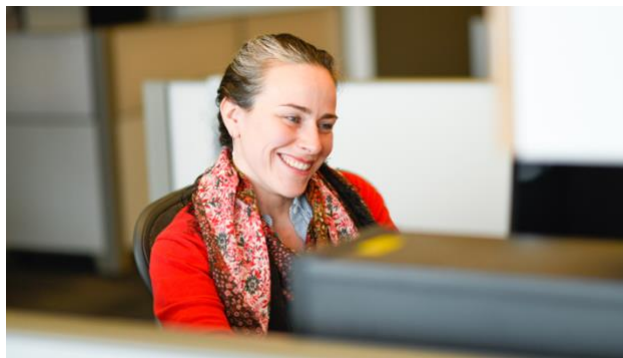
## **Thesis/Dissertation/Project**

**PhD Dissertation Public Oral Defense:** All students must pass a Dissertation Defense Final Oral Examination as conducted by their Supervisory Committee and reported to the Graduate School electronically by the Academic Program Manager. Before final approval of the dissertation is granted, the Supervisory Committee will schedule a public oral examination at which the candidate must satisfactorily defend their dissertation. Students who receive a failing grade on their defense will be provided the opportunity to defend their project again in the semester following their first defense in order to meet committee requirements to improve shortfalls. Students who fail the second oral defense will be dismissed from the program.

The candidate must complete an acceptable written draft of the dissertation document, as agreed by a majority of the Supervisory Committee and the Chair of the Supervisory Committee, before the defense will be scheduled. The exam will be scheduled approximately four weeks after the committee has accepted the dissertation for defense. At least three weeks before the examination date, the remaining members of the Supervisory Committee should receive written copies of the document. An announcement should be distributed within the Department of Pharmacotherapy faculty and graduate students, College of Pharmacy and Health Sciences Center no less than two (2) weeks prior to the scheduled defense date. The Department will help distribute notices, as well as with room scheduling and other items that help the defense to proceed in a smooth manner. See Appendix 1 for the format and content for the Final Dissertation Oral Defense Public Flyer announcement.

## Applying for Graduation

All graduate students must complete an application for graduate degree with the Registrar's Office. PhD students should discuss the Application for Graduate Degree with their Supervisory Committee Chair no sooner than the semester following the full approval of the project proposal by their Supervisory Committee. The application is due in the Graduate Records office one semester before graduation and no earlier than one year before graduation.



This can be done online at <https://registrar.utah.edu/handbook/graduategraduation.php>.

Note that the Application for Graduate Degree is a process to initiate a review of degree requirement completion for graduation by the registrar's office and is not an approval to graduate in the semester in which you apply. If you do not meet graduation requirements, you must resubmit the Application for Graduate Degree to be considered for Graduation in the following semester. The candidate is required to maintain a 3.0 or higher GPA in coursework listed on the Program of Study filed in the Electronic Graduate Record File.

## Academic Requirements and Policies

### Minimum GPA

GPA requirements and information can be found at <https://gradschool.utah.edu/graduate-catalog/degree-requirements>).

The candidate is required to maintain a cumulative 3.0 or higher GPA in course work listed on the Program of Study for master's and doctorate degrees. A grade below C- is not accepted by the University toward a graduate degree.

### Explanation of Continuous Registration

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply



for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including the defense of the project, thesis, or dissertation. Students can refer to <https://gradschool.utah.edu/graduate-catalog/registration>.

## **Leave of Absence**

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Request for Leave of Absence Form at <https://registrar.utah.edu/handbook/leave.php>. The form must be approved and signed by the Supervisory Committee Chair and Department Chair and then forwarded to the Registrar's Office for processing.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service, or
- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in the Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to the Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

More information from the Graduate School website can be found at <https://gradschool.utah.edu/graduate-catalog/registration>.

## **Graduate Student Vacation Policy**

Students who wish to take vacation or other time off must first check with the department's Education Coordinator so that the policies below and proper University documentation of earned vacation occur. Graduate students will be provided with two weeks of vacation per year. Students must coordinate and obtain approval from their major advisor/faculty mentor on vacation timing

and duration, and then seek approval from all principal investigators for research projects in which the student is engaged.

Students requesting a leave of greater than 2 weeks must submit a letter of request to the Graduate Program Committee (GPC) no less than 90 days in advance of the first day of leave. The letter should indicate the amount of time requested, the date range of the requested leave, why an extended period of time off is required. If the extended absence is for an internship, the student must include what he or she expects to gain from the internship in terms of career development/enhancement. All requests must also include documentation of approval from the student's primary advisor, and should be cleared with the PIs of all projects in which the student is involved. Stipends will not be extended due to extended time off. Time off in excess of two weeks will be without pay. Supervisors and/or Principal Investigators may, but are not obligated to accommodate scheduling changes to allow the student to make up time.

### **Family & Medical Leave**

Graduate students in good standing who need time off for caregiving of a newborn child can take a period of up to 12 weeks for a family leave of absence. The Department of Pharmacotherapy does not offer financial support to TA's, GA's, GF's and RA's on family leave. PIs and/or the Department have the option to accommodate schedules to allow the student to make-up time or agree to other agreements to lessen the financial impact for the student. It is the student's responsibility to talk with the Graduate Coordinator and make arrangements for taking family leave.

University policy prohibits discrimination against sex/gender which includes pregnant and parenting students and employees. State and federal laws, including Title IX of the Education Act, also prohibit discrimination based upon sex, including pregnancy and pregnancy-related conditions. If you believe you have been subject to discrimination, including having been denied an accommodation for a pregnancy or pregnancy-related condition, please discuss this with the Director of Graduate Studies and/or the Deputy Title IX Coordinator for your college. You may file a complaint with the OEO/AA (see <https://oeo.utah.edu/>).

### **Leaving the Program Early**

Students should contact the Chair of the GPC/Director of the Graduate Program in the department, as early as possible if they are considering leaving the graduate program. Once a decision has been made, the Education Coordinator and the Academic Program Manager will work with the student regarding necessary steps to provide administrative processing. The timing of a student's departure from the program impacts whether tuition must be reimbursed and eligibility for a degree. Reimbursement for tuition is delineated on the description of the Tuition Benefit Plan on the Graduate School website: Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration

falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.

Students will not earn and receive a PhD degree if the Graduate School and PCTH requirements have not been met when they leave the graduate program. As such, students are advised to discuss degree requirements with their Major Advisor and the GPC by requesting a special interview before they consider leaving the graduate program. The student should recognize that they would be required to re-apply should they wish to continue in the program and work on another advanced degree.

### **Changing Committee Chair & Committee Members**

When faculty leave the institution or when students seek a new research environment, the departmental Graduate Program Committee will make appropriate changes to a student's committee.

If a student does not have an advisor, the departmental Graduate Program Committee will appoint a committee which will review the student's progress and make recommendations for the student's path to graduation or termination from the program.

### **Time Limit to Degree**

Graduate School policy for Doctorate Degrees (<https://gradschool.utah.edu/graduate-catalog/degree-requirements>):

The time limit for completing a PhD degree is determined by individual departmental policy approved by the Graduate Council. Requests to exceed established time limits must be recommended by a candidate's Supervisory Committee and approved by the departmental Director of the Graduate Program and the Dean of the Graduate School. Students whose studies have been interrupted for long periods of time and who have been granted extended time to complete their degrees may be required to complete additional courses, to pass examinations, or otherwise to demonstrate that they are current in their field (see <https://regulations.utah.edu/academics/6-203.php>). Most departments require a seven-year time limit for their PhD students.

### **Graduate School Extension Petitions**

A petition for an extension of a graduate student career beyond the established time limits will consist of a formal letter of request to the Graduate Dean. The letter will demonstrate that the student is in good standing. Good standing requires that the student has a satisfactory GPA for graduation, formed a supervisory committee, that a program of study has been completed and approved by the faculty and directors of graduate studies/department chair, and that they have taken all required preliminary exams and dissertation proposal exams required by the department. These must be fully updated in Grad Tracking. The letter must demonstrate a firm

commitment by the department, research supervisor, and the student to complete the agreement, including any commitments for financial support, and must provide a demonstration that the proposed path to graduation is feasible. The letter will be accompanied by a written completion plan that is signed by the student, the research supervisor, and the director of graduate studies or department chair.

