

GRADUATE STUDIES IN PHARMACY CARE ADMINISTRATION

GRADUATE STUDENT MANUAL

2002

Department of Clinical & Administrative Pharmacy
College of Pharmacy
University of Georgia
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I. INTRODUCTION

The Pharmacy Care Administration (PCA) graduate program of the Department of Clinical & Administrative Pharmacy is designed as an interdisciplinary program leading to the M.S. or Ph.D. degree. The increasing complexity of drug utilization in the United States and throughout the world creates complex problems in pharmaceutical care delivery. Practitioners and researchers need to understand and investigate how changes in the health care system will affect the structure, process and outcomes of pharmaceutical care. Also, society has been increasingly called upon to maximize health outcomes subject to some type of budget constraint and the need to identify and select efficient health inputs is paramount. Changes in products (goods and services), access to care, freedom of choice, reimbursement policy, direct to consumer advertising, third party considerations and government regulation, are a few examples of the issues which will impact on the delivery of pharmaceutical care. These issues will require researchers skilled in a broad spectrum of disciplines including, but not limited to, economics, administration, finance, marketing, epidemiology, and psychology.

II. CAREER OBJECTIVES

The immediate objective of the graduate program in Pharmacy Care Administration is to educate the student to perform meaningful independent research and to develop scholarly characteristics. The long-range objective of the graduate program is to prepare graduate students for professional careers in academia, research, government, institutional pharmacy, and industry. Having accomplished the academic and research requirements, career opportunities may be found with universities, industry, pharmaceutical associations, local, state and national health agencies, health care delivery organizations, managed care organizations, pharmaceutical industry, state boards of pharmacy, and medical media organizations.

During the course of study, the student is provided with the necessary tools to design and execute a research project which is nondescriptive, involving hypothesis testing and significantly meaningful to pharmacy. The plan of study will provide the student with the necessary technical knowledge and professional insight to investigate a worthwhile topic with appropriate analytical techniques.

III. ADMISSION TO THE PROGRAM

A. Classification of Students

1. M.S. Students

Students may be admitted directly into the M.S. program the Pharmacy Care Administration graduate faculty upon a competitive basis. Students wishing to enter a program of study leading to the Master of Science degree in Pharmacy Care

Administration must possess a Bachelor degree from an accredited four year college or university, a M.D. or a Doctor of Pharmacy degree. Preference is given to applicants who hold either a Bachelor of Science in Pharmacy or Doctor of Pharmacy degree and who are licensed to practice pharmacy in the United States or one of its territories. Preference is also given to other U.S. trained health professionals such as nurses and physicians. Applicants not having these credentials may be admitted with the provision that remedial non-credit course work may be required to acquaint them with the profession and problems of pharmacy practice in the United States. The applicant must also satisfy the requirements of the University of Georgia Graduate School prior to admission to the program.

If a student possesses an undergraduate deficiency which would seriously hamper his or her progress in the graduate program, he or she may be required to correct the deficiency before formally entering the graduate program.

2. Ph.D. Students

Students may be admitted directly into the Ph.D. program of study by the Pharmacy Care Administration graduate faculty upon a competitive basis. Students wishing to enter a program of study leading to the Doctor of Philosophy degree in Pharmacy Care Administration must possess, at minimum, a Bachelor degree from an accredited four year college or university, a M.D. or a Doctor of Pharmacy degree. Preference is given to applicants who hold either a Bachelor of Science in Pharmacy or a Doctor of Pharmacy degree and who are licensed to practice pharmacy in the United States or one of its territories. Preference is also given to other U.S. trained health professionals such as nurses and physicians. Generally, admission directly into the Ph.D. program is reserved for students with advanced degrees (Masters level degrees) or those that have outstanding academic achievements during and after their undergraduate program of study. Students that are admitted to the Ph.D. program are eligible for Ph.D. candidacy once they have completed all the requirements for such, but are not required to obtain an M.S. degree prior to their application for candidacy for the Ph.D.

