

University of Georgia
Department of Pharmaceutical and Biomedical
Sciences

Master's (MS) Degree Program Handbook
2023/2024

Preface

The purpose of the Master's Degree Program Graduate 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, the UGA Graduate School website, and the PBS Departmental 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.

Table of Contents

MS Program Objectives	1
Program Administration and Contacts	2
PBS MS Graduate Admission Policies	3
Admission Criteria.....	3
Change of Degree Objective	3
Financial Assistance	3
MSC Programs	4
Curriculum and Program Requirements for MS at PBS (Thesis Track)	4
Curriculum and Program Requirements for MS at PBS (Non-thesis Track)	5
Waivers, Extensions and Grievances	9
Academic Performance and Dismissal.....	9
Laboratory Safety and Security.....	10
Laboratory Safety.....	10
No Gloves in the Hallways	10
Required Yearly Training.....	10
Waste Disposal.....	10
Radioactive	10
Biohazards	11
Animal Use.....	11
Personal Safety	11
Visitation.....	11
Additional Policies and Helpful Information.....	12
Graduate School Bulletin	12
ATHENA: Schedule of Classes and Online Registration.....	12
Internships	12
Academic and Scientific Honesty.....	12
Responsible Conduct in Research.....	12
Records of Research Data.....	13
Leave Time.....	13
Desk and Office Space.....	13
Email	13
Office Materials and Supplies	13

Photocopying.....	13
Administrative Services.....	13
Computers and IT support	13
Protocol for changing major professor	14
Departure Procedures	14

MS Program Objectives

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

- Give students a strong foundation 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.
- Teach students to speak and write about their research clearly and convincingly.
- Teach students to critically evaluate 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.
- Prepare students for a career in the biotechnology or pharmaceutical industries, or for advanced graduate or medical degrees.

Program Administration and Contacts

Graduate Program Coordinator

Dr. Jason Zastre
jzastre@uga.edu
371 Wilson Pharmacy
706-583-0290

Graduate Program Officer

Deborah Martinez, M.Ed.
deborah.Martinez@uga.edu
115G Pharmacy South
706-542-7230

Who Do I contact for questions or problems with . . .

- General graduate program issues and concerns, extensions, grievances, and coordinator signatures?
 - Dr. Jason Zastre, jzastre@uga.edu
- Courses, forms, deadlines, waivers, graduate school requirements, etc.?
 - Deborah Martinez, Deborah.Martinez@uga.edu
- Departmental resources, stipends, room reservations, and items to be forwarded to the department head?
 - Lynn Smith, lynn.smith1@uga.edu
- Telephones, facilities, maintenance, keys and keycard access, etc.?
 - Brad Brown, btbrown@uga.edu
- Computers and networks?
 - PBS IT helpdesk: <https://helpdesk.rx.uga.edu/>
- Supplies and Ordering?
 - Torrie Miller, TORRIE.BRAY@uga.edu
- Payroll, benefits, and human resources?
 - Jason Jones, jason.jones@uga.edu
- Fellowship and grant submissions?
 - Jennifer Caplinger, jcap@uga.edu

PBS MS Graduate Admission Policies

Admission Criteria

Graduate students are admitted to the PBS Department MS program based on the graduate committee's assessment of their ability to succeed in the graduate program, their compatibility with the research opportunities in the department, and the commitment of a PBS faculty member to serve as their major professor and faculty advisor. Key factors considered are: prior research experience, evidence of work ethic and commitment to biomedical research, evidence of appropriate educational background, grade point average, English language exam score (for international applicants), references (particularly from laboratory supervisors), research interest of available faculty mentors, other requirements of the UGA Graduate School, and special considerations of the PBS Department Graduate Program Committee. The preferred route of admission involves the applicant identifying and reaching an agreement with a faculty research advisor during the admissions process and enables students to begin their research immediately on matriculation. Students admitted to the program without prior acceptance into a research group rotate through multiple laboratories in their first semester to identify an approved advisor and must join a laboratory by the end of the first semester to continue in the program.

