**University of Georgia**

**Department of Pharmaceutical and Biomedical Sciences**

**Doctor of Philosophy (PhD) Graduate Program Handbook**

**2017/2018**

Updated: 08/16/2017

**Preface**

The purpose of the PhD Program Handbook is to provide information concerning the procedures and policies of graduate education within the Department of Pharmaceutical and Biomedical Sciences and the Graduate School of the University of Georgia. It supplements information contained in the Graduate School Bulletin and the UGA Graduate School website. All graduate students are expected to carefully read the policy manual, retain it for future reference, and abide by it in the interest of making graduate study in the department a successful experience.

**Contents**

 Graduate Program Objectives…………………………………..……...... 1

 Program Administration and Contacts ………….…………………….... 2

PBS Graduate Admission Policies……………………………………… 3

 Financial Assistance…....………………………………………………. 4

 Curriculum and Program Requirements

 Committees and Advisement…………………………………… 5

Course Requirements…………………………………………… 6

Preliminary/Qualifying Examinations………………………….. 7

First Author Manuscripts………………………………………. 9

Dissertation Defense……………………………………………. 9

Progression and Deadlines……………………………………… 11

Waivers, Extensions, and Grievances…………………………… 12

Academic Performance and Dismissal………………………….. 12

Graduate Student Travel Guidelines ……………………………………. 13

Safety and Security……………………………………………………… 14

Additional Policies and Helpful Information……………………………. 15

Departure Procedures………………………………………………………. 17

**PhD Graduate Program Objectives**

The PBS graduate program will provide the academic, research, and administrative resources necessary to meet the program goals:

* Give students breadth of knowledge in modern pharmaceutical and biomedical science disciplines and application to drug discovery and development.
* Give students depth of knowledge and technical training in their area of study.
* Develop a strong work ethic and time management skills in graduate students.
* Train students to conduct research with the highest ethical standards.
* Teach students to think critically and creatively to solve difficult scientific problems.
* Teach students to speak and write about their research clearly and convincingly and successfully compete for external research funding.
* Teach students to critically evaluate their own data and results in the scientific literature.
* Promote a rigorous academic and research environment in which students will add to the current knowledge in their fields.
* Train students to be independent scholars who will make original and important contributions to their fields.

**Program Administration and Contacts**

**Graduate Program Coordinator**

 Dr. Y. George Zheng

 yzheng@uga.edu

 354 Wilson Pharmacy

 542-0277

**Graduate Program Specialist**

 Ms. Julie R. Simmons

 jrs262@uga.edu

 438 Pharmacy South

 542-5403

**Graduate Program Committee 2016/2017**

 Y. George Zheng, PhD, Graduate Coordinator, Associate Professor (chair)

 Shelley Hooks, PhD, Associate Professor

 Houjian Cai, PhD, Assistant Professor

 Jason Zastre, PhD, Associate Professor

**Who do I contact for questions or problems with…**

* General graduate program issues and concerns, waivers, extensions, grievances, TA assignments, and coordinator signatures?
	+ Y. George Zheng, yzheng@uga.edu, 542-0277
* Courses, forms, deadlines, graduate school requirements, and travel?
* Julie R. Simmons, jrs262@uga.edu, 542-5403
* Departmental resources, stipends, room reservations, and items to be forwarded to the department head?
	+ Joy Wilson, jwilson@rx.uga.edu, 542-7410
* Telephones, facilities, maintenance, keys, and access cards?
	+ Ken Schroder, kcs@rx.uga.edu, 542-5295
* Computers and networks?
	+ PBS IT helpdesk: <https://helpdesk.rx.uga.edu/>
* Office supplies and ordering?
	+ Mary Eubanks, meubanks@rx.uga.edu, 542-4410
* Payroll, benefits and human resources?
	+ Jessica Hart, jchart@uga.edu, 542-2147
* Fellowship and grant submissions?
	+ Jennifer Caplinger, jcap@uga.edu, 542-5357

**PBS Graduate Admission Policies**

**Admission Procedures and Criteria**

 The primary mechanism for admission to the PhD program in the PBS department is through the UGA Integrated Life Sciences (ILS) Graduate Admission Portal program (<http://ils.uga.edu/>). Students apply to ILS, not directly to the PBS program. Key factors considered for admission to the ILS graduate program are: prior research experience and productivity; evidence of work ethic and commitment to biomedical research; evidence of appropriate educational background; grade point average; graduate record examination (GRE) scores; English language exam scores (for international applicants); references (particularly from laboratory supervisors); research interests of available faculty mentors; and other requirements of the UGA Graduate School. Admitted students will select a major professor and degree-granting program after the first semester in the program based on laboratory rotations. ILS students may arrange rotations with PBS faculty during their first semester in the ILS program by directly contacting PBS faculty affiliated with the ILS program. If, at the end of the first semester, an ILS student and PBS faculty member mutually agree for a student to join the PBS faculty member’s lab group, a formal request must be submitted to the PBS graduate coordinator and PBS Department Head to review the student’s credentials and confirm availability of financial support for the student. Admission to the PBS graduate program is not official until approval by the Graduate Coordinator and Department Head is obtained.