IV. GRADUATE TEACHING ASSISTANTSHIP

A limited number of graduate teaching assistantship are available (by application) to full-time graduate students. These assistantship typically require 13-15 hours of duty per week in supporting the teaching, research, and service missions of the Department of Clinical and Administrative Pharmacy. These duties may include classroom or laboratory instruction, research, and/or assignment to centralized Departmental or College needs. Stipends are generally for ten to twelve months and are renewable. The amount of the stipend depends upon the applicant's experience and degree pursued. Students are required to pay their own fees and tuition. Out-of-state fees are waived for students on assistantship. Students are required to pay any matriculation or other fees required by the University of Georgia. Graduate Assistants

must maintain a 3.0 GPA and must take 15 credits of graduate study per semester except for Summer Semester in which they may register for 9 semester hours.

Graduate students holding a graduate teaching assistantship are expected to fulfill their obligations in a satisfactory manner including such personal qualities as dress, manner, preparedness, and punctuality. Satisfactory progress as a teaching assistantship may be assessed through student teaching evaluations, faculty, PCA Director, and Department and Associate Department Heads. All leave time must be cleared through your advisor and the Department or Associate Department Head in advance.

Assistantship may be renewed at the discretion of the Department of Clinical and Administrative Pharmacy for up to two years for M.S. students and up to four years for Ph.D. students. This is contingent upon the availability of funds, the continued progress toward a degree and satisfactory work performance.

V. PROGRAMS OF STUDY

A. General Graduate School Requirements

Students entering a graduate program in the Department of Clinical and Administrative Pharmacy must jointly satisfy the general graduate requirements of the University of Georgia. Graduate School regulations require each student to submit a program of study for the Master of Science and Doctor of Philosophy degrees planned in consultation with the student's major professor and the Advisory Committee. All programs of study must be approved by the graduate coordinator and the Dean of the Graduate School.

B. Deficiencies

Due to the varying academic and experiential backgrounds of students entering a graduate program in the Department of Clinical and Administrative Pharmacy, some students may need to correct any deficiencies which exist as soon as possible. This is necessary to satisfy prerequisite requirements for required graduate courses. Specific courses that may be required are listed in Section J.

C. Assignment of Faculty Advisor

Upon entering a graduate program in the Department of Clinical & Administrative Pharmacy, the student will be assigned a graduate faculty advisor until the student selects a major professor. The faculty advisor will assist the student in establishing a course of study during the first academic year which will include correcting any deficiencies, incomplete prerequisites and required graduate courses.

During the first two semesters of graduate study, the student should visit with all departmental faculty members to discuss their research interests. This will assist the student in matching his or her research interests with that of his major professor.

D. Selection of a Major Professor

The major professor counsels the student in pursuing his or her program of study and advises the student concerning procedural steps in the graduate program. The major professor advises the student in choosing and pursuing a research topic, in the preparation of a thesis and in obtaining admission to candidacy. Since the major professor serves as the primary mentor for the student, the student should make this choice only after careful thought and consideration. The student freely selects a major professor after a reasonable orientation period. Each student is encouraged to meet with all the PCA faculty during their first semester of study and individual PCA faculty may schedule meeting times with new students during their first semester. Each student must select a major professor before the beginning of their second academic year. The choice of a major professor will be contingent upon the mutual consent of the student and the faculty member. A later change of major professor, only for justifiable reasons, is possible. The major professor for doctoral students must be a full member of the Graduate Faculty and a core Pharmacy Care Administration faculty. Upon selection of a major professor, the student must notify the graduate coordinator in writing.

A. Course Loads

A full course load for a student who does not hold an assistantship or fellowship is considered to be from 9 to 15 semester hours. Course loads exceeding 17 semester hours require written approval of the major professor, the graduate coordinator and the Dean of the Graduate School. A student on assistantship (1/3 to 4/9 time) may not exceed a 12 hour maximum course load without approval of the graduate coordinator and the Dean of the Graduate School. If the student's assistantship exceeds 4/9 time, the student's course load must be reduced accordingly. Students who have completed all course work, fulfilled the residence requirement and are engaged only in research, will have their academic load assessed on an individual basis. Graduate students will not be considered as carrying a full course load if registered for less than 9 semester hours (5 semester hours in Summer). Students using University facilities and/or staff time are required to register for a minimum of 3 semester hours.

A. Academic Performance

All graduate students are expected to maintain a graduate GPA of 3.0 or higher on all graduate courses taken. A student whose cumulative GPA falls below 3.0 for two consecutive semesters is placed on academic probation. If less than 3.0 semester

average is made while the student is on academic probation, he or she will be dismissed. When a course is repeated, the last grade earned is used for computing the GPA for graduation, or probation and dismissal. No grade below "C" is acceptable for courses included in the program of study.