Change of Degree Objective

The Department of Pharmaceutical and Biomedical Sciences offers the Master of Science (MS) and Doctor of Philosophy (PhD) degrees. If, after a student is initially admitted as an MS student, the student wishes to be considered as a PhD student, they may request a change of degree objective following on academic year of enrollment in the program. At this time, the student's performance in coursework and research will be assessed by the Graduate Program Committee. Students applying should show evidence of excellent academic performance and excellent research progression. The application package should include CV, transcripts at UGA, and a personal statement explaining why they are interested in the PhD graduate program and describing their research progress and research plan. Requests must include a support letter from the student's prospective PhD research advisor. Additional supportive information may be required upon request by the committee. Admission to the PhD program will be determined using the same criteria applied to new PhD students. Once in the PhD program, students become eligible for departmental assistantships, but acceptance into the PhD program does not guarantee an assistantship. Departmental teaching assistantships will be awarded on a competitive basis for all new PhD students, whether newly matriculating or converting from MS. For consideration of enrollment in fall semester, complete application must be submitted by May 15th. For consideration of enrollment in spring semester, complete application must be submitted by December 1st.

Financial Assistance

MS students are not eligible for departmental teaching assistantships. Faculty advisors with external funding may support MS 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.

MSC Programs

Two pathways exist for the UGA MSC degree in PBS. (1) The thesis pathway requires the completion and defense of a research-based thesis. Completing a master's thesis demonstrates research competencies through direct experiences. The thesis is an excellent way to demonstrate critical thinking, communication skills, and a contribution of new knowledge to the area of study. This pathway is an excellent introduction into biomedical research that could strengthen one's potential to Ph.D. programs or research positions within the pharmaceutical industry. (2) The non-thesis pathway requires no thesis, but students must undertake additional coursework and complete/present an applied project to their committee. The project may include a literature review or an experiential project. This pathway is ideal for students pursuing advancement in their careers, students who do not plan to pursue future research-intensive positions or are exploring future academic opportunities in health sciences.

Curriculum and Program Requirements for MS at PBS (Thesis Track)

The following courses are required:

Course Number	Course Name	Credits
PHRM 7000	Thesis Research	6
PHRM 7300	Thesis Writing	3
PHRM 8200	PBS Seminar (4 Semesters)	4
PHRM 8250	Presentation Skills (2 Semesters)	2
GRSC 8550*	Responsible Conduct of Research	1
GRSC 7001**	GradFirst Seminar	1

* Alternatives include PHRM 7230 or PHRM 7230E

** University requirement, must be completed within the first year of residence

14 credit hours of elective are required. A minimum of 9 elective credit hours must be non-research courses restricted to graduate students. Electives to be included on the program of study must be approved by the student's advisory committee. Appropriate electives include (but are not limited to):

Restricted to Graduate Students

PHRM 7020	Organic Chemistry for Drug Design and Development	3
PMCY 6410E	Robotics in Drug Discovery and Toxicology	2
PMCY 6420E	Computation Approaches in Drug Discovery and Tox.	2
PMCY 6430E	Biopharmaceutics and Pharmacokinetics	2
PHAR 6200E	Clinical Trials Design and Management	4
PHAR 7100E	Biostatistics Appl for Pharm Biotech Industries	3
PHRM 7050	Abused Drugs	3
PHRM 8010	Structural Biology and Medicinal Chemistry	4
PHRM 8020	Molecular Pharmacology of Disease & Therapeutics	4
PHRM 8030	Advanced Pharmaceutics and Biopharmaceutics	4

Not Restricted to Graduate Students

PMCY 6200	Pharmacokinetics and Pharmacodynamics	3
PMCY 6500	Pharmaceutical Drug Development	3
PMCY 6500L	Pharmaceutical Drug Development Lab	1
PMCY 6510	Advanced Drug Delivery Systems	3
PMCY 6510L	Advanced Drug Delivery Systems Lab	1
PMCY 6600	Biological Therapeutics	3

Note: 8000-level courses require permission from individual's advisory committee and course instructor.

