



**The University of Utah**

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Department of Pharmacotherapy

# **Master of Science in Pharmacotherapy**

## **Student Handbook**

**Fall 2009**

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**The Department of Pharmacotherapy  
Master of Science in Pharmacotherapy  
Student Handbook  
Fall 2009**

**Department and Program Mission**

The Department of Pharmacotherapy and its graduate program shall seek to foster a culture that promotes optimal pharmacotherapy through excellence in teaching, practice, scholarship and service. This mission will be accomplished through becoming a national leader in pharmacotherapy as evidenced by innovation and integration of education, practice and scholarship through service to students, health professionals, and society. The faculty affiliated with this program are listed in Appendix A and B.

**Program Goal**

The goal of the graduate program in Pharmacotherapy is to provide students with training and education in the outcome evaluation of pharmacotherapy. Students interested in learning to effectively evaluate problems and issues in pharmacotherapy using evidence-based approaches to social and economic issues related to drug use in the community, institutional practice, managed care, long-term care or the pharmaceutical industry setting will benefit from this advanced degree program.

**Program Organization**

The Master of Science (M.S.) in Pharmacotherapy is an academic degree with a focus on research. Graduates will be able to design, conduct, and communicate the results of outcomes research studies that demonstrate the value of pharmacotherapy and the pharmacist's role in the treatment of disease. Students applying for the program should either have a background in healthcare or an understanding of delivery and financing of healthcare. Candidates must complete a minimum of 34 credit hours in graduate courses (i.e., courses numbered 5000 and above) and thesis. Required core courses consist of 22 credit hours, excluding thesis, in the selected field of study. Elective courses contribute a minimum of 6 credits with thesis work contributing the remaining 6 credits. All course work counted toward the degree must be approved by the student's supervisory committee.

The **Pharmacotherapy Outcomes Research Center (PORC)** is an affiliated program of the Department of Pharmacotherapy. The mission of PORC is to design, and conduct outcomes research studies that assess the value of therapy in the treatment of disease and communicate their results. This is done in support of the academic mission of the University of Utah Health Sciences Center, which is to further education, research and service to improve patient care. This center contracts with foundations, managed care organizations, government, and the pharmaceutical industry. They are contracted to conduct research in the areas of patient reported outcomes, economic evaluations and education. PORC faculty represent a group of full-time and affiliated investigators who use the Center's resources for outcomes research projects, and fellows who participate in the Center's approved projects in conjunction with their pursuit of advanced education. Contact Carl V. Asche for additional information at [carl.asche@pharm.utah.edu](mailto:carl.asche@pharm.utah.edu) or 801-587-9715.

The **Department of Pharmacy Services at University of Utah Hospitals and Clinics (UUHC)** is located in a 430-bed tertiary-care regional referral hospital for five intermountain states. Services are also provided in a 50-bed cancer hospital adjacent to the main facility. The UUHC offers excellent and diverse patient care, ranging from level I trauma, bone marrow, cardiac, lung and renal transplantation programs, neonatology, medicine, obstetrics/gynecology, neurology, rehabilitation, surgery and critical care services (including burn, medicine, neurosurgery, and surgery). The clinics provide over 600,000 patient visits per year. The University of Utah Health Sciences Center is also home to the Moran Eye Center and the Huntsman Cancer Institute which offer specialized patient care, research, and education. The Department of Pharmacy Services has a presence in many of these patient care locations allowing pharmacy practice and administrative residents to practice in a variety of settings. In addition to ASHP-accredited Pharmacy Practice Residencies and Specialized Residencies in Critical Care, Drug Information, Solid Organ Transplant, Clinical Informatics, Oncology and Internal Medicine, the Department of Pharmacy Services also offers an Advanced Pharmacy Practice Management Residency which is coordinated with Department graduate programs. Contact Linda Tyler, PharmD, Director of Pharmacy Services and the Residency program at [linda.tyler@hsc.utah.edu](mailto:linda.tyler@hsc.utah.edu) or (801) 581-2147 for more information.