A. Pharmacy Care Administration Seminar (PHRM 8620)

All graduate students enrolled in the Pharmacy Care Administration graduate program are required to participate in PHRM 8620, Pharmacy Care Administration Seminar. Seminars are held regularly throughout the Fall and Spring semesters. The content, scope and format of the seminars vary from semester to semester. The student is generally expected to make one presentation of a published research, a report on a current issue of major concern to the pharmaceutical profession, or the student's own research. The rationale of this requirement is that the student, upon graduation, will be called upon to present ideas, results of research, new procedures, etc., to learned audiences. Students should gain this experience as a part of his or her graduate education so that he or she can give clear, concise presentations and answer questions in the same manner.

All PCA students must register and participate in seminar except those who have defended their dissertation proposal and have been admitted to doctoral candidacy or those students who have presented their M.S. thesis proposal to their advisory committee. Resident students who have defended their MS thesis or Ph.D. dissertation proposals are expected to regularly attend seminar but are not required to register for seminar.

A. Requirements for the M.S. Program

The program of study for the M.S. candidate is due the second semester of resident study. For the M.S. degree, the program of study must include: 1) at least 3 hours of thesis research, 2) a total of not less than 24 semester hours of graduate courses, excluding thesis research and writing, and 3) at least one-half (12 hours) of the 24 hours must be in courses open only to graduate students. All requirements for a Master's degree should fall within a six year time limit beginning with the first registration for graduate courses listed on the program of study.

Required M.S. Core Courses:

Students in the M.S. program in Pharmacy Care Administration must successfully complete the following core courses:

PHRM 8640	Research Methods
PHRM 8620	Pharmacy Care Administration Seminar
PHRM 6750	Health Care Systems (waived for UGA Pharm.D. graduates)
STAT 6210	Statistics Methods I
or	or
STAT 6310	Accelerated Statistics I
STAT 6220	Statistics Methods II
or	or
STAT 6320	Accelerated Statistics II

At least 2 additional Pharmacy Care Administration Core 8000 level courses required for the Ph.D. program are also required.

I. Requirements for the Ph.D. Program of Study

For the Doctor of Philosophy degree, the program of study is developed by the student, the major professor and the Advisory Committee. A preliminary program of study, developed by the student and major professor and approved by a majority of members of the Advisory Committee, must be submitted to the graduate coordinator by the end of the student's first year of residence. A doctoral program of study should consist primarily of 8000 and 9000 level courses. The final program of study must be submitted for approval by the Dean of the Graduate School by the time the notification of the oral comprehensive examination is given.. The final program of study must carry a minimum of 30 hours of course work, 3 of which must be dissertation (PHRM 9300) for the Doctor of Philosophy.

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 20 semester hours of University of Georgia courses open only to graduate students. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. No provision is made for transfer of credit on doctoral programs.

All requirements for the Ph.D. degree, except for the dissertation and final oral examination must be completed within a period of 6 years. The time requirement dates from the beginning of the semester during which the first course on the program of study was taken. A doctoral candidate who fails to take the final oral examination within 5 years after passing the written preliminary examination and being admitted to

candidacy will be required to take another preliminary examination and be admitted to candidacy a second time.

Required Ph.D. Core Courses:

PHRM 8640	Research Methods
PHRM 8650	Advanced Research Methods
PHRM 8690	Health Outcomes
PHRM 8670	Pharmacoeconomics and Health Care Technology Assessment
PHRM 6750	Health Care Systems (waived for UGA Pharm.D. graduates)
PHRM 8620	Pharmacy Care Administration Seminar

STAT 6210	Statistics Methods I
or	or
STAT 6310	Accelerated Statistics I

STAT 6220	Statistics Methods II
or	or
STAT 6320	Accelerated Statistics II

PSYC 6250	Psychometrics
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Though, not required students without an epidemiologic background are strongly encouraged to take at least one epidemiology course such as: Use of Epidemiologic Data in Health Promotion and Behavior (HPRB 6040)

Students must also take a series of at least 3 related courses in a selected area of concentration. Examples of concentrated areas include:

- Economics/Outcomes Research
- Policy Analysis and Evaluation
- Health Promotion
- Marketing

J. Deficiency Courses for M.S. and Ph.D. Students

Additional courses may be required depending on a student's academic and professional background. Graduates of various health programs (pharmacy, nursing, medicine) in the United States will likely have had introductory courses in health care systems, disease management or therapeutics, and basic computer operations. Students without this background will be required to take one or more of the following courses:

PHRM 4850 and 4860	Disease Management
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Students not exhibiting excellent written and/or oral communication skills will be required to take various courses to correct these deficiencies.