The completion plan lays out specific milestones leading to completion, and dates for the completion of the milestones. The milestones must include formal evaluation meetings with the Supervisory Committee at least once per semester (if a dissertation defense does not occur within the semester). Failure to complete the milestones by the specified deadline may result in the dismissal from the program (the Supervisory Committee would review such a situation and make a recommendation). The petition may request either a one-semester or two-semester extension. Further extensions will be considered for single semester extensions only, and any such request must provide a written update and a revised completion plan with updated milestones, dates, and signatures.

Formal letters of petition should be sent to [dean@gradschool.utah.edu](mailto:dean@gradschool.utah.edu).

## **Dismissal Policies & Procedures**

### **PCTH Dismissal Policy for the PhD Program**

Students will meet with an appointed advisor until their PI/Major Advisor for the dissertation is chosen. Biannual assessments of student performance and progress within the PhD program should be formally discussed. If any issues arise during the formal review that question students' ability to continue in the program, these issues will be discussed and documented during the review. After the review, the PI/Major Advisor will provide a summary of the review to the Graduate Program Committee (GPC), who may initiate the dismissal processes of a student from the PCTH PhD graduate program for failure to meet the academic requirements and/or for academic or professional misconduct. If concerns arise due to behavioral misconduct, these issues are adjudicated through the Dean of Students' Office. In any such event, the procedures outlined in the "Code of Student Rights and Responsibilities" shall be followed (see <http://regulations.utah.edu/academics/6-400.php>).

### **Academic Requirements:**

PCTH PhD students must remain in good academic standing with the Graduate School (GPA  $\geq$  3.0) or risk probation and/or dismissal. If the student is on probation from the Graduate School, one semester is allowed to increase the student's GPA before termination of the Tuition Benefit Program (<http://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>) and dismissal from the PCTH PhD program. In addition, students must pass each of the core PCTH courses with a C or higher unless a higher grade is required by the Major Advisor. If a student does not achieve the required grade in all PCTH core courses, only one additional opportunity is allowed for

remediation prior to dismissal from the PCTH program. The student will be informed during GPC interviews that there is a deficiency as delineated in the Department Policies and Procedures and the Code of Student Rights and Responsibilities. If such a situation is discussed during the GPC interview, the student, Major Advisor, and Department Chair will be notified in writing. If the situation is not remedied, the GPC Chair will provide a letter of notification that the student has not remedied the deficiency resulting in his/her termination. Students must promptly appeal to the GPC if they wish to continue in the program (deficiencies may be pointed out to the student in their interviews with their Major Advisor or in most cases even earlier). Dismissal from the PCTH program shall result in termination of graduate student funding.

Below is a list of common conditions which cause a student to be academically deficient within the PhD program.

- Failing the 2<sup>nd</sup> year-written qualifying exam twice.
- Failing the 2<sup>nd</sup> year oral exam twice.
- Failure to select a Dissertation Advisor/PI by the end of their second year (official policy is that students should have selected an advisor by the end of their first year).
- Failure to maintain a 3.0 grade point average (required by the Graduate School if the student wishes to continue to receive tuition benefit).
- Failure to schedule and pass their dissertation proposal defense by the end of their 4<sup>th</sup> year or the 3<sup>rd</sup> year for advanced standing students.
- Failure to conduct research at a level needed to complete a PhD. Also see the guidelines on the student/advisor relationship below.

#### PhD student termination of student-faculty research relationship:

Either the graduate student or the faculty advisor may terminate a student/advisor research relationship because of dissatisfaction. It is important that both parties respect the needs of the other. For PhD students, if a Dissertation Advisor or funding PI is dissatisfied with the research effort of a student, the Dissertation Advisor/PI should make every effort at an early stage of the dissatisfaction to communicate to the student concerns about the quality of research performance and document this communication. If deficiencies persist, the Dissertation Advisor/Funding PI should identify, in writing to the student, the unsatisfactory aspects of their research performance, and allow the student a reasonable time (at least 30 days from when a probationary letter is received by both the GPC Chair and student) to correct the deficiencies. A copy of this letter should be sent to the Chair of the GPC. If the deficiencies are corrected in the probationary period, the Dissertation Advisor/funding PI should notify the student in writing that s/he is no longer on probation (and a copy of the letter should be sent to the Chair of the GPC). If the research in question is the student's dissertation project, the dissertation Supervisory Committee should be notified, and a committee-wide assessment of the research project should be undertaken. If the dissertation advisory committee determines that there is a lack of research progress, this should be identified in Progress Reports provided to the GPC for discussion in interviews with the student as a noted deficiency that could lead to dismissal if it is not corrected

before the next GPC meeting. The Department of Pharmacotherapy follows University of Utah policies delineated in University Policy 6-309 for the termination of an educational trainee position (<https://regulations.utah.edu/academics/6-309.php>). If deficiencies persist at the end of the formal probationary period, it is the prerogative of the Dissertation Advisor to terminate the student-advisor research relationship. The procedure should be:

- a. To notify the student in writing (as well as the Supervisory Committee of dissertation research) reasons for the termination of the student-advisor/funding PI relationship, indicating a formal termination date at least 15 days after the date of the letter. A copy of the letter should be sent to the chair of the GPC and the Department Chair.
- b. If the student is being paid as a Research Assistant (RA) or Graduate Assistant (GA), the student will be given 15 days to remain on payroll in order to seek out a new Dissertation Advisor/PI, unless a new Dissertation Advisor/PI puts the student on payroll before the end of the 15 days.
- c. While Teaching Assistant (TA) positions are a rare exception in the PCTH PhD program, students holding TA positions are expected to perform competently and conscientiously in that role. TA's who fail to meet their responsibilities after notice of deficiencies and an opportunity to improve may be terminated from their TA position. If the student is paid as a TA, the department will continue the TA support until the end of the termination semester (contingent on TA duties being carried out conscientiously). TA's will receive periodic evaluations of their job performance, will be notified of any deficiencies, and will be monitored for improvement in job fulfillment.

A PhD student seeking to leave a research group should give the Dissertation Advisor/PI 30 days written notice outlining the reasons for leaving the group. During the 30-day period, any experimental work should be brought to a point where it can easily be passed on to a new person. All notebooks, data, and programming code should be returned to the Dissertation Advisor/PI before the student is put on another Dissertation Advisor/PI's payroll or within the 30-day notice period, whichever comes first.

When changing a PI/Advisor, the student must contact the Department Manager and the Chair of the GPC as early as possible before they make arrangements to leave a PI/Advisor. This is to ensure the student understands the potential liabilities of the transition, including issues obtaining a degree, tuition support, stipends, health insurance, and visa status. Faculty must provide their student with up to 4 weeks of financial support to facilitate their active search/transition to another PI/Advisor. The faculty must submit to the Department Manager and the Chair of the GPC an email detailing the length of support the parties have agreed upon. However, as soon as a new Dissertation Advisor/PI has agreed to take the student, the student and original PI/Advisor must contact the Department Manager to allow financial responsibility for student support needs to transfer from the original PI/Advisor to the new PI/Advisor. The student is ultimately responsible for ensuring all Graduate School and departmental requirements are met and forms



are submitted for the transition. As a matter of policy, the department does not provide stipend support for students as they rotate to find a PI/Advisor. Under rare circumstances, the department may consider such support, but this must involve discussions in advance with the Department Chair.

It is the student's responsibility to identify a PI/Advisor willing to advise and mentor the student during the pursuit of their PhD. If, after the termination of a student-faculty research relationship, the student is unable to identify a new faculty member willing to undertake this role, the student will be dismissed from the program. Upon dismissal, any remaining program funding to the student will cease.