The **Utah Poison Control Center (UPCC)** is a 24-hour resource for poison information, clinical toxicology consultation, and poison prevention education. The UPCC, nationally recognized as a Certified Regional Poison Control Center by the American Association of Poison Control Centers, is a program of the College of Pharmacy and a cooperative public service of the University of Utah Health Sciences Center and the Utah Department of Health. The UPCC handles over 50,000 telephone calls per year, the majority of which involve children under the age of six. The UPCC mission is to prevent and minimize adverse health effects from a poison exposure through education, service and research. Contact Barbara I. Crouch, PharmD, MSPH, Director of UPCC at (801) 587-0605 or [Barbara.crouch@pharm.utah.edu](mailto:Barbara.crouch@pharm.utah.edu) for more information.

### **Program Description**

Our MS in Pharmacotherapy program offers students a unique opportunity to study outcomes research and pharmacy practice management. Our program includes faculty expertise from the Departments of Pharmacotherapy, Family and Preventive Medicine, Philosophy and Economics. We have coordinated our 30 credit hour program with the Department of Pharmacy Services who offers an Advanced Pharmacy Practice Management Residency program. Applications to the residencies, fellowships, and Graduate School are separate and independent processes. The University of Utah Graduate School Admission process is outlined on page 5 of this handbook. For information regarding the residencies or fellowships, contact the directors of those programs

## Application Process

Application procedures for the University of Utah Graduate School and Graduate Admissions are listed at <http://www.utah.edu/gradschool>. Application fees and tuition are also described. Potential applicants should begin with the Graduate Admissions application process first (<http://www.sa.utah.edu/admiss>) **and** contact the Department of Pharmacotherapy for further application information.

International students should contact the Admissions Office or refer to its web page (<http://www.sa.utah.edu/admiss>) for additional information on international student admissions. The GRE is not required. A minimum TOEFL score of 550 is required.

The deadline for Graduate School Fall Semester admission for the Master of Science in Pharmacotherapy program is January 10. Application materials should be submitted to University of Utah Graduate School Admissions. Please send separately the following list of items to the Department of Pharmacotherapy.

The following must arrive at the Department of Pharmacotherapy by January 10:

1. Three (3) letters of recommendation
2. Current, dated Curriculum Vitae
3. Statement of Purpose. This should describe your educational goals and how you would utilize the Master of Science in Pharmacotherapy program to accomplish those goals.

University of Utah  
Department of Pharmacotherapy  
30 South 2000 East Room 258  
Salt Lake City, UT 84112  
Attn: Sara Ray

Note: If a file is not complete by January 10, including paperwork from the Graduate Admissions Office, no candidate will be formally considered for admission to the Master of Science in Pharmacotherapy program. Notification of the admission decision is made from the Admissions Office after the admissions file is reviewed for final acceptance by the Graduate School.

In addition to having a degree from an accredited university and meeting the other requirements outlined by the Graduate School, students must have either a background in one of the healthcare disciplines or an understanding of the delivery and financing of healthcare.

## **Registration and Plan of Study**

Graduate students should use the telephone registration system or register via the World Wide Web to secure their classes. All graduate students must maintain minimum registration from the time of formal admission through completion of all requirements for the degree they are seeking *unless granted an official leave of absence by the Dean of the Graduate School*. Students not on campus and not using University facilities are not expected to register for summer term. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, their supervisory committee will be terminated and their records will be deactivated. To reactivate a file at a later time, the student will be required to reapply for admission to the Graduate School and pay all applicable fees.

Master of Science in Pharmacotherapy students maintain minimum registration by:

1. Registering and paying applicable tuition and fees for at least three credit hours (Thesis Research PCTH 6970 may be used to fulfill this requirement) per semester during the academic year from the time they are admitted to the Graduate School until they have completed all requirements for the degree; or
2. Registering for three credit hours of Faculty Consultation (PCTH 6980) during any semester in which they are not otherwise enrolled.

