

University of Georgia

Handbook for Graduate Programs in Environmental Health Science

*A guide for the MS and PhD degrees in Environmental Health Science for
the Academic Year 2015 / 2016*

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/>.

1.0 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.

2.0 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.

3.0 Registration

Any 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 hours of credit each semester. An assistantship of at least 1/3 time provides a tuition waiver for all hours taken and we highly recommend that you register for the maximum of 18 h (usually in research, thesis or dissertation hours). The minimum/maximum course load for which a graduate student may enroll is governed by the following:

Student Status	Semester Hours	
	Minimum	Maximum
Students who do not have an assistantship (no tuition waiver)	3	18
Graduate Assistants: \leq One-third time (0.33) (no tuition waiver)	12	18
Graduate Assistants: \geq One-third time (0.33) (tuition waiver)	12	18

3.1 Procedure

Complete registration instructions are included in the UGA Athena portal and you can also find the schedule of classes here (Athena.uga.edu). All currently enrolled students are strongly urged to pre-register. Students on graduate assistantships must pre-register. The basic registration procedures are described in Athena 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 Athena 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.

4.0 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. 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.

5.0 Academic Probation and Dismissal Policies

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. Additional information on academic probation can be found at <http://www.grad.uga.edu/academics/regulations.html>

6.0 Academic Programs

6.1 Master of Science (M.S.) Degree in Environmental Health

6.1.1 Enrollment

Students must register for a minimum of 3 h each semester to maintain continuous enrollment (<http://gradschool.uga.edu/academics/registration.html>) and at least 12 h per semester to be considered full time. Full-time students on assistantships are required to register for 12 h per semester and *strongly* encouraged to enroll in 18 h of coursework during fall and spring semesters and 12 h during the summer semester. (Tuition is waived for students on at least 1/3 time assistantships so there is no additional cost). Additional hours are generally provided through research, thesis or dissertation credits (explained below). Regardless of assistantship status, 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.

6.1.2 Foreign Language

No foreign language is required for EHS graduate degrees.

6.1.3 Prerequisites

Students admitted to the graduate program should have earned a degree from an accredited program in Environmental Health or an equivalent science degree. In particular, students entering graduate programs in EHS should be competent in basic principles of environmental health science (which may be obtained through formal coursework or work experience), 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.

6.1.4 Curriculum

To earn the MS in EH, students must complete 36 hours of course work (described below).

Required (Core) Courses

All students are required to take a broad environmental health science course (either EHSC 710 If no prior experience in EHS or EHSC 8010 for those with prior experience), at least 3 h of statistics (biostatistics, preferred [e.g., BIOS 7020]) at an advanced level (if an intro class is needed, it can be added to the program of study), 1 semester (at least 3 h) of biochemistry (or similar molecular biology or advanced chemistry course) and 1 semester (at least 3 h) of epidemiology (e.g., EPID 7010). All students should register for a minimum of 3 h of *Master's Thesis* (EHSC 7300) by the last year of the program.

In addition to these formal courses, EHS requires students to participate in departmental seminars. Each spring, students in their second term (usually) should enroll in the EHS Pro-seminar (EHSC 8050 for 1 h), which is targeted to students developing their research proposals. Students will interact in a small setting with other new students and a faculty mentor. MS students are also required to register for 2 semesters of the EHS Dept. Seminar (EHSC 8030 for 1 h each term), which is the main venue for outside speakers, faculty and upper level graduate students to present formal

seminars about their work. (Note, even if you are not enrolled in a particular semester, all students are required to attend these seminars). In the *final* semester, students will present their thesis in a formal talk to the department and public (register for EHSC 8150 (1 h), the exit seminar).

Students who will serve as a Teaching Assistant must also complete a course in pedagogy, GRSC 7770. A section is available in the EHS department (or may be taken elsewhere if you have schedule conflicts). We recommend that you take this course early in your program of study to allow for flexibility in assigning assistantships.

All required courses must appear on the student's Program of Study document. If a student desires to be exempted from any required course (e.g., on the basis of having taken equivalent course work elsewhere), he/she must have approval of the Department of Environmental Health Science faculty. In the case of biochemistry, a committee of faculty appointed by the Graduate Coordinator will make the determination.

Other Requirements

Students will fill out their curriculum with research hours and elective courses (at least 4 courses). However, a student's Program of Study must include at least 6 h of elective courses with an EHSC prefix (see Table I for examples), which are selected in consultation with the major advisor and thesis committee.

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.

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., including EHS student presentations as part of the MS and PhD defenses.

