

# ***EHS Graduate Student Guide***

***Guidance for all Graduate Degrees offered by the Department of  
Environmental Health Science***

*Revised August 2007*

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The information presented in this Graduate Student Manual is intended to supplement, but not supersede, the UGA Graduate Student Bulletin and the Procedural Guides. Students should become familiar with the Graduate School regulations and policies contained in publications that are available at the Graduate School office or their website <http://www.grad.uga.edu/>.

### **Student's Obligations**

Students should read this manual carefully and understand all obligations. Each individual is responsible for meeting all requirements and deadlines for his/her degree program. Regular consultations with the Major Professor and periodic contact with the Graduate Coordinator will help keep a graduate program on schedule.

### **Academic Honesty**

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty. Regulations governing student academic conduct are contained in the printed UGA Graduate Bulletin or at <http://www.gradsch.uga.edu/> and should be consulted to avoid misunderstanding.

### **Registration**

A graduate student using University facilities and/or staff time must register for a minimum of 3 hours of credit each semester. The maximum semester course load for any student is 18 hours per semester. A student who holds an assistantship must register for a minimum of 12-18 hours of credit each semester depending on the assistantship. The minimum/maximum course load for which a graduate student may enroll is governed by the following:

<b>Student Status</b>	<b>Semester Hours</b>	
	<b>Minimum</b>	<b>Maximum</b>
Students who do not have an assistantship	3	18
Graduate Assistants: One-fourth (.25) time	12	18
Graduate Assistants: One-third (.33) time	12	18
Graduate Assistants: Four-ninths (.44) time	12	18
Graduate Assistants: One-half (.50) time	12	18

### **Procedure**

Complete registration instructions are included in On-Line Access to the Student Information System (OASIS), which can be accessed from the UGA homepage at [www.uga.edu](http://www.uga.edu) at the menu on the bottom of the page. The Schedule of Classes is available on line at the UGA Registrar's site at <http://www.reg.uga.edu/or.nsf/html/Schedule%20of%20Classes> or in searchable form through OASIS. All currently enrolled students are strongly urged to pre-register. Students on graduate assistantships must pre-register. The basic registration procedures are described in OASIS and important deadlines for each semester are listed. Students should make particular note of these deadlines. New students registering for the first time should obtain necessary registration information from their Major Professor and Graduate Coordinator. Schedule changes (Drop/Add) can be made during the first week of classes

(check the current UGA Schedule of Classes or OASIS for the exact dates). The student must obtain the approval of the Major Professor so that changes will be in accordance with the Program of Study.

## I. General Information

Graduate student files are maintained by the Graduate Coordinator in the Department of Environmental Health Science. All communications concerning admission and Graduate School policy should go through the Graduate Coordinator. Graduate School forms and deadlines are available on the website at [www.grad.uga.edu](http://www.grad.uga.edu). It is the responsibility of each graduate student to obtain forms when needed and to maintain and adhere to posted deadline notices.

Funds for the support of graduate students come from a variety of sources and are available on a competitive basis from year to year. Deadlines vary dependent on the source of funds. Applications for University-wide assistantships must be made in early February for the following academic year, and application is made through the Graduate Coordinator within the Department of Environmental Health Science.

In addition to teaching assistantships or other assistantships available from the University of Georgia, faculty members have research assistantships and other funds available for the support of a student or the hiring of student help. The individual faculty member administers and is responsible for such grants.

Students performing at least one-third time service for the University are eligible for waiver of tuition and should carry 12-18 credit hours of credit per semester.

## II. Admission Procedures, Academic Probation and Dismissal Policies

Initial contact is usually made with the Graduate Admissions Office, Graduate Coordinator or individual faculty member. All required application forms and instructions regarding their completion may be obtained directly from the internet at: [www.grad.uga.edu](http://www.grad.uga.edu). A \$50 application-processing fee must accompany each application. Applicants are urged to apply as early as possible up to one year in advance of the desired matriculation date. Dependent upon the semester of admission, the initial application and supporting documents must be submitted to the Graduate School by the dates listed on the following table. Deadlines that fall on a weekend or holiday will default to the next working day.

