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| SUBJECT:  | <b>Graduate Student Funding</b> | CREATED:          | 08/24/2021        |
| CATEGORY: | Graduate Education              | REVISED:          | 04/16/2024        |
|           |                                 | APPROVED:         |                   |
|           |                                 | <b>EFFECTIVE:</b> | <b>07/01/2024</b> |

**PURPOSE:** Provide funding model structure and guidelines for financially supporting PhD students in the on-campus Pharmaceutical Sciences graduate program.

**STANDARD:**

**Principles of Graduate Student Support**

Graduate education is a central mission of the College, and a fundamental activity of tenure track faculty. Graduate faculty participate in the development of graduate students through mentorship and financial support for the entirety of their funding. Faculty are expected include graduate student support in their budget when submitting a grant proposal, otherwise students will be supported by the faculty member’s IDC or professorship funds.

If a faculty member does not have the financial means to provide full funding support of their graduate student, the financial responsibility falls to their respective department. Insufficient PI funding is **not** an allowable justification for terminating a student’s funding.

**Communication Deadlines**

Departments are expected to provide funding source information for new graduate student admits to the Office of Graduate Education **at the time of admission**, so that allocations can be included in the upcoming fiscal year’s budgets. Funded offers of admission will **not** be processed without funding source information.

Funding source distributions for each student must be communicated **six weeks prior to the start of each semester (April 1, July 1, November 15)**; otherwise the previous semester’s distribution will be applied. If the same funding source is unavailable, the student’s funding will be paid from their faculty advisor’s IDC account.

**The college reserves the right to hold back discretionary funding should these deadlines not be met.**

**Graduate Assistant Funding Structure**

| Previous Degree             | Stipend      | FTE  | Title | Years |
|-----------------------------|--------------|------|-------|-------|
| BS, MS, or equivalent       | \$ 35,000.00 | 0.50 | GA-G  | 5     |
| US PharmD (ACPE accredited) | \$ 38,000.00 | 0.50 | GA-G  | 5     |

- The minimum annual salary for all COP PhD students is \$35,000. Students who hold a previous ACPE-accredited PharmD degree have a minimum annual salary of \$38,000.
- Per the UF Graduate School, all PhD GAs must be hired at 0.50FTE, equating to 20 hours/week.

- All COP Graduate Assistantships are 12-month GA-G appointments, and are renewed each academic year, contingent on the student's successful academic and employment performance, as documented in their Annual Student Evaluation.
- Funding is provided for a total of 5 years, aligning with average time-to-degree program data. Any funding beyond 5 years is up to the department and/or faculty advisor's discretion.
- Students entering the MSP program are not funded by the College, but may be hired by the department or faculty PI. Please see [MSP Student Support section](#) for more information.

## Stipends

- Graduate Assistant stipend support includes fringe costs and is subject to annual increases by UF, the GAU Collective Bargaining Agreement (CBA), and/or the academic unit.
- GA appointments, including stipend amounts, FTE, or duration of funding, may not be terminated or decreased without appropriate documentation, in compliance with the UF GAU CBA. Any potential changes to a GA appointment must be directed to the Office of Graduate Education and approved the Associate Dean in writing *before* being communicated to the student.
- GA duties must correspond with FTE and funding source, i.e., a student fully funded by a research grant should perform 20 hours per week of research work on that project. In addition, students enrolled in research credits are expected to contribute 3 hours per week of research duties per credit.
- All students supported by college or departmental discretionary funds are eligible to be assigned to teaching duties as part of their FTE, which may include:
  - Exam Proctoring for PharmD exams
  - Providing Canvas assistance for department courses
  - Assisting with the Intro to Grad Studies course
- If a student is supported on a grant that does not cover the full stipend amount, the PI is responsible for covering the differential.

## Tuition and Fees

- Graduate Assistants must register for full-time enrollment in courses: 9 credits each in Fall and Spring terms, 6 credits in Summer C. Any tuition charged as a result of excess registration will be the student's financial responsibility.
- The College will provide tuition support in the form of state tuition waivers for the following:
  - Students whose stipends are supported by the College funding model.
  - Students whose stipends are supported on start-up funds, during the new faculty's startup period (typically 3 years).
  - Students supported on projects with \$250K or less annual direct cost, or where the funding agency specifically prohibits the funding of tuition.
- **Effective FY25, student fees will be paid in full with tuition.**
  - The College will offset this added cost by paying 50% of all student fees.
  - Departments may choose to cover the remaining 50% of their students' fees. Otherwise, the financial responsibility falls to the PI.

## College Support for PhD Students

Each Fall term, up to **four** incoming PhD students per department will be supported by college funding. This will include the base stipend, fringe, tuition and fees, based on the following:

| Student Classification   | COP Funding |
|--|-------------|
| International citizenship  | 3 semesters |
| US Citizen or Permanent Resident   | 4 semesters |
| US Citizen or Permanent Resident, eligible for NIH Administrative Research Supplement                                | 5 semesters |
| Student with any citizenship who holds a previous ACPE-accredited PharmD <i>and</i> is assigned to Skills Lab duties | 5 semesters |

- **Departments will be expected to provide a plan for use of College funding as part of their annual report to the Dean's office and to the Office of Research and Graduate Education.**
- Any optional stipend amount above the college minimum will be the PI or department's responsibility.
- College-funded lines are not transferrable between students.
- Retroactive funding or support for already-enrolled students is not allowable.
- Deferrals of College funding will be considered on a case-by-case basis for extenuating circumstances, such as delayed start dates due to unavoidable visa issues, and must be approved in writing by the Associate Dean for Research and Graduate Education.

## MSP Student Support

Students enrolled in the on-campus Masters of Science in Pharmacy (MSP) program are admitted as self-funded and are not eligible to receive funding support from the College. In certain cases, it may be appropriate for a faculty member to hire an MSP student for contributions to a research project. Faculty supporting an MSP student are responsible for covering all of the student's associated stipend and tuition costs.

All Graduate Assistantships at the College of Pharmacy are 12-month GA-G appointments and must comply with the UF GAU Collective Bargaining Agreement. GA stipends for MSP students must meet the minimum UF GA salary (\$25,600 in FY25). Requests for appointments less than 0.50 FTE must be justified based on assigned duties and effort on the project, and must be approved by the Associate Dean for Research and Graduate Education in writing. GA appointments may be offered for no less than one semester appointments and are not required to be renewed.

## Contact Information

Questions about this policy should be directed to the Associate Dean for Research and Graduate Education or the Office of Graduate Education, [GraduateEducation@cop.ufl.edu](mailto:GraduateEducation@cop.ufl.edu).