Table 1
CURRICULUM OVERVIEW
Master of Science in Environmental Health

Required Courses:

EHSC 7010 or 8010	3 h	Intro to Environmental Health Science (Or Advanced EHS)
BCMB 6000 (or similar)	3 hr	General Biochemistry and Molecular Biology (or other advanced molecular biology or chemistry course)
EHSC 8050	1 hr	Proseminar in Environmental Health
¹ EHSC 8070; EPID 7010; or EPID 8200	3 hr	Environmental and Occupational Epidemiology; Introduction to Epidemiology; or Molecular Epidemiology
¹ BIOS 7020	3 hr	Introductory Biostatistics II
EHSC 8150	1 hr	Environmental Health Seminar
EHSC 8030	1 hr	Departmental Seminar in Environ. Health (x 2 semesters)
EHSC 7000	≥3 hr	Master's Research
EHSC 7300	≥3 hr	Master's Thesis

For Teaching assistants

GRSC 7770	3 h	Graduate teaching assistant seminar
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EHS Elective Courses: Choose at least 6 h from the following (with the approval of your graduate committee; note that this list may not be complete)

EHSC 6060	3 hr	Ecotoxicology
EHSC 7010	3 hr	Fundamentals of Environmental Health Science
EHSC 7080	3 hr	Advanced Environmental Air Quality
EHSC 7150/7150L	3 hr	Occupational Hygiene and Safety
EHSC 7310	3 hr	Public Health Microbiology
EHSC 7410	3 hr	Global Environmental Health: Focus on Developing Countries
EHSC 7490	3 hr	Advanced Environmental Toxicology
EHSC 7550	3 hr	Solid and Hazardous Waste Management
EHSC 7650	3 hr	Water Quality
EHSC 7900	3 hr	Integrative Global Environment (Study Abroad)
EHSC 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
EHSC 8100	2-3 hr	Current Topics in Environmental Health Science
EHSC 8110	3 hr	Fundamentals Of Chemical and Microbial Risk Assessment
EHSC 8120	3 hr	Roles and Responsibilities of Environmental Policy Makers
EHSC 8210	3hr	Cancer Etiology and Prevention
EHSC 8250	3hr	Biomarkers: Public Health, Clinical, and Environmental Tox
EHSC 8310	3 hr	Advanced Topics Aquatic Microbiology, Health, Environ.
EHSC 8400	3hr	Occupational and Environmental Diseases
EHSC 8450	3 hr	Genome Technologies
EHSC 8460	3 hr	Environmental Genomics
EHSC 8510	3 hr	Environmental Risk Assessment and Communication
EHSC 8550	3 hr	Developmental and Reproductive Toxicology

¹ Preferred Course; if no stats background, then student should consider taking 7010

EHSC 8610	3 hr	Aquatic Toxicology
EHSC 8630	4 hr	Quantitative Ecological Toxicology
EHSC 8650	3 hr	Advanced Environmental Chemistry
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science
EHSC 8930	3 hr	Chemical Toxicology

Other electives in consultation with the major advisor and advisory committee

6.1.5 Degree Completion

It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence. Annual evaluations will be completed by the student and his/her major professor (with the support of the committee) to ensure adequate progress.

Selection of the student's graduate committee -- before the end of the first semester (preferred) 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.

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 279 Williams St., Athens, Georgia 30602-1777 and a copy should be provided for the graduate student's record in Room 206.

Application for Graduation - Must be received by the Graduate School on Friday of the second full week (first full week, if summer school) of classes during the semester of anticipated graduation date

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.

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 that 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 (as described in the EHSC 8150 syllabus) 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 (http://gradschool.uga.edu/academics/thesis/thesis_format_check.html). A signed defense results form is required in the Graduation Office before the corrected copy will be checked or accepted as official (http://www.grad.uga.edu/forms&publications/student/body_apprform.pdf). 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 of the thesis are available at 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, but not required, for the student to provide a bound copy to all other members of the student's graduate committee.

Requirements for graduation

- Application for graduation must be made by the deadline (Friday of weeks one (summer) or two of the semester of completion of degree requirements).
- Updated and approved Program of Study and Advisory Committee forms are on file at the Graduate School.
- All required and elective coursework has been satisfactorily completed, following the student's program of study. All grades of I or ER must be resolved prior to applying for graduation.

- An overall average of 3.0 or higher must be maintained for all graduate courses taken. No grades below C may be listed on the Program of Study.
- The student must be enrolled for a minimum of 3 hours during the semester that they defend their thesis.
- Students failing to provide all approved and updated paperwork by the application deadline may pay an administrative fee to process paperwork enabling them to graduate that semester, if they file paperwork within 45 days of the original deadline.