 It is also possible, but less common, for PhD applicants to be admitted directly into the program with a pre-selected and confirmed faculty advisor. Direct admit PhD students do not perform rotations and are not eligible to receive departmental teaching assistantships.

**Change of Degree Objective**

The Department of Pharmaceutical and Biomedical Sciences offers the Master of Science (MS) and Doctor of Philosophy (PhD). Some students who do not complete the PhD requirements may be awarded a MS degree, when appropriate.

**Transfer Students**

Students wishing to transfer to the PBS PhD program from another graduate program are assessed by the same criteria as other incoming students. UGA does not allow the transfer of credits for PhD students.

**Financial Assistance**

PBS graduate students may be awarded teaching or research assistantships from various sources. First year students are typically supported by departmental teaching assistantships, University assistantships, or independent funding. Upon selecting a major professor and joining their laboratory, students may be supported by a research assistantship via their major professor’s grants, or remain on a departmental or university assistantship. All assistantships, whether from the department, graduate school, or external funding agencies, are accompanied by a nearly-full tuition waiver and subsidized health insurance. Students are responsible for all relevant fees.

**Departmental Teaching Assistantships.**

Departmental teaching assistantships are available to qualified students, and are awarded on a competitive basis. PBS faculty may have the equivalent of 1 TA supported student in their laboratory at a time; additional TA support may be requested with justification. These assistantships may be renewed annually contingent upon satisfactory performance of TA duties, remaining in good standing in the graduate program, satisfactory research and academic progress, and availability of funds. Teaching assistantship duties are assigned by the Graduate Program Committee and may include teaching, grading, proctoring, or other support services in the classroom and laboratory. **The 2015/2016 annual departmental teaching assistantship is $25,200** per year based on a 12 month appointment, corresponding to approximately 18 hours per week of service. Graduate assistants are required to carry a full course load (18 credit hours) each semester they are supported and are expected to maintain a minimum cumulative grade point average (GPA) of 3.0. The assistantship may be terminated due to academic probation, failure to make satisfactory progress toward completing degree requirements, failure to satisfactorily perform teaching duties, or termination from the graduate program for any other reason.

**Research Assistantships.**

Faculty with external funding typically support the graduate students in their laboratories with Research Assistantships. The details of these assistantships vary based on the funding agency. Research assistants are not required to perform teaching assignments in the department. The department also strongly encourages students to apply for external fellowships (e.g. NIH, PHRMA, NSF). Partial research assistantship awards can also be combined with partial departmental teaching assistantships; in such cases, the TA assignment is reduced proportionally.

In addition to these sources of full assistantships, many PBS students receive outside funding awards that provide supplements to their stipends or funds for travel and research expenses (e.g., ARCS Foundation, AFPE, Sloan Foundation). Please see the Grants and External Funding section of the Student Resources page on our website (<http://pbs.rx.uga.edu/index.php/resources/student_resources/>) for more information about these awards.

**Curriculum and Program Requirements**

**A.** **Committees and Advisement**

The **PBS Graduate Program Committee** acts as an advisory committee until the student chooses a Dissertation Advisory committee. The **Graduate Coordinator** meets with all graduate students each spring to discuss program changes or issues. At this time, each student is given a student advisory form to request a meeting to discuss progress or problems in detail and in confidence with the graduate coordinator or another member of the graduate program committee.

Each student will form a **Dissertation Advisory Committee** by the end of the first semester in the graduate program. This committee will approve the Program of Study and dissertation prospectus and conduct the preliminary examinations and dissertation defense. The major professor and student will keep the Dissertation Advisory Committee regularly informed of progress and problems.

The advisory committee will include at least four members, including the major professor, one additional PBS graduate faculty, and one graduate faculty member from outside of PBS. The fourth committee member can be from in the department or from outside the department.

Dissertation Advisory Committee members must be approved by the Graduate Coordinator and the Dean of the Graduate School. Once a dissertation committee is formed, members may not be removed without their written permission.