## **Financial Support**

### **Teaching Assistant Responsibilities & Policies**

For Teaching Assistant responsibilities, tuition benefits and policies, Graduate School information can be found at: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

### **Research Assistant Responsibilities & Policies**

For Research Assistant responsibilities, tuition benefits and policies, Graduate School information can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

### **Graduate Assistant/Graduate Fellows Responsibilities & Policies**

For Graduate Assistant/Graduate Fellows responsibilities, deadlines, and procedures for assistants, if applicable, Graduate School information can be found here: <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

The Department of Pharmacotherapy provides a stipend to 1<sup>st</sup> year graduate students as Research Assistants. Subsequent years are funded by a faculty mentor. Regarding graduate education funding, a PhD student is paid as a research assistant 20 hours per week and receives a stipend for the first year, provided by the Department of Pharmacotherapy. Students need to find funding support the following years from a chosen major professor's research team.

### **National Conferences and Meetings**

Graduate students in good standing may be given time off to attend up to 2 US professional meetings or conferences while receiving stipend as a TA, RA, GA, or GF, and with approval from their Dissertation Committee chair and their funding PI(s). Because Department funding for meeting attendance is not guaranteed, it is the student's responsibility to work with their



Supervisory Committee chair and/or PI(s) to identify funding to assist them with the cost of attending the meeting.

## **Tuition Waivers**

Graduate School information on Tuition Benefits and relevant deadlines can be found at <https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines>.

## **Tuition Benefit Program and Tuition Differential**

Matriculated graduate teaching assistant (TA), a graduate research assistant (RA), a graduate assistant (GA), or a graduate fellow (GF) who satisfies all eligibility requirements, e.g., registration hours, financial support, service guidelines, etc. as set out in the Tuition Benefit Program (TBP) may qualify for tuition benefits under the general graduate tuition rate schedule. For complete and updated TBP information concerning guidelines, categories and requirements, view the following link to the Graduate School:

<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>

Students will be responsible to pay the tuition differential for courses that they take with a tuition rate schedule that exceeds the general graduate tuition rate schedule. Students adding and/or dropping courses after the semester's published add/drop deadlines are responsible for any and all charges incurred, including withdrawals. Tuition benefit will not pay for withdrawn credit hours, and if registration falls below nine credit hours at any time during the semester, a student becomes ineligible for TBP participation and will be billed the full tuition for that semester.

## **Student Health Insurance**

Graduate School information on insurance subsidy for students and relevant deadlines can be found at <https://gradschool.utah.edu/tbp/insurance-information>.

## **Health Insurance**

Graduate students serving as a TA, GA, GF, or RA and eligible for 100% TBP are provided with subsidized health insurance through the Graduate School as part of the TBP. The TBP pays 80% of the premium and the student is billed for the remaining 20%, or if funds are available, the department may pay the remaining 20%. More about the health insurance coverage is at [gradschool.utah.edu/tbp/insurance-information](https://gradschool.utah.edu/tbp/insurance-information).

## **Residency**

Information on Graduate School residency can be found at <https://gradschool.utah.edu/tbp/tuition-benefits-qa>.

To maintain TBP eligibility, all domestic nonresident students must apply for Utah residency upon completion of 40 graduate level semester credit hours at the University of Utah. Go to [admissions.utah.edu](https://admissions.utah.edu) for details on how to qualify and how to apply for residency reclassifications.

## **Other Financial Resources**

For information about Financial Aid and Scholarships, please contact the:

- University Office of Financial Aid and Scholarships  
( <https://financialaid.utah.edu/index.php>)
- University Graduate School Financial Assistance  
([graduate school financial assistance](https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/))
- University Graduate School Tuition Benefit Program.  
(<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>)
- Personal Money Management Center  
(<https://gradschool.utah.edu/tbp/tuition-benefit-program-guidelines/>)
- Pivot  
(<https://osp.utah.edu/news/pivot.php>)
- Feed-U Pantry  
(<https://union.utah.edu/resources-spaces/feed-u-pantry/hours-about-us>)

## **Student & Faculty Code**

### **Graduate School Code of Conduct**

The Graduate School is committed to fostering excellence in our community of scholars and leaders. We recognize that diverse and inclusive teams are most likely to produce creative and impactful scholarship and are eager to ensure that each member of our academic community is respected and valued for their unique contributions. This Code of Conduct upholds the Graduate School's commitment to conduct graduate and postdoctoral education according to the highest ethical and professional standard in compliance with all applicable University, state, and federal regulations.

The Graduate School is committed to providing a safe, harassment-free and discrimination-free environment for everyone. Harassment includes offensive comments or denigrating jokes related to nationality, gender, sexual orientation, disability, age, physical appearance, body size, race, religion, or veterans' status, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, unwelcome sexual attention, and harassment through social media.

All University faculty, staff, and students are expected to comply with the applicable anti-harassment, anti-discrimination, and scientific and professional ethics laws and policies in effect at the University of Utah and at the institutions where they may be visiting.

Members of the University of Utah community who wish to report a violation of this Code of Conduct are encouraged to speak to or contact the appropriate administrator or Dean, including the Department Chair or Director of Graduate Studies of their academic program, the Dean of the Graduate School (David Kieda) and/or Associate/Assistant Deans of the Graduate School (Katie Ullman, Amy Barrios, Araceli Frias), or the University's Title IX coordinator (Sherrie Hayashi).

Visitors, including participants at any University or Graduate School sponsored events, are expected to comply with these same standards, as well as to policies at their place of employment. In addition to any applicable reporting requirements at their home site, visitors are encouraged to report violations here as above.

### **Student and Faculty Code of Conduct**

Graduate students are expected to display professional and ethical conduct according to the University policy 6-400: Code of Student Rights and Responsibilities or "Student Code" (see <http://regulations.utah.edu/academics/6-400.php>). Failure to adhere to the Code of Student Rights and Responsibilities practices may result in disciplinary action and possible dismissal from the program.

The Faculty Code of Rights and Responsibilities are located at Policy 6-316: Code of Faculty Rights and Responsibilities (see <https://regulations.utah.edu/academics/6-316.php#:~:text=Faculty%20members%20have%20the%20right,faculty%20member%20or%20the%20university.> ).

Policy 5-1-020: Required Professional Boundaries in Relationships (see <https://regulations.utah.edu/general/1-020.php>).

Other Applicable Federal and State of Utah policies which underpin those of the University of Utah and this handbook are the following:

1. "18 U.S.C. § 2510: Electronic Communications Privacy Act
2. Utah Code Ann. § 76-6-703: Utah Computer Crimes Act
3. Utah Code Ann. § 76-10-1801: Communications Fraud
4. Utah Code Ann § 63-2-101 et seq.: Government Records Access and Management Act (GRAMA)
5. Federal FERPA Act
6. Federal Sarbanes-Oxley

## Informal Dispute Resolution

Students should be encouraged to go to the departmental DoGS for conflict resolution, if appropriate. Students are also welcome to make an appointment with one of the Graduate School deans to voice complaints or concerns (can be requested through [info@gradschool.utah.edu](mailto:info@gradschool.utah.edu) or by calling 801.585.5529).

The University Ombudsman's Office, which provides dispute resolution, resources, and the potential for mediation, is also a resource. See <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman> for more information.

## Formal Dispute Resolution

University procedures for students wanting to resolve disputes: Policy 6-400 covers the process of Academic Appeal (see <https://regulations.utah.edu/academics/6-400.php>).

## Title IX

Contact information for representatives for the Office of Equal Opportunity and Affirmative Action/Title IX Coordinator for the University can be found at <https://oeo.utah.edu/contact-us> or from the local College representative. Information on Title IX can be found at <https://sexualassault.utah.edu/reporting/title-ix-on-campus-reporting>.

Title IX is a federal law that prohibits sex discrimination against all genders in educational institutions. Schools are required to ensure that campuses are free of sex discrimination and have an established procedure for handling complaints. The University of Utah has a Title IX coordinator to handle complaints of sex discrimination, including complaints of sexual assault and harassment:

Sherrie Hayashi, Title IX Coordinator  
Office of Equal Opportunity and Affirmative Action/Title IX  
Park Building, Room 135  
801-581-8365  
[sherrie.hayashi@utah.edu](mailto:sherrie.hayashi@utah.edu)

Shawna Webster, College of Pharmacy/Title IX Coordinator  
Associate Director of Student Services  
801.585.1848  
[shawna.webster@pharm.utah.edu](mailto:shawna.webster@pharm.utah.edu)

## Important Links/Forms/Information Resources

### Student Safety

Your safety is our top priority. In an emergency, dial 911 or seek a nearby emergency phone (throughout campus). Report any crimes or suspicious people to 801-585-COPS; this number will get you to a dispatch officer at the University of Utah Department of Public Safety: <https://dps.utah.edu>. If at any time, you would like to be escorted by a security officer to or from areas on campus, DPS will help — just give a call.