VI. STUDENTS WITH AN M.S. DEGREE FROM ANOTHER UNIVERSITY

Students may be admitted into the Doctoral program after receiving a M.S. degree from another university. The record and performance of the M.S. graduate will be evaluated by the graduate coordinator and the Pharmacy Care Administration graduate faculty. An appropriate modification to course requirements will be made to achieve equivalence with those students receiving the M.S. degree from the University of Georgia.

VII. SELECTION OF ADVISORY COMMITTEE

A. M.S. Candidate

After the student has selected a major professor, the student and the major professor must select an Advisory Committee as soon as possible. The Advisory Committee consists of the major professor as chairman plus two additional faculty members, one of which must be a provisional or full member of the Graduate Faculty. Selection of one member of the Committee from outside the Department is encouraged.

The functions of the Advisory Committee include advising the student on the academic and research program, reading and approving the thesis research proposal and administering the final thesis oral examination. The Advisory Committee must be approved by the graduate coordinator and the Dean of the Graduate School.

B. Ph.D. Candidate

The major professor serves as chairman of the Advisory Committee. Four additional faculty members must be selected, three of which must be members of the Graduate Faculty. At least one of the members of the Advisory Committee must be a core Pharmacy Care Administration faculty and selection of at least one member from outside the Department is strongly encouraged.

The functions of the doctoral Advisory Committee include planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on academic and research program, approving the subject for the dissertation, and reading and approving the completed dissertation.

VIII. RESEARCH PROPOSAL

The student must submit a preliminary research proposal to the Advisory Committee. The proposal should follow the format of a federal grant application such as NIH, Health Care Financing Administration, or Agency for Health Care Policy Research Dissertation General Application.

The research proposal should contain the following general sections:

- Introduction

Statement of overall problem, central hypothesis, specific aims, and long-term goals of the proposed research.

- Literature review

Critical review of the most essential previous work, including a description of the current research status of the subject.

- Methods

Description of the research methodology, data collection plans, justification of sample size and data analyses to be used.

- Estimated Budget

Estimate of expenses necessary to conduct the research project. The estimate may include travel expenses and any anticipated costs which may occur in data collection. *The estimated budget does not imply or guarantee funds will be available for the project.*

- Significance

Discussion of the potential significance of the proposed research project.

- Bibliography

Listing of cited references. The format should conform to the chosen application used or the consensus of the Advisory Committee.

The Advisory Committee will meet with the student for the purpose to accept, modify or reject the proposed research project. The accepted proposal must be presented in final form to the Pharmacy Care Administration faculty and graduate students as a seminar.

IX. WRITTEN AND ORAL EXAMINATIONS

Prior to admission to candidacy for the Ph.D. degree, the student must pass formal comprehensive written and oral examinations. The comprehensive examination is designed to test the student's knowledge of the fundamental concepts and methodologies in the core departmental course work and the elective area of study. The Advisory Committee administers the comprehensive examinations. The comprehensive examinations can be taken at any time after completing the required course work or at the discretion of the Department if all course work has not been completed. The written examination should be completed within one year of the completion of all course work.

Students will be permitted 48 hours to complete the written examination. The written examination may consist of both open and closed book portions. Grading of the examination will be completed within 2 academic weeks and grades will be either **Pass** or **Fail**. Four of five positive votes are required for the student to pass. Students are allowed 2 attempts to pass the written examination.

After successful completion of the written comprehensive examination, the student is eligible to take the oral examination. The student is strongly encouraged to take the oral examination as soon as possible after completion of the written examination. The student, in consultation with his or her major professor and the Advisory Committee, schedules the oral examination and notifies the graduate coordinator of the time and room number. The Graduate School must be notified by the graduate coordinator, in writing, at least 2 weeks before the examination. The oral examination is open to all members of the faculty and shall be announced by the Graduate School.