Student progress in the program will be evaluated by each committee member **during annual committee meetings**. The first annual committee meeting should be held in the fall semester of the second year, and meetings must be held at least every 12 months. At each committee meeting, each member of the committee should complete an “Annual Advisory Committee Assessment” form to assess the student’s progress. The major professor should collect these forms, discuss the results with the student, and submit the compiled forms to the graduate program assistant. If more than one committee member or the major professor gives the student an “Unsatisfactory” evaluation, the student and major professor must develop a remediation plan to improve performance. For example, the remediation plan may include additional coursework, a more structured schedule in lab, and/or more frequent committee meetings.

The **Program of Study** is an official document listing the courses for a degree program which is to be filled out on the proper form by the student and Major Professor, and approved by the Dissertation Advisory Committee. A Preliminary program of study is a non-binding plan that should be discussed and approved at the first committee meeting in the second year in the program. The Final Program of Study must be approved and submitted to the graduate school at the end of the second year in the program, prior to the qualifying examination. All courses included on the program of study must have a grade of 3.0 or higher. PHRM9300 must be included; GRSC7770 should not be included.

**Course Requirements**

**1. Two of the following three courses must be completed:**

 PHRM 8010 Medicinal Chemistry and Structural Biology 4 credits

 PHRM 8020 Molecular Pharmacology of Disease and Therapeutics 4 credits

 PHRM 8030 Molecular Pharmaceutics 4 credits

**2. Current Topics and Scientific Communication:**

GRSC 7770 Graduate Teaching Seminar 1 credit PHRM 8200 Departmental and Student Seminars 2 credits ea. sem.

***Seminars***: PHRM 8200 includes weekly departmental seminars and weekly student seminars. PHRM8200 is required each Fall and Spring Semester in the program. Students present a seminar once per year in different formats: journal club, research prospectus, literature review of current topic, research in progress, and exit seminar. Students are also expected to attend special departmental seminars.

PHRM 8080 Grant and Manuscript Writing 3 credits

**3. Electives:** Three 8000-level electives (at least 9 credit hours) are chosen by the student, major professor and advisory committee. At least one elective (3 credit hours) must be a PHRM course. Options include (but are not limited to):

PHRM 8010: Medicinal Chemistry/Structure

PHRM 8020: Molecular Pharmacology

PHRM 8030: Molecular Pharmaceutics

PHRM 8600: Drug Targets in Signal Transduction Cascades

PHRM 8260: Pharmacokinetics

PHRM 8270: Contemporary Concepts in Pharmacokinetics

PHRM 8190: Chemotherapy and Cancer

PHRM 8100: Pharmaceutical Analysis I

PHRM 8110: Pharmaceutical Analysis II

PHRM 8120: Mass Spectrometry

PHRM 8940: Organ Systems Toxicology

PHRM 8930: Chemical Toxicology

BCMB 8112: Advanced Gene, Cell, Biochem I

BCMB 8212: Advanced Gene, Cell, Biochem II

CBIO 8100: Advanced Immunology

CBIO 8400: Advanced Cell Biology

GENE 8120: Advanced Topics /Gene Expression

GENE 8920: Nucleic Acids

GENE 8930: Advanced Molecular Genetics

VPHY 8010: Mammalian Cell Physiology

VPHY 8400: Neurophysiology

VPHY 8960: Molecular Toxicology

CHEM8110: Protein Structure-Function

CHEM 8040: Advanced Physical Biochemistry

CHEM 8189: NMR Spectroscopy

CHEM 8310: Reaction Mechanisms in Organic Chemistry

CHEM 8320: Synthetic Organic Chemistry

CHEM 8340: Organic Spectroscopic Analysis

**2. Additional Language Requirements for International Students:**

LLED 7768: Required for TOEFL iBT speaking scores ≤ 22 or IELTS speaking scores <6.5

LLED 7769: Required for TOEFL iBT speaking scores 23-26 or IELTS speaking scores 6.5-7

**4. Laboratory Research:**

 PHRM 9000 Dissertation Research (each semester after 1st semester) variable

 PHRM 9300 Dissertation Writing 3+ credits

**Preliminary/Qualifying Examinations**

 The Preliminary/Qualifying examinations are held at the end of the second year and serve to demonstrate students’ scholastic and research competence. Specifically, the exams will assess the depth and breadth of knowledge and students’ ability to think critically about scientific research in general and their own project. A member of the Dissertation Advisory Committee other than the major professor is chosen by the student, in consultation with the major professor, to serve as **examination chair**, and will facilitate the written exams and serve as chair of the oral exam session. Following successful completion of the written and oral exams, students are admitted to PhD candidacy. There are three components to the qualifying exams:

**1. Written Comprehensive Exam**

 The written comprehensive exam is designed to assess whether students have an adequate command of knowledge in the field of pharmaceutical and biomedical sciences to successfully complete a dissertation in the field. The written comprehensive examination consists of questions submitted from each committee member. The format and content of the questions is left to the discretion of the committee, and students are encouraged to discuss content with each committee member prior to the exam.