The University of Utah seeks to provide a safe and healthy experience for students, employees, and others who make use of campus facilities. In support of this goal, the University has established confidential resources and support services to assist students who may have been affected by harassment, abusive relationships, or sexual misconduct. A detailed listing of University Resources for campus safety can be found at <https://registrar.utah.edu/handbook/campussafety.php>.

Your well-being is key to your personal safety. If you are in crisis, call 801-587-3000; help is close.

The university has additional excellent resources to promote emotional and physical wellness, including the Counseling Center: <https://counselingcenter.utah.edu>, the Wellness Center: <https://wellness.utah.edu>, and the Women's Resource Center: <https://womenscenter.utah.edu>. Counselors and advocates in these centers can help guide you to other resources to address a range of issues, including substance abuse and addiction.

We value the safety of all campus community members. You will receive important emergency alerts and safety messages regarding campus safety via text messages. For more information regarding safety and to view available training resources, including helpful videos, visit <https://safeu.utah.edu/>.

### Safety Resources

University Police: <https://dps.utah.edu>

Phone: 911 or 801.585.2677

*Emergency services*

Crisis Line (24/7): <https://healthcare.utah.edu/uni/programs/crisis-diversion.php>

Phone: 801.587.300

*For crisis intervention, emotional support, and mental health needs*

Suicide Prevention Hotline – Utah: <http://www.suicide.org/hotlines/utah-suicide-hotlines.html>

Crisis Prevention – SafeUT Smartphone App: <https://www.uofuhealth.org/safeut>  
*Free 24/7 access to counselors for crisis prevention and emotional support*

University Counseling Center: <https://counselingcenter.utah.edu>  
Room 246, Student Services Building (SSB)  
Phone: 801.581.6826

Sexual Assault Victim Advocacy: <https://advocate.wellness.utah.edu>  
Room 328, Student Services Building (SSB)  
Phone: 801.581.7779

Student Health Center: <https://studenthealth.utah.edu/services>  
Madsen Health Center, 555 Foothill Drive  
Phone: 801.581.6431

Women's Resource Center: <https://womenscenter.utah.edu>  
Room 411, Olpin Union Building

The Office of the Dean of Students: <http://deanofstudents.utah.edu>  
Room 270, Olpin Union Building



## Occupational Safety

The Occupational and Environmental Health and Safety office on campus is available to help promote, create and maintain a safe and healthful campus environment. It is available to help interpret national, state and local regulations related to occupational and environmental health and safety. It provides guidance and support to the University of Utah operations and advises Senior Administration on business aspects of occupational and environmental health and safety. For contact and resource information, please visit <https://oehs.utah.edu>.

## Reporting Safety Issues

To report any safety issues relating to laboratories, offices, and other working spaces, students have the following departmental, college and university-level resources to contact:

- Dr. Dan Malone, Director of the Graduate Program
- Dr. Dan Witt, Chair, Department of Pharmacotherapy
- Tiffany O'Bonnon, Administrative Assistant, Department of Pharmacotherapy
- Terri Elder-Hale, Academic Program Manager
- Shawn Webster, Associate Director of Student Services
- Judy Babbitt, Administrative Officer in the Dean's Office
- Dr. David Kieda, Dean of the Graduate School



## Policies, Regulations & Best Practices

The University of Utah's [irb.utah.edu](http://irb.utah.edu) site provides the following information on Human Subject Research Training:

The University of Utah Human Research Protections Program (HRPP) offers several resources for investigators, staff, and board members who want to learn more about the ethical conduct of research and associated requirements at our institution. The HRPP conducts many training activities throughout the year. If you are interested in attending one of these sessions or would like to address a specific topic please contact us via email or telephone (801) 581-3655.

### Human Subject Research Training

University of Utah investigators and study staff who conduct human subject research must complete the following training initiative before the IRB will approve a project(s):

- Collaborate IRB Training Initiative (CITI). For more information about CITI training, see the Collaborate IRB Training [CITI section](#) below.
- VA modules or University of Utah modules, as applicable
- An accepted GCP training, as applicable (see <https://irb.utah.edu/training/#d6e392-2>).
- SIRB training, as applicable (see <https://irb.utah.edu/training/#d6e392-3>).

For more information, see <https://irb.utah.edu/training/#d6e392-1>.

### Collaborative IRB Training Initiative (CITI)

The University of Miami Collaborative IRB Training Initiative is an interactive set of modules designed to improve knowledge of the Common Rule, HIPAA Privacy Rule, and Good Clinical Practices for individuals involved in human subjects research.

For all researchers and study staff, the University of Utah will honor a valid training certificate for **three (3) years** from the date of completion. After three years, training will need to be repeated.

**Please Note:** The IRB will not waive the training requirements for those who have viewed the NIH training video or NIH web training.

### Completing the Training

Please go to [www.citiprogram.org](http://www.citiprogram.org) to register. **Please Note:** Registering for the CITI Training does not create your account with the ERICA System - you must do this separately. For instructions on how to register with the ERICA System, please read the log in instructions on ERICA's login page at <https://erica.research.utah.edu>.

Select your institution or organization as follows:

- If you plan to conduct research at the University of Utah, Primary Children's Hospital, or Shriners please indicate "University of Utah" under the "All Others" section.
- If you plan to conduct research at the VA, please select "Salt Lake City, UT 660." This option will meet VA requirements for annual training. Any researcher can complete the VA training for a review or introduction to Good Clinical Practices.

The self-registration page will ask you which course you plan to take. Please choose the course most appropriate for the type of research you conduct. IRB members and IRB staff must complete the Social & Behavioral **and** Biomedical courses.

- **Group 1 Biomedical.** This is for everyone inside the covered entity that will work with medical studies, and/or that will use protected health information (PHI); or
- **Group 2 Social/Behavioral.** This is for Main Campus personnel who are not working with protected health information (PHI).

#### Accessing your CITI Training Completion Certificate

You can access your CITI Training Completion Certificate from the CITI program website or from ERICA.

From the CITI website:

1. Log onto CITI Program ([www.citiprogram.org](http://www.citiprogram.org)).
2. Click on "University of Utah Courses" in the Main Menu.
3. Click on "View Previously Completed Coursework".

You will see the list of all the courses you completed at least in the last 5 years. You can print or save any certificate by clicking on "View" under "Completion Report".

From ERICA:

This option is only available if you have previously sent the IRB a copy of your certificate. The IRB saves all copies of your certificates in ERICA, which can be accessed as follows.

1. Log onto ERICA.
2. Click on your name (top right corner of the page).
3. In the "Select View" drop-down menu, select "Certifications".
4. You should be able to see the date you completed your training. You may download your certificates under "Attachments".

ERICA users can also access training reports in ERICA for any individual with an ERICA account. The training reports will confirm the last training completion date that the IRB has on file for all the training options required and accepted by the IRB. The ERICA system does not provide access to training completion certificates as part of this report.

To access these reports, log into ERICA and follow these instructions:

1. Click on the IRB tab.
2. Click on Training Reports in the sub-menu.
3. Search for any individual by first or last name.

### **RATS Courses**

The University provides Research Administration Training Series on a variety of research subjects which may be helpful, interesting and important to you in your research. These are offered through the Office of the Vice-President for Research. FBS recommends these courses for those involved in research. Information about RATS courses can be found at <https://fbs.admin.utah.edu/training/training-rats>.

### **IRB (Institutional Review Board)**

The IRB is charged with the review of all research projects that involve humans to ensure they comply with local, state, and federal laws, as well as the high ethical standards set forth in University policy. Any students working with human subjects in their research-should be familiar with and compliant to IRB rules. More information can be found at <https://irb.utah.edu>.

### **Research Misconduct**

The University of Utah seeks to maintain the highest professional standards in the conduct of research. It is the aim of this graduate program to fully support the highest standards of professional conduct as outlined by the University. Information about the parameters and consequences of research misconduct can be found at <https://research.utah.edu/integrity>.