During the oral examination, the student will present the research proposal and then will be questioned on all facets of the student's major area of interest and his or her general knowledge of the discipline of pharmacy care administration. Additionally, the student will be given the opportunity to demonstrate competence in any areas of perceived weakness noted on the written examination. Four of five votes are required to pass the oral examination. Successful completion of the oral examination will result in formal admission to candidacy for the Ph.D. degree.

X. ADMISSION TO CANDIDACY

Admission to candidacy for the Ph.D. degree should be requested by the major professor immediately following the successful completion of the comprehensive preliminary oral examination. Master of Science students are admitted to candidacy immediately following the successful presentation of their research proposal. Doctoral students are required to register for a minimum of 10 hours over the next 2 semesters after admission to candidacy. A dissertation or thesis will not be approved by the Dean of the Graduate School prior to the student's admission to candidacy.

XI. FINAL DEFENSE OF THESIS OR DISSERTATION

The student must register for a minimum of 3 hours of thesis or dissertation (PHRM 7300 or 9300). During his or her tenure in the graduate program, the student may register for a maximum of 50 semester hours of PHRM 7000 or 9000, depending on the amount of work required to complete the research project.

A final copy of the dissertation or thesis must be provided to each member of the Advisory Committee at least 3 weeks prior to the final defense. An additional copy of the dissertation is required to be placed in the Departmental office 2 weeks prior to the final defense. The final oral defense of the dissertation is open to the University community. The graduate coordinator must be notified of the time and place of the final defense at least 2 weeks prior so that the Graduate School may be notified.

The final defense will consist of a 30-45 minute presentation by the candidate of his or her research, followed by an oral examination from the Advisory Committee covering the substance of the research. The Advisory Committee will determine the success or failure of the candidate (4 of 5 positive votes required for successful pass) and inform him or her of their decision and any additional recommendations immediately following the defense.

XIII. GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS

The areas of interest covered by the Department of Pharmacy Care Administration are both broad and varied. The possibility exists that differences of opinions involving philosophical interpretations of problems or personality conflicts between student and faculty or between students may occur. Normally, such situations would be resolved amicably between the individuals involved. When this does not occur and serious grievances persist, the following procedures will be initiated to achieve a just and equitable settlement. The student will submit a formal, written complaint to the person(s) involved outlining the grievance and a request for a conference for solution. The addressee of the complaint will submit a written reply to the student within 10 days. If an agreement is reached, a dated copy of the agreement, signed by all parties, will be provided to the graduate coordinator.

If the grievance can not be settled, the student will submit all correspondence concerning the grievance to the Department or Associate Department Head who will meet with the student to resolve the grievance. The final solution, including any agreements, will be written and signed by all parties and retained in the Departmental files.

If the Department or Associate Department Head is unable to resolve the problem, or if he or she decides the problem should be considered by the Departmental faculty, the grievance will be presented to the Department within 10 days for discussion and solution. The decision of the Departmental faculty will be binding upon all individuals involved, but may be appealed to the graduate coordinator and the Dean of the Graduate School, in that order.

XIV. SCHEDULING OF DEPARTMENTAL GRADUATE COURSES

In order to facilitate scheduling of Departmental graduate courses and seminar, each student should submit a copy of his or her class schedule to the departmental secretary by the first day of classes each semester. Once schedules for all students are compiled, the faculty responsible for seminar and graduate courses will notify students of the meeting day and time.

The meeting days and times for most departmental graduate courses are published in the University of Georgia Schedule of Classes (OPSTAR/OASIS). Graduate courses will meet at the days and times designated in the OPSTAR/OASIS unless alternative days and/or times can be determined which are mutually acceptable to both the course instructor(s) and students enrolled in the class.

XV. GRADUATE STUDENT OFFICE POLICY

The Department of Clinical and Administrative Pharmacy wishes to provide graduate students with the best of all educational atmospheres in which to pursue graduate training. The Department is blessed with an outstanding faculty who have the skills and background to direct the graduate student during their graduate education at the University of Georgia. In order to achieve your objectives, the departmental office facilities must be structured to meet both your needs and the needs of the faculty. To insure that these facilities are employed to their full potential, the following policies govern graduate students' use of the office facilities.

A. Secretarial

The departmental secretaries must serve the needs of several faculty members. He or she cannot perform favors for the graduate students. For example, the typing of personal letters, attending to special requests regarding telephone or other communications, etc., are not the responsibility of the departmental secretary. The Department has provided ample word processing resources for the graduate student which are available on a 24 hour basis. Graduate students should employ one of the word processing systems available in the Department to type their own letters, reports, or dissertations and theses.

