



UNM COLLEGE *of* PHARMACY

PEPPOR

Pharmacoeconomics, Epidemiology, Pharmaceutical Policy & Outcomes Research

graduate program



Graduate Student Handbook

2020-2021



This handbook provides an overview of the UNM College of Pharmacy Pharmaceutical Sciences graduate program with a concentration in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR) within the Department of Pharmacy Practice & Administrative Sciences. This handbook summarizes the philosophy of the College overall, expectations for graduate students, and requirements for the graduate degrees.

The handbook should be used in conjunction with the UNM General Catalog related to Graduate Programs <http://catalog.unm.edu/catalogs/2020-2021/graduate-program.htm> and the UNM Office of Graduate Studies (OGS) website <https://grad.unm.edu/home/>. Some of the curriculum requirements outlined in this handbook exceed those stated in the UNM General Catalog related to Graduate Programs. Students must meet the more stringent requirements contained in this handbook. Certain specific PEPPOR graduate degree requirements are only outlined in this document.

Fulfilling the requirements for a PEPPOR graduate degree requires outstanding scholarship, demonstration of higher level critical thinking skills and distinguished research that contributes significantly to the general fund of knowledge in the discipline. All degree requirements outlined in this Handbook must be fulfilled.

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A. OVERVIEW OF THE COLLEGE, DEPARTMENT, AND GRADUATE PROGRAM

The Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR) graduate program is offered as a Master's of Science (MS) and Doctor of Philosophy (PhD) and PharmD/MS dual degree within the University of New Mexico (UNM) College of Pharmacy and its faculty reside within the Department of Pharmacy Practice & Administrative Sciences. As such, guiding principles of the College and the Department also apply to students within the PEPPOR graduate program.

1. College of Pharmacy

The University Of New Mexico College Of Pharmacy was founded in 1945 as the first health professional college and degree program at the University. The College of Pharmacy is housed within a unique setting. The state of New Mexico, the fifth largest state in the Nation, holds a vast array of pharmaceutical practice experiences ranging from those encountered while in the cutting edge academic health system to those in small, rural communities. The College enrolls approximately 300 Pharm D. students as well as 20 graduate students. The students are supported by 54 faculty members and 250 preceptors throughout the state. The College's distinctive setting in the Health Science Center (HSC) provides the most up-to-date clinical, research, and educational opportunities. More importantly, the HSC provides students with interprofessional learning and practice opportunities.

The College also offers several graduate degrees in Pharmaceutical Sciences: M.S. and Ph.D. in pharmaceutical sciences in collaboration with the Biomedical Sciences Graduate Program (BSGP) <https://hsc.unm.edu/research/brep/graduate/bsgp/> ; PharmD/MS Dual Degree in Toxicology/Pharmaceutical Sciences; MS in Radiopharmacy; MS in Clinical Trials; PharmD/MS Dual Degree in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR) and M.S. and Ph.D. in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR).

Students of the College of Pharmacy have access to all the facilities and resources offered by a large, world-class, university while also having the advantages of being a select, close-knit group in a caring and nurturing environment. The small class sizes create more high quality opportunities for students to hone their skills in clinical sciences, leadership, critical thinking, communication, teamwork, and other high-demand career skills. Diversity in people and in thinking, as evidenced by the diverse student population, is of extreme importance and value. The college is one of the most racially and ethnically diverse schools of pharmacy in the nation and is ranked third of all United States Pharmacy schools in highest number of Hispanic and Native American students.

Mission

Our mission is to develop pharmacists, educators and scientists whose leadership, dedication and innovation improve the health of our local and global communities.

Vision

To prepare tomorrow's leaders through innovative teaching, research and clinical practices that translate scientific discoveries into new treatments and models of care to improve both health and quality of life.

Values

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

1. **Excellence:** continuously striving for the highest quality of performance and outcome.

Behaviors:

- Strive to do our best
- Commit to high quality
- Encourage an environment that learns from mistakes and fosters imagination and innovation
- Take initiative
- Self-motivate

2. **Integrity:** steadfast adherence to moral and ethical principles.

Behaviors:

- Behave ethically, honestly and fairly
- Do the right thing
- Set a good example; be a role model

3. **Accountability:** being held responsible for one's actions.

Behaviors:

- Admit mistakes
- Recognize and accept the consequences of one's actions
- Accept personal responsibility for actions, activities and work
- Honor commitments
- Manage resources in a responsible, transparent manner

- 4. Collaboration:** work in teams to achieve excellence in educations, research/scholarship, patient care and service.

Behaviors:

- Pursue opportunities to collaborate within the College and inter-professionally
- Be a team player
- Place interests of the team above your own interests
- Learn with and from each other
- Work as engaged partners within the university and the profession

- 5. Continuous Learning:** strive to acquire knowledge or skills by study, instructions or experience.

Behaviors:

- Demonstrate a commitment to lifelong learning
- Provide avenues for group/team learning
- Encourage and create an atmosphere of learning
- Strive to be an effective learning organization that acquires, creates and transfers knowledge
- Facilitate the learning of faculty and staff in order to continuously improve the organization
- Maintain competence and enhance skills in areas of expertise

- 6. Diversity in People & Thinking:** embracing inclusiveness, access, and equity for all; recognizing and appreciating the totality of the many ways individuals are similar and different in an atmosphere that promotes and celebrates individual and collective achievements.

Behaviors:

- Respect different opinions, experiences, backgrounds and perspectives
- Acknowledge and appreciate our differences
- Encourage different approaches to problem-solving

- 7. Compassion:** feeling & exhibiting concern and empathy for others.

Behaviors:

- Treat everyone with respect, dignity, open-mindedness, esteem and caring
- Selflessly serve others
- Be sensitive to the needs of others

2. Department of Pharmacy Practice and Administrative Sciences

The Department of Pharmacy Practice and Administrative Sciences (PPAS) supports the mission and vision of the College of Pharmacy. The department is comprised of clinician educators, clinical research faculty and social and administrative sciences faculty. Department faculty practice in a wide range of clinical settings and are experts in pharmacotherapy, medication usage, poison control and radiopharmacy. Research is translational in nature and spreads from the laboratory to the clinic and the community. In addition to contributing to the mission of the College and Health Sciences Center, faculty support the pharmacy profession and are recognized at the state and national level.

Mission

Our mission is to develop pharmacists, educators and scientists whose leadership, dedication and innovation improve the health of our local and global communities.

3. The PEPPOR Graduate Program

Program Description

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

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

Graduate Program Domains and Core Competencies

The College of Pharmacy Graduate programs follow the domains and core competencies for graduate education in pharmaceutical sciences outlined below:

Six Domains of Graduate Education in the Pharmaceutical Sciences	
Domain	Core Competencies
1. Foundational Knowledge	Foundational knowledge is defined in each track within the given pharmaceutical science graduate education program. Each of the following domains 2 through 6 are to be applied to the specific area of foundational knowledge.
2. Research	Literature Review and Critical Evaluation Hypothesis Generation Research and Study Design Good Research Practices Interpretation and Analysis Research Ethics (Human, Animal, Other)
3. Scientific Communication	Scientific Proposal Writing (Grant/Contract, Proposal/Executive Summary, Report, and Intellectual Property Disclosures) Research Dissemination Scientific Review and Response to Critiques Oral Communication
4. Education	Teaching and Learning Mentorship (Peer, Employee, Trainee) Advocacy (Policymakers, Public, Private)
5. Leadership and Management	Effective Leadership and Teamwork Innovation and Entrepreneurship Project Management Personnel Management
6. Personal and Professional Development	Self-Awareness and Self-Direction Adaptability Self-Promotion Professionalism Cultural Awareness and Sensitivity
Source: Poloyac SM, Block KF, Cavanaugh JE, et al. Competency, Programming, and Emerging Innovation in Graduate Education within Schools of Pharmacy: The Report of the 2016-2017 Research and Graduate Affairs Committee. Am J Pharm Educ. 2017;81(8):S11. doi:10.5688/ajpeS11	

Goals

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

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

Degrees Offered

M.S. in Pharmaceutical Sciences, with a concentration in Pharmacoconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR)

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

M.S. in Pharmaceutical Sciences, with a concentration in Clinical Trials

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

Doctor of Pharmacy and MS (PharmD/MS) in Pharmaceutical Sciences with an concentration in Pharmacoconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR) Dual Degree

The dual degree program is designed to prepare students for leadership positions that demand knowledge of both health sciences combined with research experience. The goal is to provide graduates with the skills, knowledge, and experience needed for positions in

pharmacoeconomics, epidemiology, pharmaceutical policy, and outcomes research in academic settings, the pharmaceutical industry, or pharmacy management careers.

Ph.D. in Pharmaceutical Sciences, with a concentration in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR)

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

PEPPOR Faculty and Staff

Core PEPPOR Faculty:

Matthew E. Borrego, PhD, MS, RPh.

Director, Graduate Studies, UNM College of Pharmacy
Professor, Pharmacy Practice and Administrative Sciences

Email: mborrego@salud.unm.edu

Office: NRPH B87B

Phone: (505)272-5945

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

L. Douglas Ried, PhD, RPh, FAPhA

Associate Dean for Assessment
Professor, Pharmacy Practice and Administrative Sciences

Email: dried@salud.unm.edu

Office: NRPH B12-D

Phone: (505) 272-8057

Primary areas of interest: evaluation, patient reported outcomes (PRO), Health Related Quality of Life (HRQoL)

Melissa Roberts, PhD, MS

Assistant Professor, Pharmacy Practice and Administrative Sciences PPAS

Email: mroberts@salud.unm.edu

Office: NRPH B92

Phone: (505)925-0953

Primary areas of interest: cost-effectiveness, comparative effectiveness, real-world analyses using retrospective data, chronic conditions, autoimmune disease

Other PPAS Department and UNM Faculty involved in health services research:

Joe Anderson, PharmD

Assistant Dean for Academic Affairs

Associate Professor: Pharmacy Practice and Administrative Sciences

Email: JAnderson@salud.unm.edu

Office: NRPH 184

Phone: 505-272-3664

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

Amy Bachyrycz, PharmD

Clinical Assistant Professor: Pharmacy Practice & Administrative Sciences

Email: Abachyrycz@salud.unm.edu

Office: Offsite

Phone: [505-299-9541](tel:505-299-9541)

Primary areas of interest: innovative community pharmacy practice, immunizations.