### **Intellectual Property Policies**

Intellectual property policies guiding student work and ethical behavior can be found at <https://tvc.utah.edu/inventor-resources/inventors-guide>.

### **Policies, Regulations, and Best Practices for the Pharmacotherapy Graduate Studies programs and University of Utah Students and Faculty**

The following links point to the sites dealing with the University of Utah Policies. Included are the descriptions and purposes of the policy for convenience to the reader. Use the URLs for the policies to read and understand the complete policies. Much of the HIPAA and related Federal, state, and local institutional policies are covered in the CITI training required of students, faculty, staff, and others (e.g., visitors, guests, etc. who use University of Utah resources).

- **Policy 4-001: University Institutional Data Management Policy**  
(see <http://www.regulations.utah.edu/it/4-001.html>)

#### Purpose and Scope

This policy applies to those official and/or authoritative data that are critical to the administration of the University, regardless of whether the data are used or maintained by administrative, health sciences, patient care, or academic units. While these data may reside in different database management systems and on different machines, in aggregate they may be thought of as Institutional Data. This Policy does not apply to data acquired or maintained by University personnel primarily for purposes of conducting academic research, and reference should be made to other University Policies regarding maintenance and use of such data, including those in Part 7 of the University Policies.

This policy describes general principles of management, security, and access that should be applied in order to maintain the value and guarantee effective use of Institutional Data and Information.”

- **Policy 4-002: Information Resources Policy**  
(see <http://www.regulations.utah.edu/it/4-002.html>)

#### Purpose

Outlines the “university’s policies for students, faculty and staff concerning the use of the University’s computing and communication facilities, including those dealing with voice, data, and video. This policy governs all activities involving the University’s computing facilities and information resources, including electronically or magnetically stored information. Every user of these systems is required to know and follow this policy.”

- **Policy 6-400: Code of Student Rights and Responsibilities) (“Student Code”**  
(see <http://www.regulations.utah.edu/academics/6-400.html>)

#### General Provisions

The Code of Student Rights and Responsibilities has seven parts: General Provisions and Definitions, Student Bill of Rights, Student Behavior, Student Academic

Performance, Student Academic Conduct, Student Professional and Ethical Conduct, and Student Records.

The mission of the University of Utah is to educate the individual and to discover, refine and disseminate knowledge. The University supports the intellectual, personal, social and ethical development of members of the University community. These goals can best be achieved in an open and supportive environment that encourages reasoned discourse, honesty, and respect for the rights of all individuals. Students at the University of Utah are encouraged to exercise personal responsibility and self-discipline and engage in the rigors of discovery and scholarship.

Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility. Integrity, autonomy, justice, respect and responsibility represent the basis for the rights and responsibilities that follow. Participation in the University of Utah community obligates each member to follow a code of civilized behavior.

The purposes of the Code of Student Rights and Responsibilities are to set forth the specific authority and responsibility of the University to maintain social discipline, to establish guidelines that facilitate a just and civil campus community, and to outline the educational process for determining student and student organization responsibility for alleged violations of University regulations. University policies have been designed to protect individuals and the campus community and create an environment conducive to achieving the academic mission of the institution. The University encourages informal resolution of problems, and students are urged to discuss their concerns with the involved faculty member, department chair, dean of the college or dean of students. Informal resolution of problems by mutual consent of all parties is highly desired and is appropriate at any time.”

## Student Access to Physical Resources

### University Resources

#### University ID Card

University card information: <https://ucard.utah.edu>

#### TRAX Pass

UTA University pass: <https://commuterservices.utah.edu/mass-transit>

TRAX Schedules & Maps: <https://www.rideuta.com/Rider-Tools/Schedules-and-Maps>

#### Wireless Connections

Onboard to Utah wireless: [https://onboard.utah.edu/enroll/uofu/prod\\_3/process](https://onboard.utah.edu/enroll/uofu/prod_3/process)

#### Software

Grammarly Access: <https://gradschool.utah.edu/grammarly>

New Student Guide to Digital Resources: [https://it.utah.edu/help/it\\_guides/new\\_student\\_guide.php](https://it.utah.edu/help/it_guides/new_student_guide.php)

#### Hardware

University Bookstore: <https://www.campusstore.utah.edu/utah/home>

Surplus & Salvage: <https://fbs.admin.utah.edu/surplus/>

#### Paychecks & Direct Deposit

HR Paycheck Information: <https://www.hr.utah.edu/payroll/paycheck.php>

#### Housing

Graduate Student Housing Resources & Options: <https://housingoptions.utah.edu/graduate-housing/>

#### Meals & Food

Utah Meal Plans: <https://housing.utah.edu/dining>

#### Arts & Entertainment

Arts Pass: <https://www.finearts.utah.edu/arts-pass>

## **Student Awards/Fellowships/Scholarship Opportunities**

### **College/University Fellowships and Awards**

A list of the graduate school awards can be found at <https://gradschool.utah.edu/tbp/>. Students can also check Union Scholarships/Awards, as many of these are applicable to graduate students (see <https://union.utah.edu/union-scholarships>).

### **External Fellowship & Award Opportunities**

A list of external fellowships is available at <https://gradschool.utah.edu/tbp/external-opportunities>. Students also have access to Pivot, a new tool for finding foundation funding (see <https://osp.utah.edu/news/pivot.php>).

### **Student Travel Assistance**

Information on student conference travel assistance or awards offered through the Graduate School. The Graduate Student Travel Assistance Award (GSTAA) and the Early Career Professional Development Program (ECPDP) can be found at <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>.

### **Graduate School Resources**

Helpful graduate events/workshop information resources are listed below:

Event & Workshop Calendar: <https://gradschool.utah.edu/events-calendar>

Events & Workshops Description: <https://gradschool.utah.edu/upcoming-events>

### **Departmental Resources/Events**

#### **Western Pharmacoeconomics & Outcomes Research Conference**

This event is held every 2 years at a western-based program. It is an opportunity to attend and participate in a conference in "optimizing health care through health economics and outcomes research" (WPOR).

For more information, contact Diana Brixner, RPh, PhD at [diana.brixner@utah.edu](mailto:diana.brixner@utah.edu).



## Other Resources

### Administrative & Records

Graduate Records Office: <https://gradschool.utah.edu/graduate-catalog/graduate-records-office>

Electronic Graduate Record File: <https://gradschool.utah.edu/current-students/electronic-graduate-record-file-tutorial>

### Awards & Fellowships

Graduate Fellowship Opportunities: <https://gradschool.utah.edu/tbp/graduate-fellowship-opportunities>

Graduate Student Travel Assistance Award: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Early Career Professional Development Program: <https://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award>

Thesis & Dissertation Awards: <https://gradschool.utah.edu/current-students/awards>

### Advocacy

Graduate School Diversity Office: <https://gradschool.utah.edu/diversity>

Graduate School Dean: [dean@gradschool.utah.edu](mailto:dean@gradschool.utah.edu)

### Training & Workshop Programs

International Teaching Assistant Program (ITAP): <https://gradschool.utah.edu/ita>

Three Minute Thesis Training & Competition: <https://gradschool.utah.edu/3MT>

Past Workshops & Trainings: <https://gradschool.utah.edu/resource-library/workshops-videos>

Research Communication: <https://gradschool.utah.edu/science-communication/>

### Writing & Manuscript Editing

Thesis Office: <https://gradschool.utah.edu/thesis>

Grammarly: <https://gradschool.utah.edu/grammarly>

## University Resources

### Graduate Writing Center & Graduate Student Reading Room

More information: <https://writingcenter.utah.edu/grad-student-services.php>. The Graduate Writing Center is located in the Marriott Library in the Graduate Student Reading Room. To access the Reading Room, students must fill out a Graduate Resources Access Form, found at <https://lib.utah.edu/services/education/gradstudents.php>. eTutoring for Graduate Writing is also available. Students can sign up for this service at <https://writingcenter.utah.edu/graduate-services/e-tutoring.php>

### University Libraries

In addition to the research offerings, the Marriott Library has events and programs specifically for graduate students. Check <https://lib.utah.edu/services/education/gradstudents.php> for schedules and more information.