The examination chair solicits questions from committee members, administers the exam, distributes the exam to the committee for grading, and convenes a meeting to discuss the student’s performance on the exam. The examination chair should work with the committee members to ensure that the entire examination can be completed in one week. Each committee member will assign a grade of “pass”, “pass with revisions”, or “fail” based on the student’s overall performance on the exam. If requested revisions are not submitted and approved by the requested deadline, grades of “pass with revisions” are converted to “fail”. If the major professor or more than one other committee member assigns a grade of “fail” on the written comprehensive exam, the student must retake the exam within six weeks. The scope of the second exam is determined by the committee, and may include new questions from all or a subset of the committee members. The examination chair administers the second written exam and solicits a grade of “pass” or “fail” from each committee member based on the student’s overall performance on the exam. If a student receives a grade of “fail” from either the major professor or more than one other committee member on the second attempt at the written exam, he or she is either dismissed from the program or may be allowed to complete a terminal Master’s degree at the discretion of the Dissertation Advisory Committee.

**2. Research Proposal**

 A written research proposal is required prior to the oral exam, and is designed to assess students’ understanding of the rationale for their project and the various strategies and approaches necessary to achieve the research goals. The research proposal should be based on the student’s project in their major professor’s laboratory, but should be independently written and developed by the student. The proposal should answer the following questions:

 What do you intend to do? Why is the work important?

 What has already been done? How are you going to do the work?

A minimum of two weeks prior to the oral examination, the student submits his or her research proposal to the Dissertation Advisory Committee. The research plan should be written based on the current NIH F31 predoctoral proposal format, unless the student plans to submit the proposal for fellowship funding to another agency. In that case, students should provide the committee with a copy of the format guidelines for approval prior to submitting the written proposal.

The research proposal is based on the student’s project in their major professor’s laboratory, but is independently written and developed by the student. The general topic of the grant may be the same as existing projects in the lab and overlap with grants previously written by the PI; however, the specific aims must be designed by the student, and must not significantly overlap with aims previously developed or written by the PI (or anyone else). As with any written document, it must be written in the students own words; direct use of text from any other source is plagiarism and will be referred to the academic dishonesty office. The PI can provide general guidance and advice on the proposal, but may not directly edit or suggest specific experiments or aims. Students are allowed to submit a proposal that they have written as part of a grant-writing course, as long as it meets the above requirements for independence.

**3. Oral Qualifying Exam**

The oral examination can only proceed once the student has passed the written comprehensive examination and submitted the research proposal. Students are required to notify the Graduate Program Assistant three weeks before the oral exam to validate the information required for the required forms. The oral exam MUST be scheduled with the graduate school at least two weeks in advance to generate the required forms. The oral qualifying examination will assess the student’s ability to discuss and debate, in a professional manner, a range of scientific topics related to his/her current and future research. The student is expected to demonstrate scientific maturity and the ability to organize, synthesize, and articulate thoughts in a clear and precise manner. The student should also be able to argue and defend his/her points of view in discourse with committee members. During this examination, the candidate presents a review of their research progress and a detailed plan for the completion of their dissertation project. After the presentation, the Dissertation Advisory Committee thoroughly questions and evaluates the student in the selected research area and general topics.

After the examination, the committee will discuss the student’s performance and each committee member will assign a grade of “pass” or “fail”. The committee can also require revisions or rewrite of the research proposal. If the major professor, or more than one other committee member, assigns a grade of “fail” on the oral comprehensive exam, the student must retake the examination within six weeks. If the oral examination is passed and revisions of the research proposal (if requested) are accepted, the student is admitted to candidacy. If a student receives a grade of “fail” from either the major professor or more than one other committee member on the second attempt, he or she is dismissed from the program or allowed to complete a terminal MS at the discretion of the Dissertation Advisory Committee. The oral preliminary examination, including all retesting, must be completed by the end of the first semester of the student’s third year. Failure to complete the preliminary exams by this time will require the approval of the Graduate Program Committee to prevent the student being dismissed from the graduate program.