Minimum continuous registration requirements apply to thesis candidates until the thesis is successfully defended. Students who take their last examination after the final examination period, and before the next semester begins are not required to register for the next semester. Graduation will be effective the semester all Graduate School requirements are fulfilled. Master of Science thesis candidates do not have to register after they have defended their thesis. Master of Science degree students maintaining minimum continuous registration have library privileges, health insurance options, and access to athletic facilities.

A plan of study detailing the required and elective courses to be taken, the semester in which they are planned, and an outline of the time table for the Master's Thesis must be submitted to the student's advisor and accepted by the Director of Graduate Studies for the Department of Pharmacotherapy no later than the semester following the start of the program. Please see the Graduate School web page at <http://www.gradschool.utah.edu/index.php> for the Thesis Office Calendar and additional information. The plan of study should be decided upon after consultation with the student's faculty advisor. A copy of the Graduate Student Status Form (Appendix C) will be retained in the student's file.

## **Supervisory Committee**

The Supervisory Committee is responsible for approving the student's academic program, preparing and judging the qualifying examinations subject to Department policy, approving the thesis subject, reading and approving the thesis, and administering and judging the final oral examination (thesis defense). The chair of the Supervisory Committee directs the student's research and writing of the thesis. The final oral examination may be chaired by any member of the Supervisory Committee, consistent with Department policy. If a graduate student's preliminary work is deficient, the

Supervisory Committee may require supplementary coursework. Decisions concerning program requirements, examinations, and the thesis are determined by majority vote of the Supervisory Committee.

All University of Utah faculty members (including regular, research, clinical, emeritus, visiting and adjunct) are eligible to serve as Supervisory Committee members. The faculty member must hold an academic or professional doctorate, the terminal degree in the relevant field, and/or must have demonstrated competence to do research and scholarly work in the student's general field. It is the responsibility of the student to approach prospective committee members and assess their availability and willingness to serve on a Supervisory Committee. A master's Supervisory Committee consists of three faculty members, the majority of whom must be faculty in the Department of Pharmacotherapy; committee chairs must be selected from the Department of Pharmacotherapy Graduate Studies Committee-approved Chair List found on page 8 and 9. One faculty member should come from outside the Department of Pharmacotherapy.

Once a student has assembled a Supervisory Committee, the process is completed by filing a *Request for Supervisory Committee* form (Appendix D) with the Advisor, Department of Pharmacotherapy Director of Graduate Studies, and sending a copy of the completed form with signatures to the Graduate Records Office for approval by the Dean of the Graduate School. Exceptions to these guidelines must be recommended and justified by the Director of Graduate Studies or the Department Chair and approved by the Dean of the Graduate School. All Graduate School forms are also available at [http://www.gradschool.utah.edu/students/masters\\_forms.php](http://www.gradschool.utah.edu/students/masters_forms.php).

### **Application for Candidacy**

During the second semester of graduate work, the student should discuss the *Application for Admission to Candidacy for the Master's Degree* form (Appendix E) with the chair of their Supervisory Committee. No sooner than one year before graduation, the Supervisory Committee should review and approve a formal copy for the student. The signed form should then be forwarded to the Graduate School for approval. The application is due in the Graduate Records office one semester before graduation and no earlier than one year before graduation. The candidate is required to maintain a 3.0 or higher GPA in course work listed on the *Application for Admission to Candidacy for the Master's Degree* form.

### **Examinations**

Pharmacotherapy Master of Science Candidates are required to take a comprehensive written examination conducted by their Supervisory Committee *Report of the Comprehensive Examination for the Degree of Master of Arts or Master of Science* form (Appendix F). This written examination must be taken at the completion of all coursework and prior to the Proposed Research Seminar.

Each student must also present their proposed thesis research in seminar format to other Master of Science students, Pharmacotherapy faculty and their Supervisory Committee before submitting their Thesis Plan in final form to their Supervisory Committee. All students must take a Final Oral Examination (thesis defense) conducted by their Supervisory Committee as the final step of the Master of Science degree process.