### Professional Development

Career & Professional Development Center Graduate Student Career Coaching:

<https://utah.craniumcafe.com/group/graduate-student-career-coaching>

Graduate Student Teaching Training from Center for Teaching & Learning Excellence:

[https://ctle.utah.edu/events/ctle\\_events.php](https://ctle.utah.edu/events/ctle_events.php)

Higher Education Teaching Specialist Program: <https://ctle.utah.edu/hets>

### Student Health, Wellness, & Recreation

Student Health Center: <https://studenthealth.utah.edu>

University Counseling Center (including Mindfulness Center): <https://counselingcenter.utah.edu>

Center for Student Wellness: <https://wellness.utah.edu>

Campus Recreation Services: <https://campusrec.utah.edu>

### Leadership & Dispute Resources

Dean of Students Office: <https://deanofstudents.utah.edu>

Faculty Ombudsman: <https://academic-affairs.utah.edu/office-for-faculty/facultyombudsman>

Graduate School: <https://gradschool.utah.edu/contact-us>

### Support Groups & Services

Center for Disability & Access: <https://disability.utah.edu>

Office of Equal Opportunity, Affirmative Action, and Title IX: <https://oeo.utah.edu>

Office for Equity & Diversity: <https://diversity.utah.edu>

International Student & Scholar Services: <https://ic.utah.edu>

LGBT Resource Center: <https://lgbt.utah.edu>

Veteran's Support Center: <https://veteranscenter.utah.edu>

Women's Resource Center: <https://womenscenter.utah.edu>

## **Departmental Listings**

### **Department Faculty**

Diana I. Brixner, RPh, PhD  
Executive Director of PORC, Professor

Joseph E. Biskupiak, PhD, MBA  
Director of PORC, Research Faculty

Nathorn (Nui) Chaikunapruk  
Professor, PharmD, PhD

Joanne Lafleur  
Associate Professor, PharmD, MSPH

Dan Malone  
Professor, RPh, PhD, FAMCP

Kibum Kim, BPharm, PhD  
Research Assistant Professor

### **Emeritus Faculty**

Gary M. Oderda, PharmD, MPH  
Director of Utah Medicaid Drug Regimen  
Review Center, Professor

Laura Shane-McWhorter, PharmD, BCPS,  
FASCP, CDE, BC-ADM  
Professor (Clinical)

### **Department Staff**

Hillevi Bauer, BPharm, Research Associate/PORC

Jonathan Llenares, Program Manager/PORC

Linda O'Connor, MRE, Education Coordinator

Stacey Slager, MS, Grants/Contracts Officer/PORC

## Graduate Students

Andy Chhibber  
Graduate Assistant  
Email: [Anindit.Chhibber@pharm.utah.edu](mailto:Anindit.Chhibber@pharm.utah.edu)  
Phone: 801.585.5317

Aditi Kharat  
Graduate Assistant  
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Phone: 801.585.5317

Kendra Lawrence  
Graduate Assistant  
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Sakil Syeed  
Graduate Research Assistant  
Email: [Sakil.syeed@utah.edu](mailto:Sakil.syeed@utah.edu)  
Phone: 801.585.5317

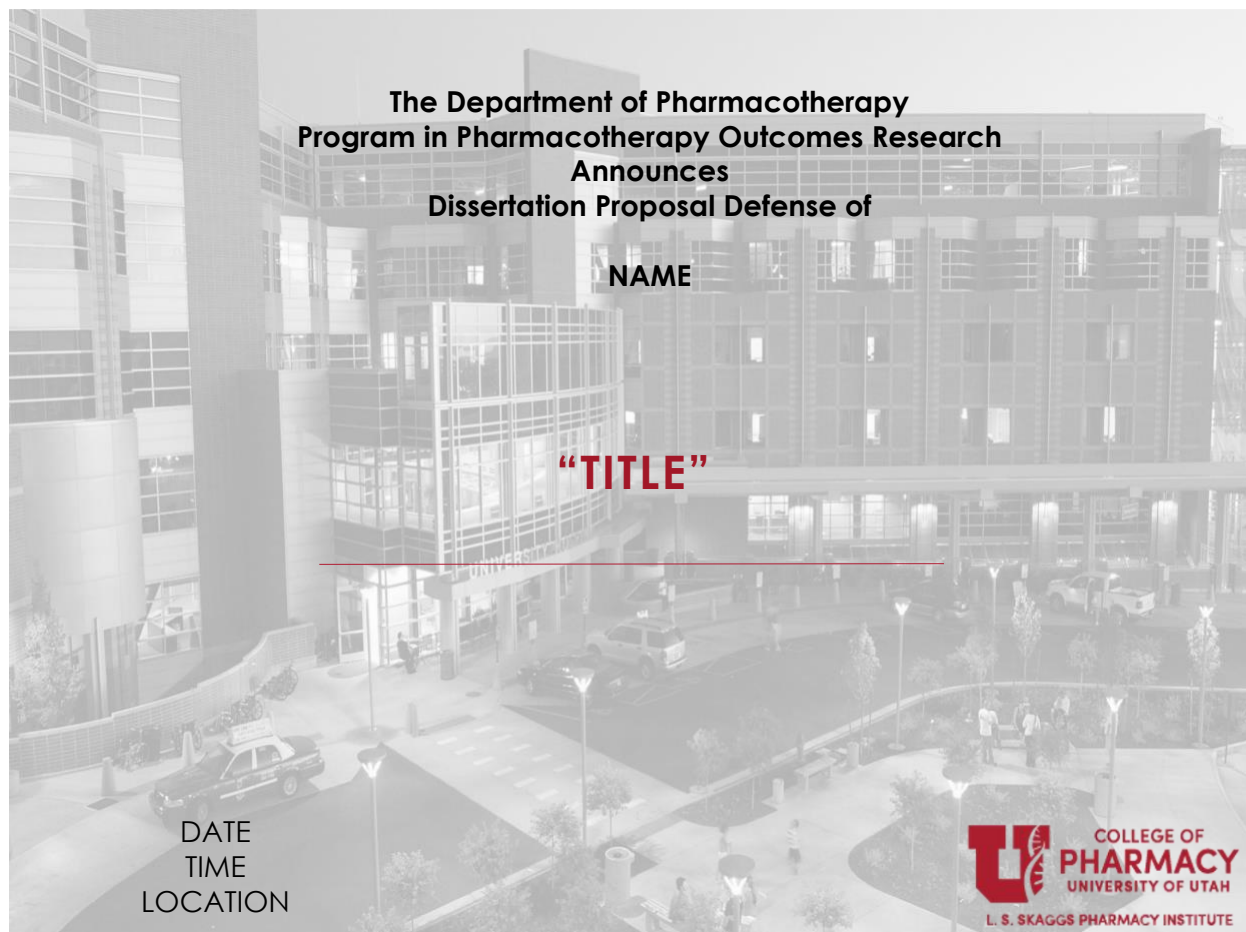
## Fellows

Tavan Parker  
[Tavan.parker@pharm.utah.edu](mailto:Tavan.parker@pharm.utah.edu)

Alex Watanabe  
[Alexander.watanabe@pharm.utah.edu](mailto:Alexander.watanabe@pharm.utah.edu)



## Appendix 1: PhD Final Dissertation Oral Defense Public Flyer Sample



## **Appendix 2: Outline for PhD Dissertation Report**

- I. Executive Summary
- II. Background Methods and Results
- III. Discussion
- IV. Conclusions
- V. Future Research Goal



## Appendix 3: PhD Student Timeline Checklist

### PhD Student Timeline and Education Coordinator Checklist

Student Name: \_\_\_\_\_  
Student Unid: \_\_\_\_\_  
Semester Entered Program: \_\_\_\_\_  
Semester of Graduation: \_\_\_\_\_

Track all information regarding progression of timeline events for each PhD student:

#### When student enters the program:

- ☐ Create UBox folder for each PhD student & pertinent information Date: \_\_\_\_\_
- ☐ Date/semester student entered program Date: \_\_\_\_\_
- ☐ Student started as Graduate Assistant/code 9030\* Date: \_\_\_\_\_