Graduate students are not allowed to use the secretaries' computers. Many of the files contained in the secretaries' computers are confidential. Secretarial typewriters are not available for graduate student use.

B. Departmental Stationary and Letterhead

College of Pharmacy letterhead and stationary cannot be used except for official functions of the University. University of Georgia regulations prohibit the use of letterhead for personal reasons by both faculty and graduate students. The obvious

exceptions for graduate student use are those letters which are conducted under the direction of a major professor in association with a research project, thesis, or dissertation.

A. Telephone and Fax

The Departmental telephone system is intended to support the functions of teaching and research. No long distance calls, other than those associated with the student's research efforts, are permitted on the Departmental telephone system. An exception are long distance calls associated with a research project under the direction of a faculty member. An additional exception is for contacting potential employers near the completion of the graduate work. Local personal telephone calls, both incoming and outgoing, should be brief so as not to distract other graduate students or faculty. The graduate telephone should not be used for any sort of personal business such as charitable, recreational, or entrepreneurial endeavors.

Telephones are provided specifically for graduate student use. Please refrain from using other telephones, especially the master phones used by the secretaries. If a graduate student needs to make long distance phone calls to support research efforts, the major professor will provide him or her with his or her long distance access number.

A. Computer Access

Computers are available in the Department for the exclusive use by the graduate students. The computers may be employed to support word processing, data analysis, or other computer applications associated with the academic process. Please keep the computer areas clean. Personal files should be maintained on floppy disks rather than on fixed disks.

For the instructional portion of the graduate pharmacy curriculum, special student accounts will be established for use of the mainframe computers. For theses, dissertations or special project research, College of Pharmacy accounts and associated passwords will be provided through the major professor or faculty advisor. College passwords are not to be shared with other graduate or undergraduate students. Use of these accounts results in direct charges to the Department or College. File space on the mainframe computer can be requested for the student through his or her major professor.

A. Supplies

Supplies are normally provided to support specific research projects. The graduate student is expected to purchase all of his or her supplies (paper, notebooks, floppy disks, pencils, pens, etc.) necessary for academic functions.

A. Copy Machine

Charges for use of the copy machines are assigned directly to the Department. The copy allotment is very small. Use of the copy machine must be restricted for support of the administrative and some undergraduate and graduate instructional efforts by the faculty. Graduate students are encouraged to use other University copiers for course work and personal research. Copying materials essential for your research and seminar presentations should be cleared with your major professor or advisor.

A. Teaching Assistantship

The Department is solely responsible for the instructional and research efforts provided by individual graduate assistants. The Departmental policy requires that the graduate student post their scheduled hours during the week in which he or she will be available in the office, classroom, or laboratory area in fulfillment of the contract. The 13-15 hours of normal TA responsibilities must be exclusive of your class time.

A. Smoking

The College of Pharmacy is designated a non-smoking building. Smoking is not allowed anywhere within the building.

I. Electronic Mail

All faculty, staff, and graduate students are provided a free Internet electronic mail address on the College of Pharmacy network. The College network administrator will establish your e-mail address. You should check your e-mail daily for departmental announcements.

J. Office Assignments

Students will be assigned office space by the Department or Associate Department Head in conjunction with the PCA director.

K. Departmental Conference Room and Videoconferencing

The Departmental conference rooms are used for a number of administrative and academic functions including videoconferencing. Use of the conference room must be scheduled through the departmental secretary. Please keep this room clean.

L. Sexual Harassment

In today's litigious society, sexual harassment is a special concern. Graduate and undergraduate students should neither engage in or be the recipient

of sexual innuendoes and unwanted sexual advances. Harassment is defined in the eyes of the recipient, regardless of intentions. If you are the recipient of unwanted sexual comments or advances, please see the department head. The problem will be considered and resolved. Please be especially careful in your assigned and social contact with undergraduate students, faculty and staff.

Of special concern are the relationships between undergraduate and graduate students. Given the superior-inferior position of graduate and undergraduate students, relationships between graduate and undergraduate students is not advised. Communication within the undergraduate population of students is excellent both between and within classes. Dating undergraduates can seriously damage your instructional utility. Also, dating faculty or staff is disruptive to the everyday operation of the department and college. These relationships are discouraged and can jeopardize your graduate education.