Semester of Admission	U.S. Applicants	International Applicants
Fall	July 1	May 15
Spring	November 15	October 15
Pre-Summer	April 1	(see note)
Summer (thru, first, and second sessions)	May 1	February 15 (see note)
<p>Note: International Applicants should not apply to the Summer sessions because course offerings are not as extensive as during the Fall and Spring semesters.</p>		

When initial contact is made with the applicant, a file is established and, as correspondence and documents become available, this material is added to his/her file. The applicant should send the following documents to the office of Graduate Admissions: general application for admission, \$50 application-processing fee, official transcripts from each school attended or from which credit was earned, and official GRE scores. International applicants must submit official TOEFL scores and certification of finances forms. Three letters of recommendation are required and should be sent directly to the Department of Environmental Health Science. In addition, the Department of Environmental Health Science requires each student to submit a resume and separate statement of interest. After all the documents have been received, the faculty of the Department of Environmental Health Science evaluate the application and makes a recommendation to the Graduate Coordinator. Recommendations are forwarded to the Graduate School by the Graduate Coordinator. The Dean of the Graduate School makes the final decision regarding the acceptance or rejection of a student; and the Graduate Admissions Office officially notifies the student.

Once enrolled, a student with a cumulative graduate grade point average below 3.0 for two (2) consecutive terms is placed on academic probation. He/She must then make a 3.0 or better semester grade point average each succeeding semester that his/her overall cumulative average is below 3.0. When his/her cumulative graduate grade point average is 3.0 or above, he/she is no longer on probation. A semester graduate grade point average of less than 3.0 while on probation results in dismissal. When a student repeats a course, the last grade received will be used by the Graduate School in the calculation of grade point averages, for probation, dismissal and graduation purposes. Incompletes ("I") must be removed before two semesters have passed or they will automatically be changed to a grade of "F" by the Registrar. Grades that have errors in reporting (ER) must be changed within one semester or they will convert to WF.

### **III. Master of Science (M.S.) Degree in Environmental Health**

#### **A. General Information**

1. A course full load is 12-18 hours for students on assistantship. (Please refer to the chart on page 1.) Full-time students on assistantships are encouraged to enroll in 18 h of coursework during fall and spring semesters and 12 h during the summer semester.
2. Any person using University facilities or staff time must register for a minimum of 3 hours. All students on assistantships must register for a minimum of 12 credit hours every semester depending on the type of assistantship. All students must be registered for at least 3 hours credit in the semester in which they complete all degree requirements whether or not they are still on campus.
3. No foreign language is required.
4. Students admitted to the graduate program should have earned a degree from an accredited program in Environmental Health or an equivalent science degree. Students entering should be competent in the following areas: biochemistry, and statistics. These may be satisfied by earning the equivalent senior or graduate level course credit prior to admission to the program or by taking courses in these areas (specified in Table 1) as a part of their graduate program with the approval of their graduate committee. Beginning in Fall 2007, new students are required to take a graduate epidemiology course (approved courses are

listed in Table 1) and to enroll for one semester in PBHL 8200, Seminar in Public Health.

In addition to the required courses, a student's Program of Study must include four EHS elective courses from the list in Table I.

5. All required courses must appear on the student's Program of Study document. If a student desires to be exempted from any required course on the basis of having taken equivalent course work elsewhere, he/she must have approval of the Department of Environmental Health Science faculty confirming the equivalency of the courses. In the case of biochemistry, a committee of faculty appointed by the Graduate Coordinator will make the determination.
6. At least one-half of the course work hours (excluding research and thesis hours) appearing on the Program of Study should be courses open only to graduate students. At least 10 of these hours should be EHSC courses. The remaining required hours must be graduate level courses.
7. A minimum of 3 hours of EHSC 7300 (*Master's Thesis*) should be included on the Program of Study.
8. All M.S. graduate students take EHSC 6010 (*Proseminar in Environmental Health*) during spring semester of their first year.
9. All EHS M.S. students must take one semester of PBHL 8200 (*Seminar in Public Health*) before they graduate. All other M.S. and PhD students in the EHS Department (e.g., students in the Toxicology program) must take one (M.S.) or two semesters (Ph.D.) of PBHL 8200. All students with a Teaching Assistantship from the College of Public Health must be enrolled in PBHL 8200 during their semester of teaching.
9. All M.S. graduate students and other M.S. and Ph.D. students with an advisor in EHS must complete EHSC 8150 (*Environmental Health Seminar*) before graduation--usually during their last semester.