Ludmila Bakhireva, PhD, MD, MPH

Professor and Regents' Lecturer: Pharmacy Practice and Administrative Sciences

Email: lbakhireva@salud.unm.edu

Office: SURGE 143

Phone: 505-272-2545

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

Barry Bleske, PharmD

Department Chair & Professor: Pharmacy Practice & Administrative Sciences

Email: BBleske@salud.unm.edu

Office: NRPH B-12B

Phone: [505-272-1525](tel:505-272-1525)

Primary areas of interest: cardiovascular pharmacotherapy

Melanie Dodd, PharmD

Associate Dean for Clinical Affairs & Clinical Educator

Associate Professor: Pharmacy Practice and Administrative Sciences

Email: MDodd@salud.unm.edu

Office: NRPH B-12B

Phone: [505-272-4998](tel:505-272-4998)

Primary areas of interest: geriatric pharmacotherapy.

Patricia Marshik, PharmD

Associate Professor: Pharmacy Practice & Administrative Services

Email: PMarshik@salud.unm.edu

Office: Med II Room 123B

Phone: 505-272-0579

Primary areas of interest: asthma

James Nawarskas, PharmD

Associate Professor: Pharmacy Practice & Administrative Services

Email: jnawarskas@salud.unm.edu

Office: B44D

Phone: 505-272-0584

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

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

Emeritus Professor, Pharmacy Practice & Administrative Services and PEPPOR Graduate Program

Email: draisch@salud.unm.edu

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

David van der Goes, PhD

Associate Professor, Department of Economics

Email: dvandergoes@unm.edu

Office: ECON 2005

Primary areas of interest: pharmacoeconomics

Graduate Student Liaison/Coordinator:

Sylvia Markham

Graduate Admissions Coordinator

Email: symarkham@salud.unm.edu

Office: NRPH 188

Phone: 505-272-4992

B. RESOURCES AND FACILITIES

1. University Student Resources

NETID

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

myUNM

myUNM contains information about life on campus, apps available to students, and the LoboWeb portal. The link to access myUNM is <http://my.unm.edu/home> .

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

UNM Pathfinder

The University of New Mexico publishes a general information handbook for university students. The handbook covers the Student Code of Conduct, the Visitor Code of Conduct and the Graduate Student Grievance Procedures in addition to Campus Services and Campus Policies. All students should become acquainted with the student policies and procedures covered in this handbook. <http://pathfinder.unm.edu/>

Additionally, this publication contains information on Academic Support Services, Athletics and Recreation, Career Services, Cultural Resources, Entertainment, Financial Assistance, etc. In addition, the Pathfinder is an excellent reference for University of New Mexico policies and procedures.

2. UNM College of Pharmacy Student Affairs

The College of Pharmacy maintains an Office of Student Affairs to support students completing their program in pharmacy. Following is a list of available services; please see the following pages for more detailed descriptions.

Advisement

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

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

Academic Support

The College of Pharmacy Learning Specialist is located in the Room 188 of the Nursing/ Pharmacy Building. The learning specialist is available to assist students in strategies, tools, and concerns to assist in student success. Students may make an appointment with the learning specialist through the front desk or by calling 505-272-3241.

Personal Support Services

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

Financial Aid Office

College of Pharmacy students apply for financial assistance at the UNM Health Sciences Center Financial Aid Office. Questions regarding financial aid may be directed via phone at (505) 272-2954. Information on state and federally funded grant, scholarship, and loan resources can be obtained through her office. Additional questions on College of Pharmacy-level scholarships or questions can be directed to the COP Office of Student Affairs, (505) 272-3241.

3. Student Health & Counseling (SHAC)

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

Student Health& Counseling (SHAC) is a comprehensive outpatient health care service for UNM students. SHAC is located on the main campus just north of Johnson Center and across the mall from the Student Union Building (SUB). SHAC provides medical care, counseling and therapeutic services and health education. SHAC is open Monday through Thursday, 8:00 am to 5:30 pm, and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website <http://shac.unm.edu> for updates.

Cancellations: There is a \$20 no-show/late-cancellation fee. All appointments must be cancelled by 3 pm of the previous day and by 3 pm on Friday for a Monday appointment to avoid the \$20 charge. After-hour messages regarding cancellations may be left at 277-3136. Insurance will not cover charges for no-show/late-cancellation or eligibility fees. SHAC is staffed by licensed and certified medical professionals, including physicians, nurse practitioners, physician assistants,

psychologists, counselors, clinical social workers, psychiatrists, health educators, laboratory technicians, pharmacists, and nurses.

Medical services are offered by advanced or same-day appointments. Specialty services include acupuncture, dermatology, podiatry, physical therapy, psychiatry, and sports medicine. There are separate Women and Men's Health Services, plus an Allergy & Immunization Clinic.

Advanced Appointments: Appointments can be made for routine physical exams, ongoing care of existing conditions, referrals to specialists, and for travel, nutrition, or contraception information. Please arrive 15 minutes early for appointments to complete necessary paperwork and to check in at the Reception Area.

Same-Day Appointments: Same-day appointments are available for medical concerns that demand immediate attention, such as injuries, sudden illness, or worsening of an existing problem. Waiting time depends upon the number of patients and the urgency of the problem. Call SHAC at (505) 277-3136 early in the day for best availability of appointment times.

Counseling Services: Licensed professionals staff the Counseling Services office. Services include: assessment; short-term individual therapy; crisis intervention; emergency assessment and intervention; psychiatric medication evaluation and follow-up; AD/HD treatment evaluation; group therapy; and referral for students needing services beyond their scope or capacity. Fees are charged for all clinical services. Free or low-cost, psycho-educational classes or skills development groups are available throughout the year. For information or to schedule an appointment, call **277-3136**.

Pharmacy: The Pharmacy fills prescriptions and sells over-the-counter products to UNM students, faculty, and staff at competitive prices. The Pharmacy is located on the second floor of SHAC and is open for services Monday through Thursday, 8:00 am to 5:30 pm, and Friday, 9:00 am to 5:00 pm. Hours are subject to change; check website for updates. Refill services: Call 24-hours in advance or e-mail requests to pharmacy@unm.edu. Information to include with request: name, prescription number or name of medication, and phone number. The pharmacy accepts Student Health Insurance and many other insurance plans. The pharmacy will accept prescription transfers as well. For more information, call 277-6306.

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

Fees: Student Health & Counseling is available to all currently enrolled UNM students. Fees charged at SHAC are much lower than community rates. Students enrolled for less than 6 credit hours will pay a higher visit fee. Eligibility guidelines change in the summer; call for clarification. Fees are also modest for visits with specialists and for certain procedures such as x-rays, lab tests, immunizations, physical therapy, pharmacy, and some health education programs. Payment may be made by check, cash, MasterCard, Visa, Lobo Cash, or charged to a student account. SHAC accepts most Aetna, BlueCross BlueShield, Cigna, Molina, Tricare, and United Healthcare plans. SHAC accepts the Presbyterian UNM Employee plan (ONLY). SHAC accepts Centennial Care Medicaid (BlueCross Blue Shield, United Healthcare, and Molina ONLY). For more information on health insurance or SHAC office visit fees, please visit the SHAC website, listed below.

Confidentiality: All patient information is held in strict confidence. A confidential medical record is established and maintained for every patient. Records will be released only at a student's signed, written request. Requests must include full name, address, social security number, date of birth, phone number, signature, and the specific information requested, and address of whom information is being released to. Electronic secure messaging may be used to transmit clinical information between patient and provider. Requests should be mailed to: Medical Records Department, UNM Student Health & Counseling, MSC06 3870, 1 University of New Mexico, Albuquerque NM 87131-0001.

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

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

4. Research and Meeting Facility Space

College of Pharmacy Student Lounge

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

Reserving College of Pharmacy and UNM Health Sciences Center rooms for meetings and presentations

Students should contact the department administration office for the most current procedures on reserving rooms.

Graduate Student Research Space

The College provides dedicated office space for each graduate student and also provides access to shared desktop computers for writing and conducting analyses. In addition, graduate students have full access to a variety of College resources, including high-speed black and white printers, color printers, and large format poster software and printer.

5. UNM Office of Graduate Studies (OGS) Resources

OGS provides many valuable resources for graduate students. All PEPPOR graduate students are encouraged to become familiar with the OGS website <https://grad.unm.edu/home/index.html>. In addition to offering information about degree completion and required forms <https://grad.unm.edu/resources/gs-forms/index.html>, provides information about development in many areas to include scholarship and teaching (see <https://grad.unm.edu/resources/index.html>).

6. UNM Software

Available Software available through UNM Information on software that is available to students free or on a discounted basis as well as statistical software programs (SAS and SPSS) available for purchase is available online at <http://it.unm.edu/software/index.html>. This includes access to Adobe Creative Cloud and Microsoft Office 365 ProPlus and free antivirus software.

7. UNM Health Sciences Library and Informatics Center

The Health Sciences Center Library and Informatics Center supports the educational, research, and clinical activities of the north campus and University of New Mexico Hospital with a collection of over 150,000 books, journals, audiovisuals, and computer software. Reference and information services include assistance in locating materials, computer literature searching, instructional orientation and tours, the reserve collection, and interlibrary loan.