**4. Application for Admission to Candidacy**

 The necessary forms approving the written and oral exams and Admission to PhD Candidacy must be signed by the Dissertation Advisory Committee and submitted to the Graduate Program Assistant to be forwarded to the Graduate School. It is the responsibility of the student to file for Admission to Candidacy with the Dean of the Graduate School through the Graduate Program Assistant. This application certifies that the student has demonstrated the ability to do acceptable graduate work in the chosen field and that departmental requirements have been fulfilled. After admission to candidacy a student must register for a minimum of two semesters prior to completion of the degree program.

**First Author Manuscripts**

The department requires that the student has at least one completed manuscript as first author prior to undertaking the dissertation defense. A completed manuscript is any published, in press, or submitted paper in a peer-reviewed journal. A provisional patent application is also acceptable. Proof of the status of the manuscript must be submitted to the Graduate Program Assistant prior to the scheduling of a defense date.

**Dissertation Writing and Defense:**

**Before the Defense**

 The student must meet all departmental graduation requirements prior to dissertation defense, including all coursework on the Program of Study, a final year seminar and a complete first author manuscript. The student and/or major professor must notify the Graduate Program Assistant of the scheduled date, time and location for the dissertation defense at least two weeks in advance. It is the student’s responsibility to apply for graduation, perform dissertation format checks, and submit all required paperwork with the UGA Graduate School by the posted deadlines.

Forms: <http://grad.uga.edu/index.php/current-students/forms/>

Deadlines: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

**The Dissertation**

 The dissertation is the final component of a series of academic experiences, which culminate in the awarding of the post baccalaureate degree. The dissertation fulfills the following major objectives; a) it represents original research and scholarship; b) it demonstrates the student’s ability to understand and critically evaluate the literature of the field; c) it reflects the student’s mastery of appropriate research methods and tools; and d) it shows that the student can address a major problem, arrive at successful conclusions, and report these results in a literate fashion. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. The dissertation must demonstrate unity and purpose. All parts of the dissertation must contribute to stated objectives of the research. Methods used in the research must be described adequately to permit an independent investigator to repeat the work.

Students are referred to the UGA Graduate School’s procedural guide for University regulations concerning the preparation and distribution of the dissertation. The latest information concerning preparation, style, copyright issues, format, binding and distribution of the dissertation are available on the Graduate School website. The Department of PBS requires that each member of the Dissertation Advisory Committee receive a final copy at least three weeks before the final defense. The Department of PBS also requires that a final copy be placed in the Graduate Program Assistant’s Office at least two weeks prior to the final defense for review by other members of the department. The department requires one bound copy of the final, approved dissertation.

Dissertation Guidelines: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

**Oral Defense of the Dissertation**

The final defense will consist of a seminar presentation by the candidate of his or her research, which is open to all members of the department and University community. This presentation will be followed by an oral examination from the faculty covering the substances of the research and other relevant subjects. Only the faculty may be present during this part of the examination. The Dissertation Advisory Committee will determine the success or failure of the candidate and inform him or her of their decision immediately following the defense. In order for the student to pass the examination, the advisory committee must approve both the written dissertation and the oral defense of the dissertation. The major professor must vote to approve the dissertation and defense. If the major professor or more than one other committee member do not vote to approve either the written dissertation or the oral defense, the student will have one an additional opportunity. If successful, the student is awarded a PhD degree upon completion of the remaining Graduate School degree requirements. If the final written dissertation or oral examination is unsatisfactory the second time, the student is dismissed or allowed to pursue an MS degree at the discretion of the Dissertation Advisory Committee.

**Progression and Deadlines**

**Major Professor Selection**

A major professor is chosen either at the end of the first semester in the ILS program, or during the admissions process for direct-admit students.

**Advisory Committee selection**

An advisory committee is chosen by the end of the Spring semester of the first year. It is critical to form the committee as soon as possible in order to receive guidance for selecting course electives and to ensure scheduling of the first committee meeting.

**Committee Meetings**

Students will have annual committee meetings starting in the Fall semester of their second year, and then at least every 12 months until graduation. Students must obtain confirmation from their committee that they are ready to schedule their dissertation defense.

**Completion of Coursework**

Required coursework is typically completed in the first two years, but it is possible to proceed with qualifying exams prior to completion of coursework. A Final Program of Study may be submitted including planned but not yet completed coursework. Any changes will require submission of an updated Program of study.

**Program of Study**

The student, major professor, and advisory committee will work together to develop a preliminary Program of Study. The preliminary Program of Study form must be discussed and approved during the first committee meeting, Fall semester of the second year, and submitted to the graduate program assistant. The final program of study must be approved and signed by all committee members by the end of the second year in the program and submitted to the graduate school prior to completing the qualifying exams.