**Unless there is a conflict in class schedules, all EHS graduate students are expected to attend all of the graduate and special program seminars sponsored by the EHS Dept.**

Table 1

## CURRICULUM OVERVIEW

### Master of Science in Environmental Health

**Total hours required: 32 hours**, to include:

23 hours of course work (at least one-half must be in UGA courses open only to graduate students.)

6 hours of related research

3 hours of thesis

#### Required Courses:

BCMB 6000 (or higher)	3 hr	General Biochemistry and Molecular Biology
EHSC 6010	1 hr	Proseminar in Environmental Health
EHSC 8070; EPID 7010; or EPID 8200	3 hr	Environmental and Occupational Epidemiology; Introduction to Epidemiology; or Molecular Epidemiology
BIOS 7010-7020	6 hr	Introductory Biostatistics I and II
EHSC 8150	1 hr	Environmental Health Seminar
PBHL 8200	1 hr	Seminar in Public Health
EHSC 7000	3 hr	Master's Research
EHSC 7300	3 hr	Master's Thesis

**EHS Elective Courses:** Choose at least four of the following (with the approval of your graduate committee):

EHSC 6060	3 hr	Ecotoxicology
EHSC 6080	3 hr	Environmental Air Quality
EHSC 6100	3 hr	Industrial Hygiene
EHSC 6150	3 hr	Solid and Hazardous Waste Management
EHSC 6310	3 hr	Environmental Microbiology
EHSC 6350	3 hr	Environmental Chemistry
EHSC 6490	3 hr	Environmental Toxicology
EHSC 6610	3 hr	Water Pollution and Human Health
EHSC 7060	3 hr	Fundamentals of Environmental Health Science
EHSC 8100	2 hr	Current Topics in Environmental Health Science
EHSC 8120	2 hr	Roles and Responsibilities of Environmental Policy Makers
EHSC 8220	4 hr	Predictive Toxicology Using Mathematical Models
EHSC 8510	3 hr	Environmental Risk Assessment and Communication
EHSC 8610	3 hr	Aquatic Toxicology
EHSC 8630	4 hr	Quantitative Ecological Toxicology
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science
EHSC 8930	3 hr	Chemical Toxicology

## **B. Steps to be taken for Completion of Program**

It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence:

### **1. Selection of the student's graduate committee -- *before the end of the first semester of residence:***

The student's graduate committee, in consultation with the student, is charged with planning and approving the student's program of study, reading and approving the thesis, and administering the final examination.

The committee will consist of a Major Professor (as Chairperson) and two additional members. The Major Professor and at least one of the other members of the committee must be members or provisional members of the Graduate Faculty. Only faculty members of the rank of Assistant Professor or above, or the equivalent, are permitted to serve as committee members.

The committee will be recommended to the Dean of the Graduate School by the Graduate Coordinator after consultation with the student and faculty members involved. The committee serves an important role in a student's graduate education. In consultation with the Major Professor, the student should meet periodically to review the student's progress.

In some cases changes must be made in the members of the committee (for example, when a faculty member leaves UGA). Normally members of the committee should serve throughout a student's program. In no case will a change of a student's graduate committee be approved by the Graduate Coordinator within two weeks of a scheduled oral defense.

### **2. Filing of approved plan of study -- *second semester of residence:***

A prospective candidate working towards a Masters degree must file a Program of Study during the second semester of residence. The form required is available at: <http://www.grad.uga.edu>. The typed form should be signed by each advisory committee member and the Graduate Coordinator. The original form and one copy should be mailed (or personally delivered) to the Graduate School at 320 E. Clayton St, Suite 400, Athens, GA 30602-4401 and a copy should be provided for the graduate student's record in Room 206.