6.1.6 Graduation Time Line

Four weeks prior to graduation

A corrected and approved draft of the thesis must be received by the Major Professor. Once the student presents a draft acceptable to the Major Professor, copies of the thesis are then given to the committee members.

Upon approval of the thesis by the Major Professor, 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 by the deadline specified by the graduate school as posted in the UGA academic calendar.*

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, but it is the student's responsibility to provide the information to the staff person.

One week prior to the final examination:

A copy of the thesis in acceptable form (electronic is acceptable) should be available on request for perusal by any faculty members.

6.2 Doctor of Philosophy (Ph.D.) Degree in Environmental Health

6.2.1 Enrollment

Students must register for a minimum of 3 h each semester to maintain continuous enrollment (<http://gradschool.uga.edu/academics/registration.html>) and at least 12 h per semester to be considered full time. Full-time students on assistantships are required to register for 12 h per semester and *strongly* encouraged to enroll in 18 h of coursework during fall and spring semesters and 12 h during the summer semester. (Tuition is waived for students on at least 1/3 time assistantships so there is no additional cost). Additional hours are generally provided through research, thesis or dissertation credits (explained below). Regardless of assistantship status, 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.

6.2.2 Foreign Language

No foreign language is required for EHS graduate degrees.

6.2.3 Prerequisites

Students admitted to the graduate program should have earned a degree from an accredited program in Environmental Health or an equivalent science degree. In particular, students entering the PhD program in EHS should be competent in biochemistry, biostatistics and epidemiology. 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 as a part of the program of study with the approval of their graduate committee.

6.2.4 Curriculum

To earn the PhD in EH, students must complete 30 hours of formal course work (described below), plus at least 3 h of dissertation (EHSC 9300) and research (EHSC 9000) hours.

Required (Core) Courses

All students are required to take a Advanced Topics in Environmental Health (EHSC 8010 [fall 3 h], 1 semester (at least 3 h) of advanced statistics (biostatistics, preferred), 1 semester (at least 3 h) of advanced epidemiology and a one hour course in research ethics (GRSC 8550). All students should register for a minimum of 3 h of *Doctoral Dissertation* (EHSC 9300), after admission to candidacy. If you have not had a course previously in Environmental Health Science, you will also need to take EHSC 7010 (Introduction to Environmental Health Science) in your first semester.

Students who will serve as a Teaching Assistant must also complete a course in pedagogy, GRSC 7770. A section is available in the EHS department (or may be taken elsewhere if you have schedule conflicts). We recommend that you take this course early in your program of study to allow for flexibility in assigning assistantships.

In addition to these formal courses, EHS requires students to participate in departmental seminars. Each spring, students in their second term (usually) should enroll in the EHS Pro-seminar (EHSC 8050 for 1 h), which is targeted to students developing their research proposals. Students will interact in a small setting with other new students and a faculty mentor. MS students are also

required to register for 3 semesters of the EHS Dept. Seminar (EHSC 8030 for 1 h each term), which is the main venue for outside speakers, faculty and upper level graduate students (e.g., PhD students) to present formal seminars about their work. (Note, even if you are not enrolled in a particular semester, all students are required to attend these seminars). Finally, in the *final* semester, students will present their thesis in a formal talk to the department and public. Students at this stage will register for EHSC 8150 (1 h), the exit seminar.

All required courses must appear on the student's Program of Study document. If a student desires to be exempted from any required course (e.g., on the basis of having taken equivalent course work elsewhere), he/she must have approval of the Department of Environmental Health Science faculty. In the case of biochemistry, a committee of faculty appointed by the Graduate Coordinator will make the determination.

Other Requirements

Students will fill out their curriculum with research hours and elective courses. However, a student's Program of Study must include at least three EHSC elective courses (see Table 2 for examples), which are selected in consultation with the major advisor and thesis committee.

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. The remaining required hours must be graduate level courses.

Admission to Candidacy

Prior to admission to candidacy, PhD students will develop a complete dissertation research prospectus in consultation with his/her major professor and advisory committee. **The prospectus must be approved by the committee before advancing to the qualifying exams.**

After completing required coursework and research prospectus, students will complete written and oral exams for admission to PhD candidacy. The exams will be administered by the student's committee and may include a traditional written exam (questions from all committee members) or may take the form of a formal proposal (e.g., NSF, NIH, other). Should the committee approve this strategy for the written exam, the major professor can *only* provide input on the specific aims. All other parts of the proposal must be completed by the student on his/her own. Students will not progress to the oral exam unless they have passed the written exam. The committee may suggest or require students to complete additional coursework, directed readings or other instruction to help students fill knowledge gaps identified during the exams. Students who fail either portion of the exams will be allowed to repeat them one time. Students who fail a second attempt will be allowed to enter the MSEH program.