#### End of Second Year in program:

- ☐ Date and name of PI/Advisor selected Date: \_\_\_\_\_
- ☐ Supervisory Committee selected w/committee unid information Date: \_\_\_\_\_
- ☐ Committee names & unids to Academic Program Manager Date: \_\_\_\_\_
- ☐ If needed, paperwork for Petition for any committee members Date: \_\_\_\_\_
- ☐ Date of Qualifying Written Exam Date: \_\_\_\_\_
- ☐ Date of confirmation Qualifying Written Exam has been passed Date: \_\_\_\_\_
- ☐ Date student met w/Academic Program Mgr to schedule Proposal Date: \_\_\_\_\_
- ☐ Date of Dissertation Proposal/Qualifying Oral Exam Date: \_\_\_\_\_
- ☐ Date Proposal was officially accepted/approved by committee Date: \_\_\_\_\_
- ☐ Date Chair of Supervisory Committee inputs approval into CIS Date: \_\_\_\_\_

#### 3<sup>rd</sup> and 4<sup>th</sup> Years/Writing of the Dissertation/research/seminar:

- ☐ Date student submitted Written Dissertation draft to PI/Advisor Date: \_\_\_\_\_
- ☐ Date Written Dissertation draft submitted to Supervisory Comm. Date: \_\_\_\_\_
- ☐ Date Written Dissertation is accepted by Supervisory Committee Date: \_\_\_\_\_  
(revisions completed)

#### 4 Weeks Prior to Final Dissertation Oral Defense:

- ☐ Date student met with Academic Program Manager to schedule Date: \_\_\_\_\_  
Final Dissertation Oral Defense
- ☐ Date student provided Academic Program Manager and PI with Date: \_\_\_\_\_  
the following information:
  - Title

- Abstract
- Short bio
- Date
- Time
- Location
- Photo
- ☐ Date electronic announcement posted on CoP and Hospital Date: \_\_\_\_\_  
electronic boards by Academic Program Manager

### **3 Weeks Prior to Final Dissertation Oral Defense:**

- ☐ Date student provided rest of the Supervisory Committee with Date: \_\_\_\_\_  
printed copies of the final written dissertation
- ☐ Date of Final Dissertation Oral Defense Date: \_\_\_\_\_
- ☐ Date of official decision by Supervisory Committee Date: \_\_\_\_\_

### **One Month after Full Approval of the Written Dissertation**

- ☐ Date student discussed Application for Graduate Degree with Date: \_\_\_\_\_  
Supervisory Committee and Academic Program Manager

### **One Semester Prior to Graduation:**

- ☐ Date student submitted Application for Graduate Degree form Date: \_\_\_\_\_  
to Registrar's Office\*\*
- ☐ Date student submitted Written Dissertation to ProQuest Date: \_\_\_\_\_
- ☐ Date ProQuest notified Graduate Office it is accepted Date: \_\_\_\_\_
- ☐ Date ProQuest published dissertation Date: \_\_\_\_\_

\*Graduate Assistant/code 9030 is paid by department; not yet funded by an advisor with a grant to support them.

Research Assistant/code 9314 is after student has an Advisor with a grant to support them.

\*\*Application is due in the Graduate Records Office one semester before graduation and no earlier than one year before graduation.

## Appendix 4: Graduate Program Committee Members



### **Diana Brixner**

**Professor of Pharmacotherapy;**  
**Executive Director, Pharmacotherapy Outcomes Research Center;**  
**Adjunct Professor, Department of Population Health Sciences;**  
**Adjunct Professor, Department of Pediatrics, Division of Clinical Pharmacology;**  
**Associate Member, Huntsman Cancer Institute Cancer Control and Population Sciences;**  
**Member, Center for Genomic Medicine;**  
**Past President, Academy of Managed Care Pharmacy (AMCP);**  
**Past President, International Society of Pharmacoeconomics and Outcomes Research (ISPOR);**

**Email:** [diana.brixner@utah.edu](mailto:diana.brixner@utah.edu)

**Website:** <https://pharmacy.utah.edu/pharmacotherapy/faculty/brixner.php>  
<https://www.ncbi.nlm.nih.gov/pubmed/?term=Brixner+D>

### **Education & Training:**

- B.S., 1982, University of Rhode Island, Pharmacy
- Ph.D., 1987, University of Utah, Medicinal Chemistry

### **Research Interests:**

Currently, I am a Professor in the Department of Pharmacotherapy, Adjunct Professor in the Department of Population Health Sciences and Pediatrics in the Divisions of Health Systems Innovation Research and Clinical Pharmacology and Executive Director of the Pharmacotherapy Outcomes Research Center at the University of Utah. My research focus is on the design, conduct, and communication of pharmacoeconomic and outcomes research studies to demonstrate the value of pharmaceutical and related therapies from the perspective of the private and public payer. I am also a Research Associate at the Institute of Public Health, Medical Decision Making and Health Technology Assessment in the Department of Public Health and Health Technology Assessment at UMIT - University for Health Sciences, Medical Informatics and Technology in

Hall i.T., Austria. This appointment supports my international collaborations in oncology research, personalized medicine and value assessment. During my career, I have published over 150 articles in peer-reviewed journals, authored three book chapters, have one issued patent, and have been an invited speaker at a variety of national and international professional meetings. I am a founding member, served on the Executive Board, as well as the Health Policy and Science Council and am a past president of the International Society of Pharmacoeconomics and Outcomes Research (ISPOR). In addition, I am a long-standing member and past president of the Academy of Managed Care Pharmacy (AMCP), currently serve as a Director on the Board of the AMCP Biologics & Biosimilars Collective Intelligence Consortium (BBCIC), and have been named as a fellow of the Academy.



**Joseph Biskupiak**

**Research Professor of Pharmacotherapy;  
Director, Pharmacotherapy Outcomes Research Center;**

**Email:** [joseph.biskupiak@pharm.utah.edu](mailto:joseph.biskupiak@pharm.utah.edu)

**Website:** <https://pharmacy.utah.edu/pharmacotherapy/faculty/biskupiak.php>

**Education & Training:**

- B.S., 1979, University of Connecticut, Chemistry
- M.B.A., 1995, Seattle University
- Ph.D., 1985, University of Utah, Medicinal Chemistry

**Research Interests:**

- Outcomes research
- Health services research
- US health care delivery system



**Nathorn Nui Chaiyakunapruk**  
**Professor of Pharmacotherapy**

**Email:** [nathorn.chaiyakunapruk@utah.edu](mailto:nathorn.chaiyakunapruk@utah.edu)

**Website:** <https://pharmacy.utah.edu/pharmacotherapy/faculty/nathorn-chaiyakunapruk.php>

**Education & Training:**

- B.S in Pharm Sciences, 1994, Chulalongkorn University, Thailand
- Pharm.D., 1997, University of Wisconsin, Madison,
- Ph.D., 2001, University of Washington, Seattle, Pharmaceutical Outcomes Research and Policy

**Research Interests:**

Dr. Chaiyakunapruk's expertise is in Health Technology Assessment. He has applied several HTA methodologies (Health Economics, Real World Data Analysis, and Evidence Synthesis: systematic review and classical/network meta-analysis) to support national and global policy, especially his contributions to the World Health Organization. Dr. Chaiyakunapruk's current research is in investigating roles of microbiome and treatment options for Non-alcoholic fatty liver disease (NAFLD) and associated economic implications. Other research interests include economic burden and outcomes of herpes simplex and zoster infection, cannabis use and risk of cardiovascular diseases, and association of microbiome and Alzheimer's disease.