### **3. Admission to Candidacy -- *Final semester, first week of class:***

(The form required is available at: <http://www.grad.uga.edu> )

The typed original form and one copy should be mailed (or personally delivered) to the Graduate School (see above for address) and a copy should be provided for the graduate student's record in Room 206.

Requirements for admission to candidacy:

- ✓ All prerequisites set as a condition for admission have been satisfactorily completed.
- ✓ GRE scores are on record.
- ✓ Program of Study has been approved by the Graduate Coordinator and the Dean of the Graduate School.
- ✓ An overall average of 3.0 or higher must be maintained for all graduate courses taken. There should be no grades below C on the Program of Study.

**4. Application for Graduation -- two semesters prior to anticipated graduation date, first week of class:**

This form is available at: <http://www.grad.uga.edu>. If the student does not graduate as planned, he/she must notify the Graduate School by letter, by form or on Oasis, and give the new proposed date of graduation.

**5. Thesis Requirements, final oral examination:**

The thesis is a requirement for the M.S. degree. The thesis is the final component of a series of academic experiences which culminate in the awarding of the M.S. degree. The thesis fulfills four major functions: (1) it presents original research or scholarship, (2) it demonstrates the student's ability to understand and critically evaluate the literature of the field, (3) it reflects the student's mastery of appropriate research methods and tools, and (4) it shows that the student can address a major problem, arrive at successful conclusions, and report the results in a written document. The findings of a thesis should be worthy of publication in a refereed journal or other scholarly medium.

Candidates for a M.S. degree must submit the thesis to the Major Professor for approval and recommendations. Thereafter, a near final form of the thesis or dissertation will be prepared and submitted to all committee members at least two weeks prior to the final oral exam. The final draft may be prepared after the examination.

The oral examination is preceded by a presentation from the student and requires the presence of the student, all graduate committee members, and the major professor. If any of these individuals cannot attend the presentation, the oral examination shall be rescheduled. No oral examination can be conducted separately with individual committee members.

The student will be required to submit one PDF formatted electronic version of the thesis to the Graduation Office for a format check. A signed defense results form is required in the Graduation Office before the corrected copy will be checked or accepted as official. The final copy, which is submitted electronically with all corrections after the defense result is received, is considered to be the official copy. The file will be electronically submitted to the Main Library after all degree requirements are met. No paper copies are accepted in lieu of electronic submission. Instructions for the preparation and typing of the thesis are available at the graduate school the Graduate School Office.

The delivery of the thesis to the committee members, scheduling of the defense with the

department and the graduate school, and notification to the committee members of the defense date, is the *sole responsibility* of the student and the Major Professor. The student must provide a bound copy of the thesis to the Department of Environmental Health Science and to the student's Major Professor. In addition, it is customary for the student to provide a bound copy to all other members of the student's graduate committee.

***Four weeks prior to graduation:***

- a. A corrected and approved draft of the thesis must be received by the Major Professor. He/She then completes Part I of *Approval Form for Masters Thesis and Final Oral Examination*. (This form will be prepared by the staff in Room 206.) Copies of the thesis are then given to the committee members.
- b. Upon approval of the thesis by the Major Professor and the student's graduate committee, the student will set the date, time and place for the final oral examination. All members of the student's graduate committee must be in attendance at the final oral examination. *The examination must be held at least two weeks before the anticipated graduation date on the campus in Athens.*

***Two weeks prior to the final examination:***

An announcement of the time and place of the examination must be distributed to all committee members, faculty members and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor. The announcement and its distribution will be processed by the staff in Room 206.

***One week prior to the final examination:***

A copy of the thesis in acceptable form must be placed in the departmental office and available for perusal by all faculty members.