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., including EHS student presentations as part of the MS and PhD defenses.

Table 2
CURRICULUM OVERVIEW
PhD in Environmental Health

The PhD in Environmental Health Science will require 30 hours of course work. For students entering with a M.S. (or other Master's) degree, 16 hours must be taken at 8000 level; those with no master's degree must successfully complete at least an additional 4 hours in graduate-only courses.

Core (18 - 21 h)

Introduction to Environmental Health Science (EHSC 7010) <i>if needed*</i>	3 h
Advanced Topics in Environmental Health Science I (EHSC 8010)	3 h
Responsible Conduct of Research (GRSC 8550)	1 h
Proseminar in Environmental Health (EHSC 8050)	1 h
Graduate Seminar in Env. Hlth. Res. (EHSC 8030 [pref.] or PBHL 8200)	1 h (x 3 semesters)
Biostatistics (advanced course) (selection from BIOS or STAT)	3 h
Epidemiology (advanced course) (selection from EPID)	3 h
Dissertation (EHSC 9300)	3 h
Environmental Health Seminar [Exit Seminar] (EHSC 8150)	1 h

* Students with prior EHS experience may waive this requirement

Electives (9 h)

As determined by major professor and dissertation committee. ≥ 6 h must be from courses with EHSC prefix (currently offered EHSC courses at the graduate level are listed below).

List of Graduate-Level Electives Offered through the Dept. of Environmental Health Science – Look for updates as this list may change.

EHSC 6060	3 hr	Ecotoxicology
EHSC 7010	3 hr	Fundamentals of Environmental Health Science
EHSC 7080	3 hr	Advanced Environmental Air Quality
EHSC 7150/7150L	3 hr	Occupational Hygiene and Safety
EHSC 7310	3 hr	Public Health Microbiology
EHSC 7410	3 hr	Global Environmental Health: Focus on Developing Countries
EHSC 7490	3 hr	Advanced Environmental Toxicology
EHSC 7550	3 hr	Solid and Hazardous Waste Management
EHSC 7650	3 hr	Water Quality
EHSC 7900	3 hr	Integrative Global Environment (Study Abroad)
EHSC 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
EHSC 8100	2-3 hr	Current Topics in Environmental Health Science
EHSC 8110	3 hr	Fundamentals Of Chemical and Microbial Risk Assessment
EHSC 8120	3 hr	Roles and Responsibilities of Environmental Policy Makers
EHSC 8210	3hr	Cancer Etiology and Prevention
EHSC 8250	3hr	Biomarkers: Public Health, Clinical, and Environmental Tox
EHSC 8310	3 hr	Advanced Topics Aquatic Microbiology, Health, Environ.
EHSC 8400	3hr	Occupational and Environmental Diseases
EHSC 8450	3 hr	Genome Technologies
EHSC 8460	3 hr	Environmental Genomics
EHSC 8510	3 hr	Environmental Risk Assessment and Communication
EHSC 8550	3 hr	Developmental and Reproductive Toxicology
EHSC 8610	3 hr	Aquatic Toxicology
EHSC 8630	4 hr	Quantitative Ecological Toxicology

EHSC 8650	3 hr	Advanced Environmental Chemistry
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science
EHSC 8930	3 hr	Chemical Toxicology

6.1.5 Degree Completion

It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence. Annual evaluations will be completed by the student and his/her major professor (with the support of the committee) to ensure adequate progress.

Selection of the student's graduate committee -- *before the end of the second 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 three 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. The Major Professor and at least one other member should be faculty members from the Dept. of Environmental Health Science. 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.

Filing of preliminary program of study -- *second semester of residence:*

A student working towards a PhD degree must file a Preliminary Program of Study during the second semester of residence. The required form is available at: http://www.grad.uga.edu/forms&publications/student/body_prephdprg.pdf. 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 279 Williams St., Athens, Georgia 30602-1777 and a copy should be provided for the graduate student's record in Room 206.

Dissertation Prospectus, Qualifying Exams and Admission to Candidacy

PhD students should begin working on their dissertation research prospectus as early as possible in close conjunction with his/her major professor. The prospectus serves as a road map for the proposed dissertation work and should be vetted by and approved the advisory committee.