Resources

Contact HSLIC:

Web: <https://hslic.unm.edu/>

Phone: 272-2311

Email: reflib@salud.unm.edu

Pharmacy Liaison: Sarah Knox Morley, PhD, MLS smorley@salud.unm.edu

Library Hours:

Mon-Thur 7:00 am - 11:00 pm

Friday 7:00 am - 6:00 pm

Saturday 9:30 am - 6:00 pm

Sunday 12:00 pm - 11:00 pm

Borrowing Periods:

- Books – 2 weeks (and can be renewed 3 times)
- Bound journals – 3 days
- Reserve or reference materials – 3 hours
- Media/DVDs – 3 days

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

Printing: HSLIC (and the entire UNM campus) will soon be implementing wireless printing provided by WEPA. This system will allow you to print from your own laptop or mobile device – as well as HSLIC’s student computing – to any WEPA printer on campus. You can even send your print job from home and pick it up from the printer of your choice when you get to campus.

Computers: Student computing is located on the second floor of the library. Sign in with your HSC Net ID to use the desktop computers to access library resources, use Microsoft Office products, check email, browse the web, etc.

Laptops: are available for a four-hour check out at the Service Point and you may use them in the library, in class, or anywhere on the North Campus.

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

C. GENERAL

1. Email and communication

Outlook is the official e-mail system for the Health Science Center. Every student will be assigned an HSC email account. All correspondence from the College of Pharmacy will be sent to your HSC email account. We will not send correspondence to any other account. It is the student's responsibility to check this account daily. A web version of Outlook is available. See <https://hsc.unm.edu/about/cio/user-support/hsclink.html> and <https://hsc.unm.edu/about/cio/user-support/hscid.html> for further information about Outlook at HSC and training.

2. Change of Name/Address/Phone Number

Name Change

Name changes are processed only for currently enrolled students. Students will need to process a name change request with the College of Pharmacy Office of Student Affairs and with the UNM Registrar's Office. Students need only submit a copy of their driver's license to College of Pharmacy Office of Student Affairs. Students are required to provide at least two types of identification for UNM Registrar as well as complete a demographic update form. Examples of such documentation are driver's license, marriage certificate, birth certificate, social security card or court order for legal name change. The forms and documents can be submitted through the Student Affairs office, who will then process through to the UNM Registrar's office.

Change of Contact Information

Any changes in contact or emergency contact information must be immediately updated in CORE Elms. To change contact information with UNM's system, students must access the demographics section in my.unm.edu with a UNM Net ID and password. Please note that changes must be made in both systems.

Photo Identification Badges

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

- Food discount in the University Hospital cafeteria.
- Library Card – access to materials in all University Libraries.
- Recreational Services Card – access to the workout facilities at Johnson Center. Also, rent outdoor equipment from their Outdoor Shop.
- Ticket Card - Discount tickets to athletic events, as well as theater tickets for Popejoy Hall and

other Fine Arts performances.

- Student Health Center – access to health care and immunizations at the Student Health Center.
- Computer Access Card - access to the many computer pods on campus.
- Discount Card - discounted city bus passes (students) and discounts from participating merchants.

Display of UNMH Security ID

All students are required by hospital policy to wear hospital photo identification badges issued by University Hospital Security while in University patient service facilities.

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

Registering for Classes

The University of New Mexico course numbering system information is described in the [UNM Catalog](#). Courses numbered 500-600 are graduate courses and they carry graduate credit for all graduate students, whether in your area of study or not and will be calculated in your cumulative graduate grade point average (GPA) if taken while in graduate status. Some 300 and 400-level courses are available for graduate credit if listed in the UNM Catalog with either a single asterisk (*) or a double asterisk (**). If you enroll in any 300/400-level courses listed with a single asterisk, you are automatically taking the course for graduate credit, whether in your area of study or not. Those 300/400-level courses listed with a double asterisk are available for graduate credit only to students outside that particular area of study. In order to receive graduate credit for a course with a double asterisk, an eligible student must complete and fully process a “Graduate Credit Authorization Form” by the published dates. Courses numbered 700 are generally considered “professional courses” and may not carry graduate credit.

To register for classes follow these steps:

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

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

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

You can establish your web portal by going to the portal web site, my.unm.edu, and entering your NetID and password (*see Section B.1 in Resources and Facilities*).

3. Tobacco and Drug Campus Use Policy

Smoke Free Health Sciences Center Campus

The University of New Mexico is committed to wellness, prevention, and providing a healthy environment in which to learn, work, and visit; therefore, effective August 1, 2009 smoking and the use of tobacco products are prohibited on all University property except in a small number of designated outdoor areas authorized by the University President. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on University property, including privately owned vehicles, and all property owned, leased, operated, or under the control of UNM except for branch campuses. For smoking cessation resources please go to <http://hsc.unm.edu/about/smokefree/>

The success of maintaining a tobacco-free campus requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. Members of our campus community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work and study. Repeated and/or serious violations by students and visitors can be referred to the Dean of Students for review and action under the Student Code of Conduct and the Visitor Code of Conduct. Repeated and/or serious violations by faculty and staff should be referred to the cognizant dean, director, or department head. Students, faculty, and staff violating this policy are subject to disciplinary action.

Drug Free Campus

The University of New Mexico is committed to an environment for the pursuit of its educational mission free of drugs and the illegal use of alcohol. The unlawful manufacture, distribution,

dispensing, possession or use of controlled substances or alcohol on UNM property or as part of any of its activities by any member of the University of New Mexico community, faculty, staff, or student, is strictly prohibited. As a condition of enrollment all students must abide by the Policy on Illegal Drugs and Alcohol. If you are concerned about another student's, or your own alcohol or other drug use, contact the Student Health Center's Student Assistance Program or Crossroads, a medical student advocacy and support group, for consultation. Additional information concerning the Policy on Illegal Drugs and Alcohol is found in the UNM Pathfinder Student Handbook available through the UNM Student Activities Center and the COP Office of Student Services.

4. Graduate Degree Program Information

General Academic Regulations and Catalog Requirements

Students are responsible for complying with all rules and regulations of the University, and of their respective colleges and departments from which they take courses, as well as for fulfilling all degree requirements. Students are responsible for knowing and complying with all academic regulations.

Students are responsible for knowing and abiding by the general University rules and regulations pertaining to graduate study at the University of New Mexico and the specific academic requirements of their particular degree program. They are also expected to be aware of their academic standing at all times.

Ignorance of a rule is not accepted as a basis for waiving that rule.

Students may graduate under the degree requirements of any Catalog in effect since the year in which they were first enrolled in a degree-granting graduate program at The University of New Mexico, provided that they have maintained continuous active status and they complete the graduation requirements for the degree sought within the appropriate time period. Students who are readmitted or who transfer from one degree granting program to another within the University graduate under the Catalog in effect at the time of their readmission/transfer or a succeeding Catalog. The Catalog under which a student intends to graduate must be specified on the first page of their Program of Studies/Application for Candidacy. Students must meet all the degree requirements for graduation in the Catalog chosen.

Notwithstanding the above, the University of New Mexico reserves the right to make changes in the curricula and degree requirements as deemed necessary, with the changes being applicable to currently enrolled students.

Deadlines

If a deadline falls on a weekend or a holiday for which the University is closed, the deadline is automatically moved to the next business day.

Semester Course Loads

In general, a graduate student enrolling for and completing a minimum of 9 graduate credit hours per semester is considered to be a full-time student at the University of New Mexico. However, if holding an assistantship, the minimum course load is 6 graduate credit hours per semester.

Graduate students not holding an assistantship and taking 8 credit hours or less per semester are considered part-time students. All graduate students are encouraged to enroll in and complete at least 9 credit hours per semester in order to achieve their expected time-to-degree.

International graduate students without assistantships are required to complete each semester with a minimum of 9 credit hours in order to maintain legal immigration status. International graduates with assistantships are required to complete each semester with 6 credit hours. Grades of W, WP, WF or courses taken for a grade option of "audit" do not count toward the "minimum" enrollment requirements for maintaining legal immigration status. The Global Education Office (GEO) must report any drops below these minimum requirements to immigration within 21 days of the drop (even if the drop occurs after the semester is complete). All international students must speak with OIPS before dropping below these required minimums FOR ANY REASON.

Continuous Enrollment Policies

Three Semester Rule for Plan II, III/Pre-Thesis/Dissertation students. All Plan II and pre-thesis/dissertation graduate students who are admitted and complete at least one semester in graduate status at the University of New Mexico receive registration materials for three subsequent semesters (including summer session) whether they enroll or not. Prior to enrolling in thesis or dissertation credit hours, graduate students may register for classes and continue in their graduate program without having to apply for readmission so long as they enroll for classes by the published registration deadline of the third semester (including summer session). Students who have not received an official leave of absence and who do not enroll by the registration deadline of the third semester must apply for readmission to their degree program and to UNM. The time lost during such “stop-out” periods is counted in the time to degree limits, unless students have received an official leave of absence from their graduate unit and Graduate Studies. NOTE: Students must be enrolled in a semester in order to use his/her Lobo Card (see the “Admission Process and Policies: Readmission Process” section of this page).

Continuous Enrollment Rule For Thesis/Dissertation students. All graduate students enrolled in thesis or dissertation credit hours (599 or 699) must maintain continuous enrollment, excluding summer terms, from the first semester of registering in these credit hours through the semester of graduation. Students who miss one or more semesters must obtain approval for a formal leave of absence; if students miss one or more semesters without an approved leave of absence, they must file for readmission as described below. Without a formal leave of absence approved in advance, the time a student is not enrolled counts against the time to degree limit.