## **Thesis Public Oral Defense**

All students must take a Final Oral Examination (thesis defense Final Oral Examination) conducted by their Supervisory Committee *Report of the Final Examination for the Master's Degree* form (Appendix G). The thesis must represent a minimum of 6 semester hours and no more than 10 semester hours of work presented for the degree. Before giving final approval of the thesis the Supervisory Committee will schedule a public oral examination at which the candidate must defend the thesis project satisfactorily (Final Oral Examination).

The candidate should submit an acceptable draft of the thesis to the Chair of the Supervisory Committee at least three weeks before the scheduled examination. At least two weeks before the examination date, the remaining members of the Supervisory Committee should receive copies of the thesis

### **Instructions for the Final Master's Thesis Defense Process**

- When you are ready to defend your thesis, set a date and time for defense no less than three (3) weeks in advance at the convenience of all committee members
- Provide all of your committee members with a copy of your thesis no less than two (2) weeks prior to the date of your defense
- Communicate with your committee no less than one (1) week in advance to ensure that no major questions have resulted from a final reading of your written thesis
- Distribute an announcement no less than one (1) week prior to your scheduled defense (the Department will help you with this). At a minimum, copies of the announcement should be distributed to all Department of Pharmacotherapy faculty and students, the Department of Pharmacy Services, and the remaining three College of Pharmacy Departments



**The University of Utah**  
Department of Pharmacotherapy

**The Department of Pharmacotherapy  
Program in Pharmacotherapy Outcomes Research**

**Announces the**

**MASTER'S THESIS**

**DEFENSE**

**of**

**(Student Name)**

**TITLE: (title of thesis to be defended)**

**(Date)**

**(Time)**

**(Location)**

**Committee Members**

**(Committee Member Name), Chair**

**(Committee Member Name)**

**(Committee Member Name)**

Upon successful completion, the *Report of the Final Examination for the Master's Degree* form (Appendix G) should then be filed with the Graduate School. Students completing the thesis need to complete the following paperwork and include signed copies in the thesis document: *Supervisory Committee Approval* form (Appendix H) and the *Final Reading Approval* form (Appendix I). The form and distribution for the thesis and abstract as well as the use of restricted data are determined by the Graduate School and published in *A Handbook for Theses and Dissertations*, and can be purchased in the Thesis Office. The format of the thesis must be approved by the Graduate School Thesis and Dissertation Editor who is located in the Graduate School, 302 Park Building. Theses should be written and referenced in standard biomedical format, consistent with papers indexed in *Index Medicus*. Submission of the thesis for publication in a peer-reviewed professional journal is expected where appropriate.

For a copy of the Thesis handbook and the calendar, please follow the link to the Graduate School web page:

Handbook  
Calendar

<http://www.gradschool.utah.edu/thesis/index.php>

[http://www.gradschool.utah.edu/students/masters\\_calendar.php](http://www.gradschool.utah.edu/students/masters_calendar.php)