When course work is considered to be complete and the dissertation is approved by the advisory committee, the student should schedule his/her qualifying (comprehensive) exams. The exams are administered by the advisory committee and consist of written and oral portions. The written exam(s) may be closed or open book at the discretion of each committee member and are generally administered over the course of one week. Each committee member will grade his/her section of the written exam and report if the student passed or failed each section to the major advisor, who will report the results to the student. If at least 3 of the 4 committee members pass the written exam then the student will schedule an oral exam with all members of the committee. (Ideally, this should take place within 2 – 3 weeks of the written exam.) 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. Additionally a **final program of study** (<http://www.grad.uga.edu/forms&publications/student/finalphdprg.pdf>) must be submitted to the Graduate School before the oral exam can be scheduled.

The oral comprehensive exam will generally 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.

Upon successful completion of both written and oral sections of the exams, the admission to candidacy form (http://www.grad.uga.edu/forms&publications/student/body_candphd.pdf) should be submitted to the Graduate School. Please ensure that a copy of this form is retained in the Department.

Students who fail either portion of the exams will be allowed to repeat them one time. Students who fail a second attempt will be allowed to enter the MSEH program.

Application for Graduation – Must be received by the Graduate School on Friday of the second full week (first full week, if summer school) of classes during the semester of anticipated graduation date)

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.

Dissertation Requirements and Final Oral Examination

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. A copy of this draft should be available (on request) for perusal by those not on the advisory committee. The final draft of the dissertation may be prepared after the defense / 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(s) in a refereed journal or other scholarly medium.

The student's Graduate Coordinator must notify the Graduate School of the final examination/dissertation defense date at least two weeks prior to the defense. An announcement of the time and place of the examination must be distributed by e-mail and postings in the Department 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 candidate must submit one PDF formatted electronic version of the thesis to the Graduation Office for a format check (http://gradschool.uga.edu/academics/thesis/thesis_format_check.html). A signed defense results form is required in the Graduation Office before the corrected copy will be checked or accepted as official (http://www.grad.uga.edu/forms&publications/student/body_apprform.pdf). 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 of the thesis are available at 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, but not required, for the student to provide a bound copy to all other members of the student's graduate committee.

Requirements for graduation

- Application for graduation must be made by the deadline (Friday of weeks one (summer) or two of the semester of completion of degree requirements).
- Updated and approved Final Program of Study and Advisory Committee forms are on file at the Graduate School.
- All required and elective coursework has been satisfactorily completed, following the student's program of study. All grades of I or ER must be resolved prior to applying for graduation.
- An overall average of 3.0 or higher must be maintained for all graduate courses taken. No grades below C may be listed on the Program of Study.
- The student must be enrolled for a minimum of 3 hours during the semester that they defend their thesis.
- Students failing to provide all approved and updated paperwork by the application deadline may pay an administrative fee to process paperwork enabling them to graduate that semester, if they file paperwork within 45 days of the original deadline.

6.1.6 Graduation Time Line

Four weeks prior to graduation:

A corrected and approved draft of the thesis (dissertation) should be received by the Major Professor. Once the student presents a draft acceptable to the Major Professor, copies of the thesis are then given to the committee members.

Upon approval of the thesis by the Major Professor, 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 by the deadline specified by the graduate school as posted in the UGA academic calendar.*

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, but it is the student's responsibility to provide the information to the staff person.

One week prior to the final examination:

A copy of the thesis in acceptable form should be available on request (electronic is acceptable) for perusal by any faculty members.

6.2 Additional Information for Master of Science and Doctor of Philosophy (Ph.D.) Degree 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 8050 (*Proseminar in Environmental Health*) during their first year.
- (2) M.S. and Ph.D. graduate students register for EHSC 8150 (*Environmental Health Seminar*) during their last semester before graduation.
- (3) M.S. graduate students register for 2 semester of EHSC 8030 (Environmental Health Seminar, 1 h). Ph.D. students must register for 3 semesters of EHSC 8030.
- (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 are 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. A copy of this draft must be placed in the EHS office for faculty perusal. The final draft of the dissertation 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.

The student's Graduate Coordinator must notify the Graduate School of the final examination/dissertation defense date at least two weeks prior to the defense. 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, but each student must provide the information to the staff person.

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". No student having an "I" or "ER" on their transcript may apply for graduation.

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 graduation is made by the student 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 by the student's committee.
- 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 Graduation Form must be filled out, and all forms must be updated and on file in the Grad School office. 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 form 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.
- **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 (summer) or second (fall or spring) full week of classes of the semester of the anticipated graduation date (i.e. very early in last semester).