Students in good standing who miss one or more semesters of continuous enrollment without obtaining an approved leave of absence in advance must file for readmission and pay the applicable application fee current at the time of readmission. (No waivers are granted under such circumstances.) When the student applies for readmission, the graduate unit processes the application through the Office of Admissions (Applications for readmission may be processed off-cycle, but the graduate unit must make its admission decision prior to the beginning of the semester in which the student re-enrolls).

Readmission is at the discretion of the department. There is no guarantee that a student who leaves the program without an approved leave of absence will be readmitted. In addition, students are readmitted under the terms of the UNM Catalog in place at the time of readmission; to be readmitted under their original Catalog requirements students must submit a Petition to the Dean of Graduate Studies.

Note: Students on leaves of absence and students who drop out of continuous enrollment for one or more semesters informally do not have access to university resources outside of those provided for use by the general public.

Leave of Absence

If extenuating circumstances require that a student must interrupt his or her studies for one or more semesters, he or she must request in advance from the home graduate unit and Graduate Studies a formal leave of absence. Leaves of absence may be granted to students in good standing in cases of illness, emergency, family exigency, and employment or professional opportunities. Leaves of absence are granted on a semester-by-semester basis and generally are limited to a maximum of one calendar year. With a formal leave of absence approved in advance, the time a student is on leave does not count against the time to degree limit.

Program of Studies (Master's Degrees and Transcribed Certificates)

A student seeking a master's degree or a transcribed certificate should prepare and submit a Program of Studies indicating the courses that are to be counted toward the degree or certificate. The Program of Studies should be approved by the student's advisor and the program director prior to being submitted to Graduate Studies.

Application for Candidacy (Ph.D)

A student seeking a Ph.D. should prepare and submit an Application for Candidacy form (a list of all courses counted toward the degree, including any transfer credit hours) during the semester in which the comprehensive examination is passed.

Notice of Intent to Graduate

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

Grade Requirements for Graduation

To earn a graduate degree at the University of New Mexico, students must have a minimum cumulative grade point average of 3.0 in graduate-level courses taken in graduate status at the time of degree completion as well as a grade point average of at least 3.0 for courses listed in their Program of Studies or Application for Candidacy.

Students may not graduate with Incompletes or unrecorded grades (NR) pending in any graduate course, nor may they graduate while on probation.

Courses taken to meet undergraduate deficiencies/prerequisites cannot be used to meet graduate degree requirements nor are they calculated into the graduate grade point average. It is expected that the student earn at least a B (3.0) in each of these courses. If a grade of less than "B" (3.0) is earned in any of these, the major department may deem that the prerequisite has not been satisfied.

No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.

Graduate Credit

In general, courses numbered 5xx and 6xx are available for graduate credit. Additionally, some 3xx or 4xx courses are available for graduate credit; these courses are marked with a single or double asterisk preceding the course number, as described in the Symbol Key Map section of this Catalog. Only students in graduate or non-degree graduate status automatically receive graduate credit for these courses. Graduate credit cannot be earned by examination as in the College Level Examination Program (CLEP). Limitations to this policy are given below.

Selected programs offer courses that are only available for graduate credit for students outside the discipline. These courses are marked with a double asterisk. A graduate student who is enrolled in the degree program offering the course must obtain a Program Override from their department.

Graduate Grade Replacement Policy

The Grade Replacement Policy for graduate students applies only to required core courses, which have a program established and published minimum grade as a graduation requirement that has not been met. This policy limits graduate students to a maximum of 9 credit hours of

replacement grades in the course of the student's graduate career and requires signature approval by the course instructor, the student's advisor, the unit Chair and Graduate Studies.

A required core course may only be repeated once (two instances). The grade from the first instance may be replaced with the repeated grade (second instance), if the student follows the grade replacement procedure.

The original grade remains on the student's transcript, however the higher grade is used in the calculation of the student's grade point average and earned credit hours.

Only students in graduate status are eligible to use this policy, although the student may have been in non-degree graduate status when the course was taken. Only courses taken Summer 2007 forward are eligible for grade replacement.

The process is not automatic. The student must initiate the process by completing a Graduate Grade Replacement form. The course number and title must be identical except where equivalencies or a change has been noted in the University of New Mexico Catalog. No substitute courses are acceptable. Forms are accepted after the second instance in the course has been completed and a grade has been assigned.

Once a grade replacement has been approved, the process cannot be reversed or changed. No grade may be replaced once a degree has been awarded.

Transfer Credit

Students who have completed graduate-level coursework at an accredited institution other than the University of New Mexico, whether they were in graduate or non-degree status, may request that these credit hours be used toward their degree program. Such credit hours may be transferred into a degree program by listing them on the Program of Studies or the Application for Candidacy, within the limits described in the Catalog sections on Master's, Master of Fine Arts and doctoral degrees.

The student must have earned a grade of "B" or better in the courses for which transfer credit hours are requested. Courses taken on a Pass/Fail basis and/or courses taken as extension credit at other universities are not accepted for graduate credit at the University of New Mexico.

The number of transfer and/or applied (including non-degree) credit hours used toward a program may not exceed fifty percent of the required coursework for the degree; departments may impose even more restrictive limits on transfer and/or applied credit hours.

NOTE: Coursework that has been counted toward a previous degree may not be counted again toward any other degree except Master's coursework for a doctoral degree.

Applied (including Non-Degree) Credit

Courses taken by students at the University of New Mexico while in non-degree, undergraduate, or professional degree status may be applied toward a graduate program degree if they meet the following conditions:

The courses must have been taken for graduate credit, and the Level Restriction/Graduate Credit Authorization form must have been filed with the Registrar's office (see the "General Academic Regulations and Catalog Requirements: Level Restriction/Graduate Credit Authorization Form" section of this page);

1. A grade of "B" (3.0) or better must have been earned;
2. The course must meet all other degree requirements, including time to degree limits;
3. A maximum of 9 credit hours of approved graduate level courses taken in undergraduate Status may be applied; and
4. To apply credit hours taken in a professional degree program to a graduate program degree, the student must petition the Dean of Graduate Studies, unless the credit hours were taken as part of a formal Dual Degree program.

The number of transfer and/or applied (including non-degree) credit hours used toward a graduate program may not exceed fifty percent of the required coursework for the degree; departments may impose even more restrictive limits on transfer and/or applied credit hours.

NOTE: Undergraduate and graduate coursework already applied toward another degree at The University of New Mexico, or at any other institution, may not be applied again toward another graduate degree. The only exception is that coursework which was applied to a completed master's degree or M.F.A. degree may be counted toward a doctoral degree, if it is logically related to the doctoral program and approved by the student's graduate unit. For applying credit hours to certificates, see certificate section.

NOTE: Coursework completed while in graduate status at UNM in a Masters or M.F.A. degree program may be applied to a doctoral program at UNM regardless of grade earned ("C" or better).

5. Academic Standing and Grade Requirements

Academic Standing

To remain in good academic standing students must maintain a cumulative grade point average of at least 3.0 in all courses taken for graduate credit after admission to a graduate degree

program at the University of New Mexico. A student must have a cumulative GPA of at least 3.0 for courses listed on their Program of Studies/Application for Candidacy.

Incomplete (I) Grades

The grade of “I” is given only when circumstances beyond the student’s control prevent completion of the coursework within the official dates of a semester or summer session.

According to academic policy, incomplete grades must be completed before a student is eligible to graduate from the University of New Mexico. Students should not re-enroll or re-register (for credit) in a course in which an incomplete has been received in order to resolve the “I” (incomplete) grade. If an instructor requires the student to repeat the class in order to resolve the Incomplete, the student must register for the course on an audit basis.

Incomplete grades received must be resolved no later than one year (twelve months) from the published end day of the semester in which the grade was assigned. Incomplete grades not resolved within the time frame stated in this policy are converted automatically to a F (failure) grade.

Students resolving Incompletes in their semester of graduation must have the process completed (including the reporting of the grade to the Records and Registration Office by the appropriate deadline. Students are responsible for informing instructors that they are graduating and that the grade(s) must be reported by the appropriate deadline. Failure to complete the process as described could result in the postponement of graduation until the following semester.

The instructor of record reports the final grade for the course in which the Incomplete was assigned to the Records and Registration Office.

Extension of Incomplete

A student may apply for an extension of the time allowed to complete the required coursework removing the “I” grade. Students must submit the [Extension of Incomplete form](#) with all required signatures to Graduate Studies by the applicable deadline dates (November 15 for Fall, April 15 for Spring, July 15 for Summer). For the student who re-enrolls in residence, a one-semester extension may be granted. If an extension is granted, it is the student’s responsibility to remove the “I” grade by the date indicated.

Grade Point Average

Graduate Studies checks the student’s grade point average at the end of every semester and summer session for as long as the student is in graduate status. All students whose academic standing is deficient after receiving grades for 12 attempted credit hours or two semesters, whichever comes first, are placed on probation or suspended, according to the university

regulations and those of their graduate unit (see the [Student Services Information](#) section of this Catalog).

The grade point average is calculated using all grades earned in graduate coursework while a student is in graduate status. Grades earned at other institutions or in non-degree status are not calculated in a graduate student's grade point average. The University of New Mexico extension courses (those offered by the Extended University) taken prior to admission to a graduate program are not included in the graduate cumulative grade point average; however, the University of New Mexico graduate extension courses taken while a student is in graduate status are included.

The grade point average is calculated by dividing the total number of quality grade points earned (see the [Student Services Information](#) section of this Catalog) by the total number of credit hours attempted, and truncated by two decimal places. Grades of CR, W, NC and PR are excluded from the cumulative grade point average calculation. Grades of NC and IF may have an adverse impact on a student's academic standing, financial aid and assistantship eligibility.