**Qualifying Exams**

The written qualifying exams must be successfully passed before the end of the summer after the second year. The oral exam must be scheduled and confirmed with all committee members before the end of the summer after the second year, and must be held by October 15 of the third year. If a second attempt is required, this must be successfully completed by the end of the Fall semester of the third year.

**Dissertation Defense and Graduation**

The time required to complete the PhD program varies depending on the student’s background and the nature of the dissertation project. Students typically graduate in approximately 5 years. See detailed descriptions of dissertation procedures below.

**Waivers, Extensions and Grievances:**

Students may appeal to the Graduate Program Committee to have a core course requirement waived. The student must be able to document that they have previously taken and are knowledgeable in the subjects contained in the course under appeal. Appeals of first semester courses must be made, in writing, within two weeks of the student entering the graduate program.

Graduate program policies, course requirements, exam deadlines, and other program requirements are subject to well-justified requests for waivers/exemptions submitted beforehand, and to appeals submitted after a decision has been made. In the first year, before the student has a major professor, the student may submit written requests for waivers, extensions, or appeals to the graduate program committee. After a major professor and advisory committee have been formed, waiver requests initiated by either the student or the major professor should be first discussed by the advisory committee, and--if approved by the advisory committee--the request should be forwarded to the graduate committee by the major professor.

University of Georgia students have the right to appeal academic decisions. An appeal must be made within 30 days after the student receives the grade or ruling in dispute. Usually the appeal goes first to the unit responsible for the decision (for example, grades or departmental graduate program policies are appealed to the department; graduate school policies are appealed to the graduate school; university policies to the Educational Affairs Committee). An unfavorable ruling at one level is appealed to successive levels. For example, a department ruling can be appealed to the College in which the institutional unit is located; a college ruling can be appealed to the University Council Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and the President’s ruling can be appealed to the Board of Regents).

**Academic Performance and Dismissal**

University of Georgia graduate students must maintain an average of 3.0 or higher on all graduate courses taken. Grades below 3.0 are not acceptable for courses on the Program of Study, which includes all required core courses. In the first semester that the cumulative GPA falls below 3.0, students are placed on academic warning by the University of Georgia Graduate School, and are required to meet with the graduate coordinator to develop a plan to improve their academic performance. If the cumulative GPA is below 3.0 for a second consecutive semester, the student is placed on academic probation and cannot receive an assistantship stipend. If the student receives a GPA below 3.0 in any semester while on probation, they are dismissed from the Graduate School.

PBS graduate students may be dismissed from the program at the end of any semester if they have not made sufficient academic progress to warrant continuation of study, have not met their responsibilities, have not met their admittance stipulations, or have not maintained accepted standards of conduct. This would apply to: students who spend two consecutive semesters with a cumulative GPA below 3.0; students who make a “U” or a grade below a “C” in a core course; students who fail to pass the preliminary examination or the final oral examination; students who fail to make acceptable progress in their dissertation project; students who fail to gain approval of their thesis or dissertation; or ethical violations. Failure to make acceptable progress in the dissertation project may be demonstrated by unsatisfactory grades in dissertation research courses (PHRM 9000) or by more than one poor annual committee evaluation. Ethical violations that warrant dismissal from the program include but are not limited to: violation of ethical principles concerning treatment of animals; violation of ethical principles concerning teacher-student relationships; falsification of data or records; plagiarism; and academic dishonesty – including incorporation of materials into papers, theses, dissertations, etc. without appropriate attribution.

**Graduate Student Travel**

**Guidelines**

 Graduate students are eligible for departmental travel funds to attend conferences where they are presenting their research once per year beginning in the second year in the program. Before receiving departmental travel funds, students must demonstrate that they have applied for travel awards offered by the meeting organizers, sponsoring professional organizations, and/or the University of Georgia Graduate School. Students receiving travel funds from the UGA Graduate School are typically not eligible for departmental funds.

Students must receive full approval before their travel begins. Travel authorities should be submitted to the departmental Graduate Program Assistant at least 4 weeks before travel is scheduled to begin to allow sufficient time for routing through the university business offices. Applications for travel funding from the University of Georgia Graduate School may require earlier submission. Students will not be permitted to travel or receive travel reimbursement if the travel authority, signed by the Department Head, has not been returned to the departmental office with full university approval.

**Procedures**

1. A rough draft of the travel authority must be submitted to departmental Graduate Program Assistant at least 4 weeks prior to travel. Copies of the submitted conference abstract , proof of abstract acceptance, and submitted application(s) for additional travel awards must accompany the travel authority.

2. The student’s major professor must sign the travel authority indicating approval of the travel and authorizing other means of support for travel, i.e. grant funds.