<b>Department of Pharmacotherapy Faculty (September 2009)</b>		
<b>Eligible to Serve as Majority Supervisory Committee Member</b>		
<b>Tenure Track</b>	<b>Academic Rank</b>	<b>Academic Training</b>
Diana I. Brixner, RPh, PhD	Professor and Chair	BS Pharmacy/University of Rhode Island 1982, PhD Medicinal Chemistry/University of Utah 1987
Arthur G. Lipman, PharmD	Professor	BS Pharmacy/University of Rhode Island 1967 PharmD/ University of Michigan 1968
Mark A. Munger, PharmD	Professor	BS Pharmacy/Oregon State University 1983, PharmD/University of Illinois 1986 and Fellowship/Case Western Reserve University 1988
Nancy A. Nickman, PhD	Professor	BS Pharmacy/University of Montana 1982, MS/University of Minnesota 1984/Residency (Hospital Pharmacy), PhD/University of Minnesota 1987
Gary M. Oderda, PharmD, MPH	Professor	PharmD/University of California-San Francisco 1972 and MPH/Johns Hopkins University 1982
Michael Goodman, PhD	Assistant Professor	B.S. Political Science, Wisconsin-Oshkosh 1980 M.S., Political Science, Oregon 1983 Ph.D., Government, Texas, 1992
Joanne LaFleur, PharmD, MSPH	Research Assistant Professor	BS University of Utah. PharmD University of Utah 2003. MSPH University of Utah 2005. Fellowship University of Utah 2003-2005
<b>Clinical Track</b>	<b>Academic Rank</b>	<b>Academic Training</b>
Barbara I. Crouch, PharmD, MSPH	Professor (Clinical)	BS Pharmacy/Philadelphia College of Pharmacy and Science 1982, Pharm.D /University of Texas 1984, Fellowship/ University of Maryland 1985 and MSPH/University of Utah 1994
William J. Rusho, RPh, MS	Professor (Clinical)	BS Pharmacy/University of Utah 1968, MS Foods and Nutrition/ University of Utah 1989
Laura Shane-McWhorter, PharmD, MS	Professor (Clinical)	B.A.Psychology-Chemistry/University of Texas at Austin 1968, MSBiology-Chemistry, East Texas State University 1970, BS Pharmacy/University of Utah 1988, Residency (Geriatrics)/ Salt Lake VA 1989
Linda S. Tyler, PharmD	Professor (Clinical)	BS Pharmacy/University of Utah 1978, Residency (Hospital Pharmacy)/ University of Nebraska Medical Center, PharmD/University of Utah 1981
<b>Research Track</b>	<b>Academic Rank</b>	<b>Academic Training</b>
Frederick S. Albright, MS, PhD	Research Assistant Professor	BS Chemistry/Guilford College 1978, MS Medical Informatics/University of Utah 1989, PhD Medical Informatics/University of Utah 1996
Carl V. Asche, PhD	Research Associate Professor	B.A./Simon Fraser University 1987, M.B.A./City University 1988, MS Health Economics/University of York 1993, and PhD/University of Surrey 2002
Joseph E. Biskupiak, MBA, PhD	Research Associate Professor	BS Chemistry/University of Connecticut 1979, PhD Medicinal Chemistry/University of Utah 1985, M.B.A./Seattle University 1995
Carrie McAdam Marx, PhD	Research Assistant Professor	B.S. Pharmacy, University of Kansas 1988 M.S., University of Minnesota 1991 Ph.D., University of Sciences Philadelphia 2009

**APPENDIX B**

<b>Department of Pharmacotherapy Faculty (September 2009)</b>		
<b>Eligible to serve as Non-Majority Supervisory Committee Member</b>		
<b>Clinical Track</b>	<b>Rank</b>	<b>Academic Training</b>
Kamila Dell, PharmD	Assistant Professor (Clinical)	PharmD/University of North Carolina, 2001/Pharmacy Practice Residency, University of Utah, 2002/Critical Care Pharmacy Residency, University of Utah, 2003
Sarah S. Feddema, Pharm.D	Assistant Professor (Clinical)	PharmD/University of Wyoming School of Pharmacy, 2001/ Pharmacy Practice Residency, University of Utah, 2002/ Drug Information Specialty Residency, University of Utah, 2003
Karen M. Gunning, PharmD	Associate Professor (Clinical)	BS Pharmacy/Oregon State University 1995, PharmD/University of Utah 1997, Residency/University of Washington 1998
Brandon T. Jennings, PharmD	Assistant Professor (Clinical)	PharmD/ Virginia Commonwealth University, Medical College of Virginia Campus 2006
Lynda Oderda, PharmD	Assistant Professor (Clinical)	BS Pharmacy/University of Maryland 1979, PharmD/University of Maryland 1981
Patricia Orlando, PharmD, FCCP	Associate Professor (Clinical)	BS Pharmacy/University of Montana 1982, PharmD/ University of Utah 1985, Residency Salt Lake VA (Geriatrics) 1986, Fellowship (Infectious Diseases)/UCLA 1987
Morgan Sayler, Pharm.D.	Assistant Professor (Clinical)	B.S., University of Kansas 2004 Pharm.D., University of Kansas, 2008 Residency, University of Iowa 2008-2009
Elizabeth Young, PharmD	Adjunct Assistant Professor	BS Food and Nutrition/University of Utah 1982, PharmD/University of Utah 1990, MS Food and Nutrition/University of Utah 1992
David Young, PharmD	Associate Professor (Clinical)	PharmD/Idaho State University 1995, Primary Care Specialty Residency/Idaho State University 1996