**Joanne LaFleur**

**Associate Professor of Pharmacotherapy**

**Email:** [joanne.lafleur@pharm.utah.edu](mailto:joanne.lafleur@pharm.utah.edu)

**Website:** <https://pharmacy.utah.edu/pharmacotherapy/faculty/lafleur.php>

**Education & Training:**

- B.S., 2001, University of Utah, Salt Lake City, UT, Pharmacy Practice
- Pharm.D., 2003, University of Utah, Salt Lake City, UT, Pharmacy Practice
- M.S.P.H., 2005, University of Utah, Salt Lake City, UT, Public Health

**Research Interests:**

- Pharmacoeconomics Outcomes research
- Patient adherence and persistence
- Medicaid and public health policy
- Chronic pain syndromes
- Primary and secondary prevention of cardiovascular disease
- Risk factors for osteoporotic fracture





## **Daniel Malone**

**Professor of Pharmacotherapy; Director, Graduate Program, Department of Pharmacotherapy; Chair, Graduate Program Committee**

**Email:** [dan.malone@utah.edu](mailto:dan.malone@utah.edu)

**Website:** <https://pharmacy.utah.edu/pharmacotherapy/faculty/malone.php>

### **Education & Training:**

- B.S., 1987, University of Colorado Health Sciences (Pharmacy)
- M.S., 1990, University of Texas, Austin, TX (Social and Administrative Pharmacy)
- Ph.D., 1993, University of Texas, Austin TX (Social and Administrative Pharmacy)

### **Research Interests:**

Dr. Malone's research interests broadly include health economics and outcomes research, with a specific focus in drug safety and reducing adverse drug events. In addition, he is developing strategies using health information technologies and large datasets to provide meaningful decision support to clinicians. His current research includes identifying risk factors for drug interactions, developing computer algorithms to implement such risk factors within clinical health records, and conducting studies in a learning healthcare network to reduce excessive alerts while appropriately identifying patients at risk of harm. He is also leading a study that will disseminate a clinical decision support algorithm that uses a risk scoring algorithm to predict patients at risk drug-induced prolonged QTc interval, with the goal of reducing excessive lengths of hospitalization and fewer sudden cardiac deaths. He has experience in conducting clinical trials, observational studies, and various other types of study designs. Dr. Malone has over 180 peer-review publications and is past President of the International Society for Pharmacoeconomics and Outcomes Research.



## **Mark Munger**

**Professor of Pharmacotherapy;  
Adjunct Professor, Internal Medicine (Cardiology);  
Associate Dean, College Affairs, CoP;**

**Email:** [mmunger@hsc.utah.edu](mailto:mmunger@hsc.utah.edu)

**Website:** <http://pharmacy.utah.edu/pharmacotherapy/faculty/munger.php>

### **Education and Training:**

- B.S.(Pharmacy), 1980, Oregon State University
- Pharm.D., 1984, University of Illinois at Chicago
- Clinical Pharmacology Research Fellowship, 1988, Case Western Reserve University School of Medicine

### **Research Interests:**

The Munger Research Group is focusing on repurposing drugs to address major public health concerns, unique value propositions and differentiation, with the potential for commercial product value. Currently we have two drugs in research development. A second focus is conducting research on the expanding use of medical cannabis in the State of Utah.

1. NSAID-induced cardiovascular and renal adverse effects are associated with the mortality of approximately 8 million lives yearly. Our research has focused on reducing these effects by biologically affecting the underlying drug-induced physiology. Through combining a prostaglandin E2 analog with the NSAID diclofenac we have been able to beneficially reset cardiovascular and renal hemodynamics; and to show that cardiovascular and renal induced events are statistically and clinically improved. This agent is currently in the pre-IND stage of FDA approval.

2. We have also developing a drug for the treatment of atrial fibrillation. In collaboration with the Ohio State University and colleagues in Italy we have developed an agent that physiologically affects  $\text{Na}^+$  channels which co-localize with ryanodine receptors  $\text{Ca}^{2+}$  release channels and the  $\text{Na}^+/\text{Ca}^{2+}$  exchanger. These findings have translated into a clinical setting of a community-based historical cohort that revealed patients treated with the agent evidenced lower incidence of arrhythmias including atrial fibrillation.

3. The University of Utah Departments of Medicine (Anesthesiology and Internal Medicine), Pharmacology and Toxicology (Center for Human Toxicology), and Pharmacotherapy in collaboration with Zion Alchemy, LLC. and UU ARUP Laboratories have developed a study of using micro doses of THC while maintaining CBD physiological dosing that more closely mimic the natural biologic effects on the endocannabinoid receptor in the human body. This may allow realization of therapeutic benefit without adverse effects that can lead to disease, dependency, environmental and legal issues.



**Nancy Nickman**  
**Professor of Pharmacotherapy**

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**Website:** <http://pharmacy.utah.edu/pharmacotherapy/faculty/nickman.php>

**Education & Training:**

- RPh License, 1982, Minnesota; 2011 Utah
- B.S., 1982, University of Montana, Pharmacy
- ASHP Accredited Administrative Residency 1982-1984, United & Children's Hospital
- M.S., 1984, University of Minnesota, Hospital Pharmacy
- Ph.D., 1987, University of Minnesota, Social & Administrative Pharmacy

**Research Interests:**

Dr. Nickman's teaching and research expertise includes patient-centered outcomes research to improve provision and quality of patient care based on application of industrial engineering and economic analyses. Publications and presentations include work sampling evaluations of institutional pharmacy services for re-design of structural and functional activities, pre-post analyses of the impact of technology on the practice of health professionals, simulated time-and-motion evaluations coupled with microcost analyses of issues related to medication preparation and administration, and analysis of devices intended for medication self-administration. Since 2012, Nancy has served as a Clinical Coordinator for Analytics and Outcomes for Pharmacy Services, University of Utah Health Care. For 2016-17, she is serving as co-Chair of the ASHP Section on Pharmacy Informatics and Technology (SOPIT) Pharmacy Operations Automation (POA) Section Advisory Group (SAG). From 2013-2016, she co-chaired the "Automation of the Pharmacy Enterprise" subgroup of the POA SAG and has been a POA member since 2010.



## **Linda Tyler**

**Professor (Clinical) of Pharmacotherapy;**

**Associate Dean, Pharmacy Practice;**

**Chief Pharmacy Officer, University of Utah Health Care;**

**Email:** [Linda.Tyler@hsc.utah.edu](mailto:Linda.Tyler@hsc.utah.edu)

**Website:** <http://pharmacy.utah.edu/pharmacotherapy/faculty/tyler.php>

### **Education & Training:**

- B.S., 1978, University of Utah, Pharmacy
- Pharm.D., 1981, University of Utah
- Residency, 1978-1979, University of Nebraska Medical Center, Hospital Pharmacy

### **Research Interests:**

Dr. Tyler's interests include health system pharmacy administration, drug information, medication safety, medication use and policy development, adverse drug reactions, drug shortages, literature evaluation, evidence-based medicine.

Dr. Tyler serves as residency program director for the Health System Pharmacy Administration Residency (2-year program with MS degree) and co-director of the MS in Health System Pharmacy Administration.



**Daniel M. Witt**

**Chair and Professor (Clinical) of Pharmacotherapy;  
Assistant Dean for Clinical Affairs;**

**Email:** [dan.witt@pharm.utah.edu](mailto:dan.witt@pharm.utah.edu)

**Website:** <http://pharmacy.utah.edu/pharmacotherapy/faculty/witt.php>

**Education & Training:**

- A.S., 1984, Snow College, Ephraim, Utah
- B.S., 1990, University of Utah, Salt Lake City, Utah, Pharmacy
- Pharm.D., 1992, University of Washington, Seattle, Washington
- Clinical Pharmacy Residency, 1990-1992, University of Washington and Harborview Medical Centers, Seattle, Washington.
- Advanced Residency in Primary Care and Family Medicine, 1992-1993, University of Washington, Seattle, Washington.

**Research Interests:**

I have been actively involved in conducting mentored research projects for more than 25 years, with the principal areas of focus being 1) documentation of the clinical and economic impact of clinical pharmacy services; 2) providing optimized management of anticoagulation therapy; and 3) providing practical evidence-based solutions to anticoagulation therapy stakeholders. I joined the faculty at the University of Utah College of Pharmacy in large part to expand anticoagulation therapy research opportunities, foster additional collaborative research relationships and teams, and expand my opportunities to mentor investigators in training. An example of recent success in this regard is the Transitions of Care for Venous Thromboembolism project. The dataset created for this project resulted in seven published research projects. In addition, I am a founding

member of the Clinical Pharmacy Research Group (CARGO) which includes researchers from Kaiser Permanente Colorado, Intermountain Health Care, the Veterans Administration, McMaster University, the University of Michigan, and the University of Utah. CARGO has outlined an aggressive agenda of research projects, each intended to include researchers in training, who will receive mentoring from members of the group.