Change of Grade/Academic Record

The instructor of a course is responsible for any grade reported. Once a grade has been reported to the Records and Registration Office, the instructor may change it by completing the Change Student Grade process through LoboWeb. Only the instructor who issued the original grade (instructor of record) may submit a change. Grade changes submitted more than 30 days after the end of semester are reported to the offering College Dean. **Any change in grade must be reported within 12 months after the original grade was issued and prior to graduation.** Grade changes may be referred to the Admission and Registration Committee of the Faculty Senate for approval.

Once a student has completed the academic requirements for a graduate degree or certificate, and has received his/her diploma and appropriate notations on his/her official transcript, the University of New Mexico does not make modifications to his/her academic record.

Academic Probation and Consequences

Students who do not maintain good academic standing are placed on academic probation by Graduate Studies. There are three types of probation.

Type 1: Grade Point Average

A student whose cumulative grade point average falls below 3.0 for grades earned in graduate-level courses taken while in graduate status are placed on Type 1 academic probation. The student is suspended from graduate status if the cumulative grade point average does not reach 3.0 after completion of an additional 12 credit hours of graduate coursework or four regular semesters in probationary status, whichever comes first. Students on Type 1 probation are not

eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate.

Type 2: NC-F-IF-INC Grades

Students who earn any combination of two grades of NC, F, INC, and/or IF in graduate courses taken in graduate status, even if their cumulative grade point average remains above 3.0, are placed on Type 2 academic probation. The student is suspended from graduate status if a third NC, F, INC, or IF grade is earned. Students on Type 2 probation are not eligible to hold assistantships, nor are they allowed to take master's examinations, doctoral comprehensive examinations, defend theses, dissertations or graduate. When students on Type 2 probation are ready to take final exams or defend theses or dissertations in order to complete graduation requirements, they must petition the Dean of Graduate Studies to end their probationary status so that they may complete their requirements and graduate. Students on Type 2 probation who maintain a GPA of 3.5 for two consecutive semesters have the sanctions (ability to hold an assistantship, take culminating exams and graduate) waived and written notification thereof from Graduate Studies.

NOTE: A student, who is placed on Type II probation after a semester has begun and holds an assistantship for that semester, must resolve his/her probationary status within that semester to maintain his/her assistantship for future semesters. Example: A student who is notified during spring semester that he/she is on Type II probation must resolve the probationary status to be eligible to hold an assistantship for the following summer and/or fall. Grades of WF, WNC from 2012 and prior may have an adverse impact on student's academic standing.

Type 3: Incomplete Grades

A student who receives 6 or more credit hours of "Incomplete" grades in graduate-level courses are placed on Type 3 academic probation. Type 3 probation ends when the credit hours of "Incompletes" drop below 6. However, if the student fails to complete the necessary work, or if the final grade is low enough, the student may become subject to Type 1 or Type 2 probation. Students may not take masters' examinations, doctoral comprehensive examinations, defend theses or dissertations, or graduate while on Type 3 probation. They may provisionally hold assistantships for one semester, if their semester GPA is 3.0 or higher.

Suspension

By Graduate Studies

A student who is suspended from graduate status is removed from graduate student status at the University of New Mexico. A student may not apply for readmission to graduate status for one year after being suspended. The student may apply for admission to non-degree or undergraduate status at any time after being suspended from graduate status, but no class taken during the year

in which the student is suspended from graduate status can be counted toward requirements for a graduate degree.

By a Degree Program

If in the opinion of the graduate unit a student shows little promise of completing the degree program or if the student has committed an academic violation (e.g., plagiarism), the graduate unit notifies the student and the Dean of Graduate Studies in writing that the student is suspended from further work in that unit. Suspended students are not eligible to apply for readmission to any other graduate degree program for a period of one year from the effective date of the suspension.

Readmission after Suspension

If after a period of one year, a suspended student wishes to apply for readmission to graduate studies at the University of New Mexico, he/she must follow the readmission procedure delineated earlier in this Catalog.

If a graduate unit decides to readmit a student after academic suspension, it specifies the conditions required by the student to re-establish his/her good standing. The period of suspension is included in the time limit to complete the degree.

Students who have been suspended or who withdrew from the University while in probationary status is placed in probationary status when readmitted to the University. Students suspended for low grade point average (Type 1 probation) have 12 credit hours or four regular semesters (whichever comes first) to establish a grade point average of at least 3.0. A student who fails to achieve the minimum grade point average within the allotted time is permanently suspended from their graduate program. Students who have been suspended for earning three grades of NC and/or F and subsequently readmitted are permanently suspended from their degree program if a fourth grade of "NC" and/or "F" in graduate-level coursework is earned.

6. Petitions to Modify Academic Requirements

Graduate students may submit a [Petition the Dean of Graduate Studies](#) for an exception to any of the university-wide policies or regulations specified in the UNM Catalog. Petitions are intended to allow students the opportunity to deal with unusual or extraordinary events, particularly circumstances beyond their control that would penalize them unfairly. It should be kept in mind, however, that a hallmark of fairness is the uniform application of the same standards and deadlines to all students.

Petitions must be submitted in the sequence listed below:

The student must first submit the petition to his/her instructor of record (for grade changes only) or graduate advisor (for all other academic petitions). The advisor/instructor should indicate whether he/she endorses the student's request and why.

The petition must next be submitted to the student's graduate unit-the faculty graduate director, the Chairperson or the departmental graduate committee, depending upon the practice in the particular unit. The student may choose to submit the petition to the graduate unit even if the instructor/advisor does not endorse it. The unit should also indicate whether it supports or does not support the student's request and why.

This petition should then be forwarded to the Dean of Graduate Studies. The student may choose to submit the petition to the Dean of Graduate Studies even if his/her academic unit does not support it. Additional information may be requested by the Dean of Graduate Studies prior to review of the petition. In certain cases, the Dean or his/her designee may ask the Senate Graduate Committee, serving in an advisory capacity, to review the petition and offer its recommendation for approval or disapproval. The decision of the Dean is final.

A petition, in the form of a memo or letter addressed to the Dean of Graduate Studies, is initiated and signed by the student. It should clearly state the specific nature of the exception or special consideration being requested and provide a complete but concise justification. If the request involves the extension of a deadline, a proposed new deadline date should be indicated. Before considering a petition, the Dean may require that the student have either an approved Program of Studies or Application for Candidacy on file at Graduate Studies. If this has not already been submitted, the documents may be turned in simultaneously, with the petition attached to the front.

A written response to a complete petition usually is mailed to the student within two weeks from its receipt by Graduate Studies and a copy sent to the academic unit (this period may be extended to allow for University holidays or other periods when the University is not in session). The original petition is retained in the student's file at Graduate Studies. Petitions that are lacking required documentation are not considered until all documentation has been received.

NOTE: A graduate student seeking retroactive withdrawal, enrollment or disenrollment; extension of time for removal of an incomplete grade; a grade option change; or other academic record changes involving exceptions to the rules governing registration and academic records which are set forth in the UNM Catalog must submit a petition to the University Registrar. This petition process does not cover disputes involving academic judgments. Petitions must include the student's current return mailing address.

7. Graduate Student Academic Grievance Procedures

The Graduate Student Academic Grievance (GSA) procedures have been established to address complaints, disputes or grievances of an academic nature initiated by students enrolled in graduate degree programs at the University of New Mexico. Although conflicts that on occasion occur between students and faculty or administrators may be resolved through formal adjudication, a more informal and productive kind of resolution—one that is mutually agreed upon by the parties involved—is strongly encouraged.

The GSA procedures are available for the resolution of a variety of possible issues related to the academic process. These may include, but are not limited to, issues related to progress toward a degree and allegedly improper or unreasonable treatment, except that grievances based upon alleged discrimination or sexual harassment should be directed to the Office of Equal Opportunity (OEO). The grievance procedures may not be used to challenge the denial of admission to a degree program nor to appeal the denial by the Dean of Graduate Studies of a petition or an exception to university-wide degree requirements, policies or procedures.

1. A student with a complaint related to academic matters may consult with Graduate Studies to discuss his/her concerns, seek or clarify pertinent rules and regulations governing graduate study, and explore constructive ways to resolve the problem directly with the faculty member or administrator involved. This should occur as soon as reasonably possible after the student has become aware of the problem.
2. The student should then arrange a meeting with the faculty or administrator involved in the complaint to address the problem and to explore the possibility of a jointly achieved resolution.
3. If agreement cannot be reached, the student may seek the assistance of the departmental faculty graduate advisor and/or the Chairperson in resolving the dispute. If the dispute is with a faculty member in a department different from the student's, the appropriate Chairperson or advisor would be in the department in which the faculty member resides or in which the course in which the dispute arose was offered. It is expected that these administrators play an active part in helping to resolve the disagreement. In the event that the graduate unit involved is non-departmentalized, the student may go directly to the dean or director of that unit for assistance.
4. If the matter cannot be resolved at the departmental level, the student may bring the problem to the attention of the school or college Dean. The school or college Dean determines whether to adjudicate the dispute or to refer the student to the Dean of Graduate Studies for a resolution. If the dispute is with a faculty member in a school or college different from the student's, the appropriate dean would be the one in the unit in which the faculty member resides, or in which the disputed course was offered.

In the resolution of grievances at the level of a school or college Dean or the Dean of Graduate Studies, the following procedures apply, as described also in the University of New Mexico Pathfinder under “Student Grievance Procedure,” Sections 2.3.1–2.3.7.