**APPENDIX C - Courses  
Graduate Student Status Form**

**M.S. in Pharmacotherapy**

Name: \_\_\_\_\_

M.S. Advisor: \_\_\_\_\_

Thesis Advisor: \_\_\_\_\_

Supervisory Committee Chair: \_\_\_\_\_

Supervisory Committee Member 1: \_\_\_\_\_

Supervisory Committee Member 2: \_\_\_\_\_

Supervisory Committee Member 3: \_\_\_\_\_

Previous degrees: \_\_\_\_\_

Dates: \_\_\_\_\_

Disciplines: \_\_\_\_\_

**All program requirements must be completed in no more than  
four years after beginning the M.S. Program.**

## First Year Required Courses

### Fall Semester

Required Courses	Course Title	Credits
PCTH 6890	Journal Club in Pharmacotherapy Outcomes	1
ECON 6190	Health Economics	3
FPMD 6100	Biostatistics I	3
	Biostatistics I Lab	
WRTG 7060	Scientific Writing	3
<b>Total Required Course Credits</b>		<b>10</b>

### Spring Semester

PHIL 7570	Research Ethics	1
PCTH 6891	Research Seminar	1
PCTH 7150	Pharmacotherapy Outcomes Research	2
FPMD 6300	Epidemiology I	3
	Elective (must be approved)	3
<b>Total Required Course Credits</b>		<b>10</b>

## Second Year Required Courses

### Fall Semester

PCTH 6890	Journal Club in Pharmacotherapy Outcomes	1
PCTH 6970	Thesis Research: Masters	3
FPMD 6311 or MDCRC 6230	Research Design or Health Sciences Research	3
	Elective (must be approved)	3
<b>Total Required Course Credits</b>		<b>10</b>

### Spring Semester

PCTH 6891	Research Seminar	1
PCTH 6970	Thesis Research: Masters	3
<b>Total Required Course Credits</b>		<b>4</b>

### Requirements for Graduation

<b>Total Number of Required Course Credits</b>	<b>22</b>
<b>Total Minimum Number of Elective Course Credits</b>	<b>6</b>
<b>Total Minimum Number of Thesis Research Credits</b>	<b>6</b>
<b>Total Minimum Number of Credits Needed to Graduate</b>	<b>34</b>

### 3.0 Average GPA is mandatory

Program Start Date	
Plan of Study <b>(2<sup>nd</sup> Semester of Study)</b>	
Supervisory Committee <b>(2<sup>nd</sup> Semester of Study)</b>	
Candidacy Application <b>(NMT 1 Semester before graduation)</b>	
Written Comprehensive Exam (Prior to Research Seminar)	
Research Seminar	
Thesis Proposal <b>Introduction and Background must be written in Summer after 1<sup>st</sup> year. During 2<sup>nd</sup> Spring, complete research and write thesis.</b>	
Thesis Defense (Final Oral Exam)	

**APPENDIX D - Request for Supervisory Committee Form**  
**SAMPLE ONLY, DO NOT USE**

Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)

THE UNIVERSITY OF UTAH GRADUATE SCHOOL  
**REQUEST FOR SUPERVISORY COMMITTEE**

Return one copy to:

**GRADUATE RECORDS**

Room 224 Building 44

Approved copies will be distributed to the department and student.