**IV. Master of Science and Doctor of Philosophy (Ph.D.) Degrees in Toxicology**

M.S. and Ph.D. degree is offered through the University's Interdisciplinary Program in Toxicology with a focus in EHS. Students must work with the graduate coordinator for the toxicology program to meet all requirements of that degree program. In addition to the requirements of the Interdisciplinary Program in Toxicology and all applicable requirements pertaining to the graduate committee and oral defense that apply, the Environmental Health Science Department requires that:

- (1) M.S. and Ph.D. graduate students register for EHSC 6010 (*Proseminar in Environmental Health*) during their first year.
- (2) M.S. and Ph.D. graduate students register for EHSC 8150 (*Environmental Health Seminar*) before graduation--usually during their last semester.
- (3) M.S. graduate students register for 1 semester of PBHL 8200 (Public Health Seminar, 1 h). Ph.D. students must register for 2 semesters of PBHL 8200.
- (4) M.S. and Ph.D. students take a graduate level epidemiology course. Approved

courses include EPID 7010 (Introduction to Epidemiology), EHSC 8070 (Environmental and Occupational Epidemiology) and EPID 8200 (Molecular Epidemiology).

- (5) Ph.D. graduate students must register for appropriate hours in EHSC 9000 (Doctoral Research) and EHSC 9300 (Doctoral Dissertation).
- (6) Students are encouraged to take BIOS 7010-7020 (Introduction to Biostatistics), BIOS 8100 (Case Studies in Nonlinear Biostatistics), and/or BIOS 8110 (Categorical Data Analysis) to satisfy statistics requirements.

In addition, Ph.D. graduate students must complete a written comprehensive examination prepared by the student's approved advisory committee and an oral comprehensive examination that is open to faculty. The specific details of the written examination is left to the student's committee, but generally, each committee member will provide questions. The oral comprehensive examination must follow the successful completion of the written comprehensive examination. The Graduate School must be notified in writing by the Graduate Coordinator of the date and location at least two weeks prior to the oral comprehensive examination. It is the student's responsibility to notify the graduate coordinator of these dates with sufficient time for this deadline to be met.

The oral comprehensive exam will begin with a 15 to 20 minute presentation by the student of his/her background and general area of research followed by questions from the faculty. The examination will be closed to the general public but remain open to all faculty. It is strongly encouraged that the written and oral examinations be completed by the beginning of the student's third year of residency in the Ph.D. program.

Candidates for a Ph.D. degree must submit the dissertation to the Major Professor for approval and recommendations. Thereafter, a near final form of the dissertation will be prepared and submitted to the reading committee at least two weeks prior to the final oral defense of the dissertation. The final draft may be prepared after the examination.

The dissertation is the final component of a series of academic experiences which culminate in the awarding of the Ph.D. degree. The dissertation fulfills four major functions: (1) it presents original research or scholarship, (2) it demonstrates the student's ability to understand and critically evaluate the literature of the field, (3) it reflects the student's mastery of appropriate research methods and tools, and (4) it shows that the student can address a major problem, arrive at successful conclusions, and report the results in a written document. The findings of a thesis or dissertation should be worthy of publication in a refereed journal or other scholarly medium.

An announcement of the time and place of the examination must be distributed to all committee members, faculty members and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor. The announcement and its distribution will be processed by staff in Room 206.

## PERTINENT GRADUATE SCHOOL POLICIES

### Academic Probation and Dismissal

A student with a cumulative graduate course average below 3.0 for two consecutive semesters goes on academic probation. The student then must make a 3.0 or better average each succeeding semester. The student is no longer on probation when the cumulative average is 3.0 or above. Dismissal will result if a student makes below a 3.0 semester average while on probation. When a student repeats a course, the last grade will be utilized to calculate the cumulative average that is used for probation, dismissal and graduation.

### Grades of Incomplete

Students must remove an "I" grade within three semesters in residence or it becomes an "F".

### Admission to Candidacy

**Master's Students:** A prospective candidate for the M.S. degree must be admitted to candidacy by the end of the first week of classes of the final semester in which the courses on the program of study are completed. A request for Admission to Candidacy is made by the student through the Major Professor after the following requirements are completed:

- Any requirements set as prerequisite for admission have been completed.
- The Program of Study has been approved by the Major Professor, the Graduate Coordinator, and the Dean of the Graduate School.
- An average of 3.0 or higher has been maintained on all graduate courses taken and there is no grade below 2.0 for any course on the Program of Study.
- The residence requirement has been met.