1. The student must submit a formal, written statement of his/her grievance. This document should summarize the facts that support the grievance, indicate the desired resolution and describe the efforts already made at reaching that resolution, as well as their outcome. Individuals against whom grievances have been filed are sent a copy of the written statement, and then have two weeks in which to respond in writing to the Dean.
2. The Dean reviews all written materials submitted and provide both parties the opportunity to review and respond to all evidence. The Dean interviews each party, as well as any other persons who may have relevant information. The Dean may elect to hold an informal hearing involving both the parties to the grievance and witnesses. If such a hearing is held, the parties are given five days’ notice. Each party is allowed to bring an advisor to the hearing but is not permitted legal representation. Cross-examination of witnesses is permitted, although the Dean may require that questions be directed through him/her.
3. The Dean may choose to convene an advisory committee to help evaluate the grievance. A school or college Dean may utilize a standing committee from that unit; the Dean of Graduate Studies utilizes the Senate Graduate Committee.
4. Generally, a written report by the Dean is issued within a period of four weeks after the grievance has been formally filed. (This period may be extended to allow for University holidays or other periods when the University is not in session.) The report explains the Dean’s findings, conclusions, his/her decision and the basis for that decision. A copy is sent to each party, and to the Chairperson or supervisor of the faculty or staff member involved.
5. The decision of the Dean may be appealed by either party to the Office of the Provost within a period of two weeks. The Provost reconsiders that decision only if there are substantive, procedural grounds for doing so (for example, significant evidence that was not accepted or has arisen since the Dean’s decision was announced). The decision of the Provost is final.

8. Financial Assistance and Support Programs

The University of New Mexico offers several types of financial assistance for which graduate students may apply. In some cases, the awards are merit-based and highly competitive. In other cases, awards are need-based and there is a limit (i.e., cap) to the combined amount of financial assistance provided. To qualify for need-based awards, students must complete a [Free Application for Federal Student Aid \(FAFSA\) form](#).

Fellowships

Graduate Studies coordinates a number of fellowship programs for graduate students. Students from groups under-represented in graduate education are particularly encouraged to apply. Information about these fellowships is available through the graduate units and the [Graduate Studies Web site](#).

In addition to campus resources, there are several national and regional fellowship programs to support graduate students, particularly at the doctoral level.

Scholarships

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

Additional information about scholarships is available through the UNM [Scholarship Office Web site](#) and the [Graduate Studies Web site](#).

Loans

The University of New Mexico participates in two federal educational loan programs: (1) the Perkins Loan and (2) the Direct Loan. Additionally, students may contact alternative lenders who offer non-federal educational loans. Further information can be obtained through the [Student Financial Aid Office Web site](#).

Work-Study Opportunities

Many graduate students are eligible to receive funding under Work-Study programs. Graduate Students are encouraged to apply for Work-Study by submitting a Federal Application for Student Aid (FAFSA). Graduate Studies works in conjunction with the Office of Student Financial Aid and graduate units to match students who are work-study qualified with faculty research projects or teaching assignments.

Assistantships

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

Approximately 1,500 teaching and research assistantships are available to qualified graduate students in various departments within the university. Assistantships are competitively awarded at the department level and typically require 10 to 20 credit hours of service per week. Assistantship appointments are usually made within the students' academic units. However, graduate students may accept an assistantship outside the unit in which they are pursuing a

degree. Students interested in being considered for assistantships should contact the Chairperson/administrator in the unit in which they wish to hold an assistantship.

Types of Assistantships

- **Teaching Assistant (TA)/Teaching Assistant Special (TASpec):** is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.
- **Graduate Assistant (GA)/Graduate Assistant Special (GASpec):** one whose duties are related to instruction, but who is not directly involved in producing student credit hours.
- **Research Assistant (RA):** assists in research work that is relevant to the assistant's thesis, dissertation or other requirement for a graduate degree.

Eligibility for Assistantships

To be employed as a TA, GA or RA a student must meet the following criteria:

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

Required Training

Various federal, state, and university guidelines require UNM to ensure that all assistantship recipients are aware of and receive training in specific standards and eligibility requirements. Graduate Studies has partnered with Human Resources (HR) to conveniently provide the following training sessions online at HR's Learning Central:

- Basic Annual Safety
- Preventing Sexual Harassment

- Securing Private Data

All Teaching Assistants, Graduate Assistants, Research Assistants, and Project Assistants are required to complete these training sessions on an annual basis in order to maintain eligibility for holding an assistantship. The training sessions help students better understand responsibilities to colleagues, students, and co-workers, and refresh understanding of federal, state, and university guidelines regarding ethical conduct, safety, and securing private information.

Health Insurance Benefit

The University of New Mexico provides full payment of the assistantship recipient's insurance coverage premium through the Student Health Center, on a semester-by-semester basis, provided the FTE is 25% or higher, and all other eligibility criteria to hold the assistantship is met.

Assistantship Workload

During the Fall and Spring semesters the typical workload for assistantships is 20 hours per week (.50 FTE). A student may not be appointed for more than 30 hours per week or .75% FTE as a TA/TA Spec, GA/GA Spec, TAssoc, RA or PA alone or in any combination. In addition, students holding a TA or GA may not be appointed for fewer than 10 hours (.25 FTE).

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

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

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

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

Assistantship Reappointments

By definition, assistantships are term appointments. Students should not assume that they will be reappointed merely because notification of termination at the end of the appointment period has not been received. Reappointments are contingent upon the continuing availability of funds,

satisfactory performance of the assistantship recipient, relevant departmental policies and academic eligibility.

Termination of Assistantship Before End of Appointment Period

The graduate unit makes notification of termination to the student and forward a copy of this notification to the Dean of Graduate Studies. In the case of students who are placed on academic probation, Graduate Studies terminates the contract and notify the appropriate graduate unit and the student. The stipend for assignments that are terminated before the end of the appointment is prorated for the period during which the assistant was employed. If a TA/GA/TAssoc assignment is terminated prematurely, either by voluntary resignation or dismissal, the stipend shall be prorated at the rate of 1/18 of the semester stipend per week worked.

Medical Leave While Holding an Assistantship

Assistantship recipients who suffer a serious medical condition requiring absence from assigned duties for two consecutive weeks may be granted, upon written request to the head of the graduate unit, a two-week sick leave without loss of stipend. After this leave, the student is paid only for the time the assistantship responsibilities were fulfilled. The graduate unit must notify the Graduate Studies office whenever it grants an assistant a two-week sick leave, as well as the date that the assistant returns to his/her position.

Absence Without Leave

Individuals who are awarded a contract and receive payment from the University of New Mexico, but who do not attend or are absent without leave are required to repay any stipend collected from UNM.

Procedures for Petition for Assistantship Awards

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

Grievance Procedures for Students Holding Assistantships

Student who hold assistantships and are seeking direction for submitting a formal grievance related to the assistantship are referred to the section on Academic Freedom of Graduate, Teaching, Research and Special Assistants in the University of New Mexico Faculty Handbook.

9. Scientific Meetings

As part of the educational process, students will be encouraged to attend national scientific meetings as College and Departmental travel support permits. Travel support will be considered for students presenting at national meetings. Students should discuss participation in meetings and travel support with their major advisor.

Students should apply first for UNM OGS related travel funds. Further information is available at <https://grad.unm.edu/funding/research-travel-grants/index.html>.

10. Student Evaluation

The PEPPOR program faculty annually evaluates each student on the basis of accomplishments in formal courses and performance in other areas of the program including research as well as attendance and participation in seminars. Satisfactory performance in courses and research are required. Failure to meet performance criteria in any of these areas or for professional misconduct is grounds for recommendation of dismissal from the program.

11. Annual Reports

All students will submit an annual report. The Annual Report must be approved and signed by the assigned faculty mentor (first year students) or the Major Advisor (all other students). Annual Reports are required for each year students matriculate in the program.

D. MASTER OF SCIENCE (MS) PROGRAMS IN PEPPOR

1. The Master's Degree

General Requirements

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

1. Complete the coursework requirements of a Plan I or Plan II within the identified deadline dates (described below);
2. Fulfill any additional department or graduate unit requirements (e.g., foreign language or skill requirement, practicum, etc.);
3. Maintain a cumulative grade point average of 3.0 or higher;
4. Have a Program of Studies approved by the Dean of Graduate Studies;
5. Complete at least 50% of required coursework after admission to the graduate program, unless further limited by the graduate program;
6. No more than 6 credit hours of coursework in which a grade of "C" (2.0), "C+" (2.33) or "CR" (grading option selected by student) was earned may be credited toward a graduate degree. Courses offered only on a CR/NC basis and required by the graduate program are excluded from this limitation.
7. Pass the Master's Examination and/or Final Examination for Thesis ;
8. Meet the time limit for completion of degree requirements.

Please visit the UNM OGS website for the MS Degree Completion Roadmap and Guidelines:

<https://grad.unm.edu/resources/start-to-finish-unm/masters/ms-roadmap.html>

2. Coursework Requirements

M.S. in Pharmacoeconomics, Epidemiology, Pharmaceutical Policy, and Outcomes Research (PEPPOR)

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

*Students are required to attend PEPPOR program seminars every semester

** See Appendix A for approved statistical courses

M.S. in Clinical Trials

Pharm 545	Pharmacoeconomics	3
Public Health 502	Epidemiologic Methods I	3
Public Health 520	Epidemiologic Methods II	3
Pharm 548	Ethics Clinical Trials/Informed Consent	2
Pharm 549	Regulatory Issues in Clinical Trials	2
Pharm 591	Seminars in Administrative Pharmacy	2*
Stat courses level I**		3
Stat courses level II**		3
Electives		6
Pharm 598	Topics in Pharmaceutical Sciences (Methods of Clinical Trials)	3
Pharm 597	Research Problems (concentration paper)	2
TOTAL REQUIRED:		
Most students pursue Plan 2 (non-thesis option: 32 hours of coursework)		32

*Students are required to attend seminars every semester

** See Appendix A for approved statistical courses

PharmD/MS in PEPPOR Dual Degree

The College of Pharmacy offers a dual degree program leading to a Doctor of Pharmacy and Master's Degree (PhD/MS) in PEPPOR. The dual degree program is designed to prepare students for leadership positions that demand knowledge of both health sciences combined with research experience. The goal is to provide graduates with the skills, knowledge, and experience needed for positions in pharmacoeconomics, epidemiology, pharmaceutical policy, and outcomes research in academic settings, the pharmaceutical industry, or pharmacy management careers.