*This form is to be filled in by the student and submitted to Department Chair.*

Degree sought: \_\_\_\_\_ Thesis: \_\_\_\_\_ Non-thesis: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Salt Lake City Address: \_\_\_\_\_

Uof U ID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Major: \_\_\_\_\_

Supervisory Department: \_\_\_\_\_

Bachelor's Degree (Date): \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_

Master's Degree (Date): \_\_\_\_\_ Major: \_\_\_\_\_ Institution: \_\_\_\_\_

**STUDENT'S SUPERVISORY COMMITTEE:**

The committee, consisting of a Chair plus two faculty members for the master's degree, and a Chair plus four members for the doctor's degree are to be nominated by the Chair of the supervisory department or the Director of Graduate Studies according to departmental policy. One or more members of the supervisory committee shall be appointed from another department. Recommended changes in committee appointments must be submitted to the Dean of The Graduate School.

**Committee appointments are not final until approved by the Dean of the Graduate School.**

Please type names and have member initial or sign next to it.

**COMMITTEE:**

Chair: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_

Member: \_\_\_\_\_ Department: \_\_\_\_\_

The above committee members have been nominated to serve on the student's supervisory committee.

Action by (Signature) \_\_\_\_\_ of \_\_\_\_\_  
Chair/Directory of Graduate Studies Department Date

*Action by the Graduate School*

Committee approved by (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
Dean of the Graduate School

**THIS FORM IS DUE BY THE SECOND YEAR OF THE GRADUATE PROGRAM**

**APPENDIX E - Application for Admission to Candidacy for the Master's Degree Form**

**SAMPLE ONLY, DO NOT USE**

**Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)**

Return all copies of completed form to:  
 Graduate Records Office, The Graduate School  
 Room 224 Building 44, University of Utah  
 290 S. 1500 E., Salt Lake City, UT 84112-0441

*Application for Admission to Candidacy for the Master's Program*  
**(Due at least 2 months preceding semester of graduation)**

*Date:* \_\_\_\_\_

Full legal name: \_\_\_\_\_ UoU ID#: \_\_\_\_\_  
 Last First Middle

Present Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Street City Zip Hometown: \_\_\_\_\_  
 (Used for commencement program)

Permanent Address (if different): \_\_\_\_\_  
 Degree(s) previously received (BS, BA, MS, etc): \_\_\_\_\_ Institution: \_\_\_\_\_ Year: \_\_\_\_\_

Request for admission to candidacy for the degree of Master of: \_\_\_\_\_  
 Department \_\_\_\_\_

Major: \_\_\_\_\_  
 This degree is expected to be completed at the end of: \_\_\_\_\_ Year: \_\_\_\_\_ Thesis required or nonthesis option? \_\_\_\_\_  
 Description of nonthesis option if permitted: \_\_\_\_\_  
 Proposed thesis title: \_\_\_\_\_  
 Human Subjects Committee Clearance Required? (if YES, attach a copy of approval form): \_\_\_\_\_

**If work from another university is to be included in the course work listed below, please check with the Registrar to verify that official transcripts have been evaluated and recorded on the University of Utah record.**

**List chronologically work required by the Committee for the proposed degree being sure to include thesis hours in the quarter/semester taken. Graduate work that might be counted toward a doctorate but that is not required for the Master's degree should NOT be listed. Use a plain sheet of paper to list additional course work: type name on it and attach to this form.**

Institution	When Registered	Department and Course No.	Course Title	Major or Allied	Qtr/Sem Hours	Grade
U of XXXXXXXXXXXX	Sem, 1999	Acctg - XXXX	Example Course Title	Major	3	A

**The program of study as outlined has been approved by the applicant's supervisory commit listed below:**  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Chairperson

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**This program of study fulfills departmental requirements:**  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Departmental Chairperson/Graduate Studies Director Date \_\_\_\_\_  
 Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean of the Graduate School

Approved for graduation by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean of the Graduate School