**Ph.D. Students:** No student is a formal candidate for a degree until Admission to Candidacy is approved. The appropriate form must be submitted to the Graduate School not later than two (2) semesters before the proposed date of graduation. The student may be admitted to candidacy when:

- The Program of Study has been approved.
- The Advisory Committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment.
- Any requirements set as prerequisite for admission have been completed.
- A dissertation proposal has been approved.
- The average on all graduate courses taken is 3.0 or higher and there is no grade below 2.0 for any course on the Program of Study.
- Preliminary written and oral examinations have been passed and reported to the Graduate School.
- The residence requirement has been met.

### Application for Graduation

Students may graduate at the end of each of the three semesters. A Registrar's Graduation Form must be filled out, and a graduation fee must be paid by a specific date for each semester's graduation. Specific dates are available at the heading "Important Dates and Deadlines" on the Graduate School website (<http://www.grad.uga.edu>).

### Time Limits

Initial time limit (before candidacy): All requirements for the degree, except the dissertation and final oral examination, must be completed within a period of 6 years. This time requirement dates from the beginning of the semester during which the first course on the program of study was taken.

Time limit for Ph.D. candidates: A candidate for the doctoral degree who fails to take the final oral examination within 5 years after passing the qualifying examinations and being admitted to candidacy will be required to take another preliminary examination and be admitted to candidacy a second time.

### **Readmission to Graduate School**

A student who has been out of school for more than four semesters, and is reapplying for the same degree must submit an application for "readmission" to the Graduate Admissions Office. Applications for readmission must be submitted at least 30 days prior to the first day of classes of the semester the student plans to enroll. It is the student's responsibility to obtain and submit the application for readmission by the proper time.

### **Forms (Which to Use -- and When)**

The title of the form is given below in caps. All forms are available online at <http://www.grad.uga.edu>. Students meeting deadlines must allow ample time to obtain the necessary departmental approval and signatures. Forms must be submitted as original plus one copy. In addition, the student should provide a copy for the student's graduate file in Room 206.

- **ADVISORY COMMITTEE FOR M.S. CANDIDATES**  
Submit this form to the Graduate Coordinator within 2 semesters of admission.
- **PROGRAM OF STUDY FOR M.S. CANDIDATES & ADVISORY COMMITTEE FOR Ph.D. CANDIDATES**  
Submit these forms to the Graduate Coordinator within 3 semesters after entering graduate school.
- **PRELIMINARY PROGRAM OF STUDY**  
Submit this form with one page summary of proposed research, to Graduate Coordinator within 3 semesters. This form need not be typed because it is not forwarded to the Graduate School.
- **FINAL DOCTORAL PROGRAM OF STUDY**  
Submit this form with 2-4 page summary of research project, to Graduate Coordinator prior to scheduling the oral comprehensive exam (i.e. sometime during the second year).
- **RESULTS OF THE WRITTEN AND ORAL COMPREHENSIVE EXAMS**  
The Graduate School sends this form to the major professor when the Graduate School has been notified that the oral exam has been scheduled. (The Graduate Coordinator must notify the Graduate School of the exam date at least two weeks before the exam.) The major professor sends copies of the completed form to the Graduate Coordinator and to the Graduate School.
- **APPLICATION FOR ADMISSION TO CANDIDACY -- M.S. Degrees**  
Submit this form to the Graduate Coordinator at least one week prior to the deadline at the Graduate School, Deadlines fall on the Friday of the first full week of classes in the semester in which the courses on the program of study are completed and/or in which you plan to graduate.
- **APPLICATION FOR ADMISSION TO CANDIDACY -- Ph.D. DEGREES**  
This form is submitted to the Graduate Coordinator with the above report on comprehensive exam results. The residency requirement must have been completed and the Research Skills have to be completed before filing this application. It must be submitted at least 3 semesters before graduation.
- **APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION**  
Once the student's graduate committee approves the thesis and the student passes the final oral exam, one copy of this completed form is sent to the Graduate School by the major professor.
- **APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION**  
Upon passing the final oral exam, one copy of this form is sent to the Grad School by the major professor.
- **APPLICATION FOR GRADUATION**  
Submit this form to the Graduate School no later than Friday of the first full week of classes 2 semesters prior

to the anticipated graduation date (i.e. very early in your next to last semester).