3. Graduate students are responsible for arranging their airline reservations. Airfare can be direct billed to the department through a local travel agency once the travel authority has been approved. Direct billed airfare prices are based on the State of Georgia contract rates and are refundable if the trip is canceled. **Tickets purchased online or at other locations cannot be direct billed and are non-refundable. If the trip is canceled, the student cannot be reimbursed for the airline ticket.**

4.Students may pay for conference registration directly and submit these charges for reimbursement, or they may see Mary Eubanks to pay registration fees via P-card.

5. Students should pay for their own food, lodging, and transportation costs during travel, and retain receipts for reimbursement. Students travelling together should purchase tickets separately, and student sharing a hotel room should request that the bill be divided and charged evenly. Hotel receipts must show a zero balance. If claiming per diem for reimbursements, check the allowable rates for the location visited.

**Safety and Security**

 The following is not a comprehensive list of safety requirements or expectations. See the various documents that are outlined in the following list for more details. *It is your responsibility to understand how to handle the chemicals and equipment associated with your research projects.*

**Laboratory Safety**– The University of Georgia publishes a laboratory safety manual that contains guidelines for laboratory safety, chemical storage, waste disposal and other important information. Familiarity with the fundamental concepts outlined in this document is considered essentialfor working in the departmental laboratories. (<http://www.esd.uga.edu/chem/pub/Ismanual.pdf>).

**No Gloves in the Hallways** – Laboratory workers are not to wear gloves outside the laboratory. This is a departmental policy**.**

**Required Yearly Training** – All graduate students are required to complete Right-to-Know (<http://www.esd.uga.edu/rtkcs/> ) and Hazardous Materials Management Training (<http://www.esd.uga.edu/hazmat/training.htm> ). These certificates must be filed with the laboratory’s RTF forms. This training must be updated on a yearly basis. Additional training is necessary for specialized experiments that include the use of respirator masks, radioactive materials and radiation, and high-risk biohazards.

**Waste Disposal** – No hazardous wastes are to be poured down the sink drains or placed in the trash. These substances are to be placed into containers labeled “Hazardous Wastes” along with the identity of contents and % compositions (be knowledgeable of the wastes you are mixing). When these containers are full, complete the forms in CHEMATIX for pickup (<https://chematix.uga.edu/Chematix/> ).

**Radioactive** – Radioactive compounds require a special license which requires training in proper handling and disposal procedures. These are explained in Radiation Safety Procedures of the University of Georgia. The license can be revoked if food is eaten in the laboratory. (<http://research.uga.edu/safety/radiation/>)

**Biohazards** – Some laboratories work with biohazards of differing degrees. It is the student’s responsibility with the P.I. to understand how to properly handle biological samples. Generally, most wastes can be autoclaved then disposed of in the regular trash. (<http://research.uga.edu/biosafety/>)

**Animal Use –** All laboratory personnel and students are expected to comply with all Federal and University regulations related to the ethical treatment of research animals, and should not handle research animals without required training. (<http://research.uga.edu/oacu/iacuc/>)

**Personal Safety** – Safety glasses or goggles and laboratory coats are worn for most experiments and are required when handling hazardous materials. Appropriate laboratory attire includes low-heeled, closed-toe shoes and clothing that protects the body. Sandals, shorts, and tank tops are not allowed in the laboratories. No eating, smoking, or drinking is allowed in laboratories.

**Visitation** – In the interest of security, students should not admit guests to laboratory areas. Students should be aware of and abide by any restrictions concerning hazardous laboratory restrictions.

**Additional Policies and Helpful Information**

**Graduate School Bulletin**

All graduate programs at the University of Georgia are administered through and governed by the UGA Graduate School. Details of programs, policies, requirements, and procedures for graduate studies are described and annually updated in the Bulletin(<http://bulletin.uga.edu/>). Students should become familiar with the current regulations, policies and schedules contained in this publication, and are responsible for meeting all requirements and deadlines for his or her degree program.

**ATHENA: Schedule of Classes and Online Registration**

Complete registration instructions for each semester including the list of course offerings, class dates, registration schedules, payment of fees, and drop/add policies are available on ATHENA, the online access to student information system. All students are required to consult with their major professor prior to registration for each semester. Information can be assessed and students may register for classes online at: <https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage>

**Internships –** Students interested in internship opportunities should discuss opportunities with their major professor and the Graduate Coordinator. Contact information for internship programs at multiple pharmaceutical and biomedical companies and contact information of previous PBS interns and their supervisors is available. Students participating in summer internship programs must obtain prior approval of their major professor and the Graduate Coordinator. Internships are typically only approved if the student is in good academic standing and after a student is admitted into candidacy. Students are not awarded a UGA stipend during an external internship. If an internship is approved, students must notify the Graduate Program Assistant with all details (company, dates (if paid), and location).