For use of Graduate School	
	Total hours
	Major
	Allied Fields
	Thesis
	Language
For use of Registrar	
	4 year time limit
	Residence (all but 8 hrs
	3.0 G.P.A.
	Registered currently
	Continuous registration
Copies	
	Graduate Record
	Registrar
	Department
	Candidate

**After all required departmental signatures are obtained, please MAIL original & 4 copies directly to Graduate Records (Bldg. 44 Rm. 224).**



**APPENDIX F - Report of the Comprehensive Examination  
for the Degree of Master of Arts or Master of Science Form  
SAMPLE ONLY, DO NOT USE**

**Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)**

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

**REPORT OF THE COMPREHENSIVE  
EXAMINATION FOR THE DEGREE  
OF MASTER OF ARTS OR  
MASTER OF SCIENCE**

Date \_\_\_\_\_

Return one copy signed by committee to:  
Graduate Records  
Room 224 Building 44

Name of Student \_\_\_\_\_

Major Field \_\_\_\_\_ Degree \_\_\_\_\_

Date of Examination \_\_\_\_\_

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Examination was waived by the supervisory committee in accordance with the faculty regulations \_\_\_\_\_

\_\_\_\_\_  
This report refers to the requirement of a comprehensive oral and /or written examination set forth in the Faculty Regulations, Chapter IX, Section 6, page 2 under Examinations.

Signed: \_\_\_\_\_

Chair

**THE STUDENT WILL NOT BE CLEARED FOR THE  
AWARDING OF THE DEGREE UNTIL THIS  
FORM HAS BEEN FILED IN THE  
GRADUATE RECORD'S OFFICE.**

Original to Graduate Records.  
Department make copies for student file & student.

**APPENDIX G - Report of the Final Examination for the Master's Degree Form**

**SAMPLE ONLY, DO NOT USE**

**Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)**

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

**REPORT OF THE FINAL EXAMINATION  
FOR THE MASTER'S DEGREE**

\_\_\_\_\_ THESIS      \_\_\_\_\_ NONTHESIS      \_\_\_\_\_ PROJECT      Date \_\_\_\_\_

Return one copy signed by committee to:

Graduate Records  
Room 224 Building 44

Name of Student \_\_\_\_\_

Major Field \_\_\_\_\_ Date of Examination \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

The student's examination/project was evaluated as follows by the committee:

Passed \_\_\_\_\_ Failed \_\_\_\_\_

If thesis, the student's thesis was evaluated as follows by the committee:

Passed \_\_\_\_\_ Failed \_\_\_\_\_

Signatures of supervisory committee: \_\_\_\_\_

(Chair)

\_\_\_\_\_  
\_\_\_\_\_

Original to Graduate Records.

Department make copies for student file & student.

**APPENDIX H - Supervisory Committee Approval Form**

**SAMPLE ONLY, DO NOT USE**

**Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)**

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

**SUPERVISORY COMMITTEE APPROVAL**

of a thesis submitted by

(insert name)

This thesis has been read by each member of the following supervisory committee and by majority vote has been found to be satisfactory.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair: Supervisory Committee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX I - Final Reading Approval Form**

**SAMPLE ONLY, DO NOT USE**

Download Original Form at: [http://web.utah.edu/graduate\\_school/Forms.html](http://web.utah.edu/graduate_school/Forms.html)

THE UNIVERSITY OF UTAH GRADUATE SCHOOL

**FINAL READING APPROVAL**

To the Graduate Council of the University of Utah:

I have read the thesis of \_\_\_\_\_ in its final form and have found that (1) its format, citations, and bibliographic style are consistent and acceptable; (2) its illustrative materials including figures, tables, and charts are in place; and (3) the final manuscript is satisfactory to the supervisory committee and is ready for submission to The Graduate School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair: Supervisory Committee

Approved for the Major Department

\_\_\_\_\_  
Chair/Dean

Approved for the Graduate Council

\_\_\_\_\_  
David S. Chapman  
Dean of the Graduate School