Under this program, the College of Pharmacy will require a minimum of 21 hours of graduate level courses in addition to 11 hours of science courses in the PharmD curriculum for a total of 32 credit hours. Students should have completed an undergraduate degree for consideration for admission to the program and must commit to the Dual PharmD and Master's in Pharmaceutical Sciences Degree Program before completing their second year in the professional program. Applicants will be considered for the program under the same criteria as applicants to the graduate program.

The Dual PharmD and Master's in Pharmaceutical Sciences, with a concentration in PEPPOR, degrees will be conferred together upon successful completion of the program. It is expected that students will complete the degree within 1 year after completing the PharmD degree.

Pharm D/MS, with an emphasis in PEPPOR (32 credit hours)

32 graduate credit hours

- 18 dual-credit hours
 - a. PHRM 809 – 2 credits –Pharmacy and Health Care Delivery
 - b. PHRM 804 – 2 credits - Public Health in Pharmacy
 - c. PHRM 828 – 3 credits – Pharmacoepidemiology and Research Design
 - d. PHRM 836 – 2 credits – Pharmacoeconomics
 - e. PHRM 837 – 3 credits – Pharmacy Management and Operations
 - f. PHRM 545 – 3 Credits (elective for Pharm D) – Pharmacoeconomics
 - g. PHRM 546 - 3 Credits (elective for Pharm D) - Healthcare Systems Review *and/or* Pharm 547- 3 Credits (elective for Pharm D) Research Design and Analysis
- At least 6 credit hours of elective graduate level classes (e.g., biostatistics, epidemiology, or others)
- 2 credit hours of Seminar (PHRM 591)
- 6 credit hours of Thesis Research (PHRM 599)

3. Master's en route to Ph.D.

Students admitted directly to a Ph.D. without a master's degree may earn a master's degree en route to the Ph.D. (same major/subject code) by seeking approval from the doctoral program. The student must then follow the master's degree requirements as outlined in the *Master's Degree: General Requirements* section of this page. With prior approval by the program faculty and Graduate Studies, a doctoral comprehensive examination may serve as the master's examination for students pursuing a master's en route to the Ph.D. (same subject code). With prior approval by the program faculty and Graduate Studies, a doctoral qualifying examination may serve as the master's examination provided that the committee composition fulfills the requirements for the master's examination.

4. Time Limit for Completion of Degree

All work used to meet degree requirements for a master's degree, including transfer credit, must be completed within a seven (7) calendar year period immediately preceding the granting of the degree. Coursework older than seven years cannot be used to meet requirements for the master's degree. Graduate units may impose stricter limitations on the time limit for completion of degree requirements.

5. Plans I (Thesis) and II (Non-Thesis) Options

Master's degree programs within the PEPPOR program are completed under one of two plans, as described below. These are referred to as Plans I and II. In addition to the general requirements listed above, the following specific requirements apply:

Plan I Requirements

1. A minimum of 24 credit hours of coursework, with a minimum of 15 credit hours in the major field.
2. A minimum of 6 credit hours of 500-level coursework.
3. A maximum of 6 credit hours in "problems" courses and a maximum of 5 credit hours of workshop credit.
4. Six credit hours of Thesis (599) credit.
5. Completion of a master's thesis.

Plan II Requirements

1. A minimum of 30 credit hours of coursework, with a minimum of 18 credit hours in the major field.
2. A minimum of 12 credit hours of 500-level courses.
3. A maximum of 12 credit hours in "problems" courses and a maximum of 8 credit hours of workshop credit.
4. Completion of a master's project/paper suitable for publication

6. Master's Examination

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

The examination is conducted by a committee of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the Chair of the committee must be in Category 1, 5, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4 (see the "Faculty Approval for Committee Service" see: <https://grad.unm.edu/resources/gs-forms/committee-service.html>).

The master's examination may be taken only after the Program of Studies has received approval by the Graduate Dean and only if the student is in good academic standing. In the case of Plan I students, the thesis defense may be considered as the master's examination; for these students, the thesis Chairperson usually serves as Chairperson of the master's examination committee (see the "The Master's Degree: Required Enrollment" section of this page).

The student must notify Graduate Studies of the scheduled examination date by electronically submitting the appropriate announcement form see: <https://grad.unm.edu/resources/gs-forms/index.html> .The announcement form must be filed at least two weeks before the master's examination, and no later than the published deadline dates (November 1 for Fall, April 1 for Spring or July 1 for Summer). Barring extraordinary circumstances, the graduate unit notifies the student and Graduate Studies of the results of the examination no later than two weeks from the date on which it was administered. Should such circumstances arise, the unit informs the student in writing of the reason for the delay and let him/her know when notification can be expected. The results of the examination (pass or fail) must be reported to Graduate Studies by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If a student fails the examination, the graduate unit may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The master's examination may be taken only twice. A second failure results in the student's termination from the program.

Conditional Pass

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

Report of Examination Approvals and Signatures

Each committee member with a UNM netID is required to record their decision through the electronic [Report of Examination](#) for each examination. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

7. Program of Studies

A master's degree student should file a Program of Studies with Graduate Studies as soon as she/he has planned a program of studies for the degree in consultation with the major advisor. This form may be obtained from the academic unit or at <http://grad.unm.edu/resources/gs-forms/index.html> .The Program of Studies must be approved by the graduate unit and submitted to Graduate Studies by the following deadlines: October 1 for Spring, March 1 for Summer and

July 1 for Fall. It must be approved by the Dean of Graduate Studies before a student may take the master's examination.

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

- 1) Each Program of Studies must be approved by the student's major graduate unit and by the Dean of Graduate Studies;
- 2) After a Program of Studies has been filed, a student may change between Plans I and Plan II only with the approval of the major graduate unit and the Dean of Graduate Studies and must submit a new/revised Program of Studies;
- 3) No more than half the graduate program's minimum required coursework hours, exclusive of Thesis/Project, may be taken with a single faculty member;
- 4) Application/Transfer of Graduate Credit: The application or transfer of graduate credit to a program of studies is never automatic. With the approval of the student's graduate unit, a maximum of 50% of the coursework requirements for a master's degree may consist of a combination of applied/transfer credit hours, assuming they meet the restrictions specified earlier in this Catalog. In addition, applied/transfer credit must meet the following criteria:
 - a. The coursework was taken at an accredited institution and is judged by both the graduate unit and the Dean of Graduate Studies to be appropriate to the student's degree program;
 - b. The coursework is graded at least a B and was completed within the required seven-year period; and
 - c. Any additional restrictions that may have been imposed by the particular graduate unit have been fulfilled.

NOTE: Coursework that has been counted toward a previous degree may not be counted again toward any subsequent degree with the exception of a master's degree for a doctoral degree

8. Required Enrollment

Master's students in either Plan I, II, or III must be enrolled for and complete at least 1 graduate credit in the term they sit for an examination or complete degree requirements. In order to qualify to sit for a master's exam during the intersession, the student must be registered for the following semester.

9. Graduation Courtesy Policy

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

10. Notification of Intent to Graduate

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

11. The Master's Thesis

Each candidate for a Plan I master's degree must submit a thesis that demonstrates evidence of the ability to do sound research. The student's thesis committee and the Dean of Graduate Studies must approve the thesis. The student is responsible for providing each member of the committee with a complete draft of the thesis in ample time for review prior to the defense.

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

Students who have enrolled in 599 and subsequently stopped enrollment for one or more semesters (not including summers) must follow the procedures listed under the "Continuous Enrollment Policy" above. Procedures for readmission are available on the [Graduate Studies Web site](#).

Grades: Semester grades available for thesis (599) credit hours are PR (progress) and NC (no credit). At the time of graduation, the student's transcript indicates that he/she earned either 6 credit hours of thesis (599) credit (CR).

Announcement of Final Exam for Thesis

At least two weeks before the final examination is held, and no later than November 1 for Fall, April 1 for Spring or July 1 for summer, the student must notify Graduate Studies of its scheduled date by electronically submitting the appropriate [Announcement of Examination](#).

Member Attendance at Thesis Defense

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

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

Report of Examination Approvals and Signatures: Each committee member with a UNM netID is required to record their decision through the electronic [Report of Examination](#) for each examination and thesis or dissertation defense. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

Thesis Preparation

The PEPPOR program accepts the traditional thesis. A traditional thesis is a single written document, authored solely by the student, presenting original scholarship. The student must meet the general manuscript format criteria set forth in the UNM Catalog/Web site on manuscript guidelines. Students must adhere to copyright policies for obtaining permission to use a previously published manuscript.

The student is responsible for preparing a thesis in proper format which is of high quality and free of grammatical and typing errors. Guidelines on thesis format are detailed and should be carefully followed. Students are urged to print current manuscript guidelines and forms from the [Graduate Studies Web site](#), and may want to consult with the Graduate Studies manuscript reviewer.

90-Day Time Limit

A Plan I master's student must submit his/her thesis to the Dean of Graduate Studies within ninety (90) days of passing his/her final examination for the thesis. If the thesis is not submitted within that time, the student must schedule and complete a second final examination for the

thesis. In all cases the results of the thesis defense must be submitted to Graduate Studies no later than two weeks after the announced date of the thesis defense.