**Teaching Experience** – All graduate students are given the opportunity to acquire teaching experience and assist in the teaching of professional courses. This experience provides valuable insight into the efforts required to teach a successful course. TA assignments may take the form of contact with students in the lab, lecture presentations, conduction of discussion groups, grading papers, preparing laboratory demonstrations, or any aspect of instructional activity. Students who have performed well in TA assistantships and meet UGA requirements may be given more independent teaching assignments if they wish to gain more experience. Proper attire and appearances are expected of graduate students while fulfilling their teaching obligations.

**Academic and Scientific Honesty** – Students in the PBS graduate program are held to the highest ethical standards. There is absolutely no place in the graduate program for academic or scientific dishonesty, including all forms of plagiarism and data falsification. Academic dishonesty is grounds for dismissal from the program. See the UGA policy on academic honesty at <http://www.uga.edu/honesty/>. Each student must become familiar with these standards and regulations, and is responsible for maintaining and adhering to the strictest standards of academic and scientific integrity and honesty.

**Responsible Conduct in Research** – In addition to the basic University principles and policies governing academic integrity, students engaged in scientific research have a special obligation to adhere to the highest standards of Responsible Conduct of Research. The University of Georgia provides several courses and seminars in the Responsible Conduct of Research that meet NIH and NSF requirements for students funded by these agencies. Students may learn more about these courses and register for the seminar series at: <http://research.uga.edu/compliance-training/rcr/>

**Records of Research Data** – All research data obtained by graduate students should be properly recorded and dated in a standard laboratory data book. At the completion of study, students should turn in the data book to the major professor. All research data remains the property of The University of Georgia.

**Leave Time** – Graduate students are expected to be at work during normal hours of operation of the University throughout the calendar year. Students should notify their Major Professor of their class and work schedules, and request approval for times they will be away from campus. Graduate students do not accrue leave time.

**Desk and Office Space –** Incoming MS graduate students are assigned desk space in rooms 351/352 Wilson Pharmacy. Upon joining a lab, students may move to desk space assigned to their major professor and turn in their keys to room 351/352, or if no desk space is available in their new lab, students may request to keep their desk in room 351/352.

**Email** – Each graduate student will be given a UGA (MyID) email account. The UGA account and the graduate student listserv will be used by the Graduate Coordinator and office staff to contact you and distribute critical information. It is the student’s responsibility to check this email account daily.

**Office Materials and Supplies** – Supplies needed for research may be obtained from the departmental business office. The department does not furnish paper, notebooks, pads, postage, etc. for personal or class use of the graduate students.

**Photocopying** – Each student will be authorized for a certain number of copies each year. These are limited accounts. The departmental copy machines are restricted for the duplication of materials necessary for specific departmental assignments and to support student research.

**Administrative Services** – The main responsibility of departmental administrative staff is to serve the faculty. Administrative assistance is available to graduate assistants by authorization of the Department Head or major professor for work directly related to their teaching assignments.

**Computers and IT support** – There are several departmental computers and printers dedicated for graduate student use. Most of the computers have been connected to the college network, which may be accessed by logging in with a College of Pharmacy email username and password. New graduate students should contact the Graduate Coordinator for their College of Pharmacy email account credentials. Use of all UGA computer and/or network resources is limited by the “University of Georgia Policies on Use of Computers” (https://infosec.uga.edu/policies/documents/UGA\_AUP.pdf). Please be sure to read these policies so that you understand your legal obligations. As noted, certain violations may constitute a crime, potentially resulting in prosecution. Other violations may result in disciplinary action including, but not limited to, a revocation of your network/email accounts. If you have questions regarding any of these policies, please contact the college IT staff for assistance.

Support - If you require technical assistance or have other related inquiries, you are encouraged to submit a ticket at https://helpdesk.rx.uga.edu (UGA MyID required). Please remember to check your ticket status for any updates or questions that our IT staff may post in response.

**Departure Procedures**

BEFORE departing, it is the student’s responsibility to:

1) Submit new or forwarding contact information to PBS Graduate Program Office: email, mailing address, and Linked In accounts are all requested

 2) Turn in keys to PBS Graduate Program Office

 3) Insure laboratory space and equipment are cleaned and ready to be reallocated

4) Submit one hardbound copy of a thesis/dissertation to the Admission Counselor’s Office

 Failure to fulfill these requirements may result in the withholding of the students final paycheck until these items have been satisfied.