Electronic Submission of the Master's Thesis

All UNM Master's students must submit their theses to Graduate Studies electronically for filing in the [UNM Digital Repository](#), an electronic, open-access database where their work is accessible to Internet search engines such as Google and Yahoo. Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Theses filed in open access at the UNM Digital Repository are fully copyrighted and are afforded the same intellectual property protections as those submitted in print versions.

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

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

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

Master's students must submit their theses, with an abstract of no more than 350 words to the Dean of Graduate Studies for approval by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer graduation. If the thesis is not submitted by these deadlines, the student is not able to graduate that semester. While Graduate Studies accepts dissertations in electronic (pdf) form, graduate units may also require paper copies (check with the graduate unit).

Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the graduate unit or the [Graduate Studies Web site](#):

1. A “Certification of Final Form.”
2. An “Information Cover Sheet”
3. “Embargo Request Form” (if requesting an embargo).

NOTE: The student’s graduate unit may require paper copies of the thesis and forms.

E. THE DOCTORAL DEGREE

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

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

Please visit the UNM OGS website for the Doctoral Degree Completion Roadmap and Guidelines: <https://grad.unm.edu/resources/start-to-finish-unm/phd/phd-roadmap.html>

1. Required Courses

Ph.D. in Pharmaceutical Sciences with Concentration in PEPPOR

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

Minimum of 48 hours of coursework + 18 dissertation hours

*Students are required to enroll for PEPPOR program seminars every semester until they reach successful completion of their dissertation proposal. However, students are expect to attend seminar until they graduate. Students are only allowed to apply 6 hours of PEPPOR seminar towards PhD degree requirements.

** See Appendix A for approved statistical courses.

2. Time Limit for Completion of Degree

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

3. Doctoral Committee on Studies

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

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

Appointment of the Committee usually involves the following steps:

- 1) The student arranges for an appropriate faculty member to serve as Committee Chair;
- 2) The student and the Committee Chair agree upon the remaining members of the Committee;
- 3) The Committee must be approved by the graduate unit Chairperson or graduate unit advisor, as evidenced by his/her signature on the student's "Application for Doctoral Candidacy."

4. Doctoral Comprehensive Examination

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

- 1) The student must have a cumulative grade point average of at least 3.0 at the time of the examination.
- 2) The student must be enrolled in a minimum of one credit of graduate coursework the semester in which he/she takes the doctoral comprehensive examination.
- 3) At least two weeks prior to the date of the examination, the student must request approval from the Dean of Graduate Studies to hold the exam by electronically submitting the appropriate announcement form.
- 4) The doctoral comprehensive examination committee (usually the student's Committee on Studies) consists of a minimum of three members approved for committee service. Two members must be in Category 1 or 3; the Chair of the committee must be in Category 1, or 3 if within the student's major; one member must be from Category 1; and no more than one voting member can be in Category 4.
- 5) In order to qualify to sit for a doctoral exam during the intersession, the student must be registered for the following semester.

- 6) Barring extraordinary circumstances, the graduate unit notifies the student of the results of the examination no later than two weeks after the date on which it was administered. Should such circumstances arise, the graduate unit notifies the student in writing of the reason for the delay and let him/her know when notification can be expected.
- 7) The results of the examination must be reported to the Dean of Graduate Studies on the "Report of Examination" form no later than two weeks after the date of the examination.
- 8) If a student fails the examination, the Committee on Studies may recommend a second examination, which must be administered within one calendar year from the date of the first examination. The doctoral comprehensive examination may be taken only twice. A second failure results in the student's termination from the program.

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

Report of Examination Approvals and Signatures: Each committee member with a UNM netID is required to record their decision through the electronic Report of Examination for each examination. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

5. Applied (including Non-Degree)/Transfer Credit

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

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

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

PEPPOR Policy on Applying Master's Coursework to PhD

Students who have a MS in PEPPOR can petition to have up to 30 credits applied to the PEPPOR doctoral program.

Students who have a master's degree from UNM can typically have up to 24 hours applied to their doctoral program.

A student with a master's degree from another university can petition to have 15 credits applied to their doctoral program.

6. Application for Candidacy for Doctoral Degrees

Each doctoral student must submit an Application for Candidacy (AC) listing all the courses that apply to the degree. The AC form should be filed the term the student passes the comprehensive examination and no later than the last day of the term before the student intends to graduate. If a language or a skill requirement is a criteria of the degree program, meeting this requirement should be noted on the AC form where indicated. If the language/skill requirement is not noted on the AC form a "Certification of Language or Research Skill Requirement" form must be submitted before the student is advanced to candidacy.

Advancement to Candidacy for the Doctoral Degree

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

1. The doctoral comprehensive examination has been passed;
2. Graduate Studies has approved the Application for Candidacy.

7. The Dissertation

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

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

Committee: The dissertation committee (whose members often include those on the Committee on Studies) is charged with the supervision of a doctoral candidate's dissertation activities, including the review and approval of the student's research proposal. Doctoral candidates initiate the process of selecting the dissertation committee by first arranging for a qualified faculty member to serve as the Director/Chair. The faculty director and the candidate jointly select the remainder of the committee.

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

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

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

Grades: Semester grades available for dissertation (699) credit hours are PR (progress) and NC (no credit). At the time of graduation, the student's transcript indicates that he/she earned 18 credit hours of dissertation (699) credit (CR).

Graduation Courtesy Policy

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

8. Notification of Intent to Graduate

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

9. The Final Examination for the Doctorate (Dissertation Defense)

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

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

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

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

- 1) That the dissertation be approved without change;
- 2) That the dissertation be approved subject only to minor editorial corrections: or

That the dissertation be rewritten or revised before approval.

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

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

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

Report of Examination Approvals and Signatures: Each committee member with a UNM netID is required to record their decision through the electronic Report of Examination for each dissertation defense. Committee members without UNM netIDs are informed that they will give their proxy decision through the Chair of the committee who will record their decision.

Quality of the Dissertation

The responsibility of the dissertation committee (especially the director) includes the evaluation of the substance and methodology of the dissertation as well as an assessment of the candidate's competence in scholarly exposition. The dissertation should reflect a high level of scholarship in the conduct and presentation of the study. If serious questions concerning substance, methodology or exposition arise through a review of the "Report on Thesis or Dissertation"

forms, the Graduate Dean may seek the counsel of the dissertation committee, graduate unit Chairperson and/or other scholars with particular competence in the field of study before the dissertation receives final approval.

Dissertation Preparation

The student is responsible for preparing a dissertation in proper format that is of high quality and free of grammatical and typing errors. Guidelines on dissertation format are detailed and should be carefully followed. Students are urged to print current guidelines from the Graduate Studies Web site before defending their dissertations. The general manuscript format guidelines and most required forms are available on the Graduate Studies Web site.

The dissertation defense is scheduled once the student and his/her major advisor have agreed that the manuscript is in its final form. The doctoral students must submit his/her dissertation to the Dean of Graduate Studies within ninety (90) days of passing his/her final examination for the dissertation. If the manuscript is not submitted within that time, the student must schedule and complete a second final examination for the dissertation. In all cases the results of the dissertation defense must be submitted to Graduate Studies no later than two weeks after the announced date of the dissertation defense.

Electronic Submission of the Dissertation

All UNM Ph.D. students must submit their dissertations to Graduate Studies electronically for filing in the UNM Digital Repository, an electronic, open-access database where their work is accessible to Internet search engines such as Google and Yahoo. Open access allows scholars and researchers around the world to access the results of research and scholarship with the click of a button. Thus, open access accelerates and broadens the dissemination of scholarly and creative work. Theses and dissertations filed in open access at the UNM Digital Repository are fully copyrighted, and are afforded the same intellectual property protections as print manuscripts and publications. Ph.D. students must also file their dissertations with ProQuest.

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

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

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

Ph.D. students must submit their dissertations to the Dean of Graduate Studies for approval by November 15 for Fall graduation, April 15 for Spring graduation or July 15 for Summer

graduation. If the dissertation approved by the full committee is not submitted by these deadlines, the student is not able to graduate in that semester. While Graduate Studies accepts dissertations in electronic (pdf) form, graduate units may also require paper copies (check with the graduate unit).

Accompanying Forms

The following forms, which must be submitted along with the manuscript, may be obtained from the Graduate Studies Web site:

- 1) A “Certification of Final Form”
- 2) An “Information Cover Sheet”
- 3) A “Survey of Earned Doctorate”
- 4) The ProQuest UMI Dissertation Electronic Submission is required for Ph.D. doctoral students to the ProQuest repository (submission not required of M.F.A. and Ed.D. graduate students).
- 5) Embargo Request Form (if requesting an embargo).

F. APPENDIX 1. APPROVED STATISTICS COURSES

1. Approved Statistics Courses*

Level I

EDPY 511	Introductory Educational Statistics
PH 538	Public Health Biostatistical Methods I
PH598	Introduction to Statistical Tests in the Pharmacy Literature

Level II

PH 539	Public Health Biostatistical Methods II
EDPY 603	Applied Statistical Design and Analysis
STAT 527	Advanced Data Analysis I

Level III

STAT 527	Advanced Data Analysis I
STAT 528	Advanced Data Analysis II
STAT 540	Regression Analysis
STAT 574	Biostatistical Methods: Survival Analysis and Logistic Regression
EDPY 604	Multiple Regression Techniques as Applied to Education

Level IV

STAT 528	Advanced Data Analysis II
STAT 545	Analysis of Variance and Experimental Design
STAT 577	Introduction to Bayesian Modeling
STAT 581	Introduction to Time Series Analysis
EDPY 606	Applied Multivariate Statistics
EDPY 607	Structural Equation Modeling

*Other higher level statistics courses (as approved by the Major advisor) may be considered.