Curriculum and Program Requirements for MS at PBS (Non-thesis Track)

The following courses are required:

Course Number	Course Name	Credits
PHRM 6800	Applied Project in Pharmacy	6
PHRM 6950	Applied Project Writing and Defense	3
PHRM 8200	PBS Seminar (4 Semesters)	4
PHRM 8250	Presentation Skills (2 Semesters)	2
GRSC 8550*	Responsible Conduct of Research	1
GRSC 7001**	GradFirst Seminar	1

* Alternatives include PHRM 7230 or PHRM 7230E

** University requirement, must be completed within the first year of residence

21 credit hours of electives are required with a maximum of 7 credit hours allowed outside PHRM/PMCY/PHAR. A minimum of 9 elective credit hours must be non-research courses restricted to graduate students. Electives to be included on the program of study must be approved by the student's advisory committee. Appropriate electives include (but are not limited to):

Restricted to Graduate Students:

PHRM 7020	Organic Chemistry for Drug Design and Development	3
PMCY 6410E	Robotics in Drug Discovery and Toxicology	2
PMCY 6420E	Computation Approaches in Drug Discovery and Tox.	2
PMCY 6430E	Biopharmaceutics and Pharmacokinetics	2
PHAR 6200E	Clinical Trials Design and Management	4
PHAR 7100E	Biostatistics Appl for Pharm Biotech Industries	3
PHRM 7050	Abused Drugs	3
PHRM 8010	Structural Biology and Medicinal Chemistry	4
PHRM 8020	Molecular Pharmacology of Disease & Therapeutics	4
PHRM 8030	Advanced Pharmaceutics and Biopharmaceutics	4

Not Restricted to Graduate Students

PMCY 6200	Pharmacokinetics and Pharmacodynamics	3
PMCY 6500	Pharmaceutical Drug Development	3
PMCY 6500L	Pharmaceutical Drug Development Lab	1
PMCY 6510	Advanced Drug Delivery Systems	3
PMCY 6510L	Advanced Drug Delivery Systems Lab	1
PMCY 6600	Biological Therapeutics	3

Note: 8000-level courses require permission from individual's advisory committee and course instructor.

GradFIRST

Beginning Fall 2022 Graduate students must complete a 1-credit GradFIRST seminar (GRSC 7001) during fall or spring of their first year, unless they are enrolled in an exempt program. The GradFIRST seminars supplement discipline-specific training in graduate students' academic programs with focused professional development and engagement/networking opportunities.

Completion of GradFIRST will be listed on a student's program of study (G138) form in GradStatus. In the section titled "GradFIRST requirement" the student should list the semester in which the course was completed. Students in programs granted an exemption by the Graduate School, or students who matriculated prior to Fall 2022, may note that they are exempt from this requirement. GRSC 7001 should not be listed as a course under "Course Information" in programs of study.

Student Advisory Committee

Each student will form an Advisory Committee by the end of the first semester in the program. The **Student Advisory Committee** consists of the major professor as chair and two additional faculty members. The major professor and at least one of the other members of the committee must be graduate faculty members of the Department of Pharmaceutical and Biomedical Sciences. Faculty from outside of the department are allowed, but not required. Thesis Advisory Committee members must be approved by the Graduate Coordinator and the Graduate School. The first committee meeting must be held by the end of the second semester in the program. Student progress in course work, thesis research or the applied project will be evaluated by the Student Advisory Committee during annual committee meetings.

The **Program of Study** is an official document listing the courses for a degree program. A preliminary program of study is a non-binding plan that should be discussed and approved at the first committee meeting. The final program of study must be approved by the Student Advisory Committee members and the graduate coordinator and submitted to the graduate school prior to the notification of graduation. The Program of Study is submitted through the UGA Graduate School portal GradStatus. All courses included on the program of study must have a grade of 3.0 or higher.

Thesis Track

Dissertation Writing and Defense

The Master's thesis pathway involves proposing, executing, summarizing, and defending a hypothesis driven research project.

The Dissertation (Thesis)

The thesis is the final component of a series of academic experiences, which culminate in the awarding of the post baccalaureate degree. The thesis fulfills the following major objectives:

- a) It represents original scholarship.
- b) It demonstrates the student's ability to critically evaluate the literature of the field.
- c) It reflects the student's mastery of appropriate research methods and techniques.
- d) It shows that the student can address a major problem, arrive at successful conclusions, and report these results in a literate fashion.

Students are referred to the University of Georgia Graduate School website for details on format and procedures for submitting a these (<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>). The student distributes copies of the thesis to the major professor, and each of the Advisory Committee members. The Department of PBS requires that each member of the Advisory Committee receive a final copy **at least three weeks before the final defense**. The committee are then asked to alert the major professor when they have evaluated the work and indicate if they approve of the defense going forward. Once the faculty advisor has the input from all committee members, the Graduate Program Assistant's Office should receive an email from the advisor indicating the defense will either move forward, or if there are major

issues that need to be addressed prior to the exam being held. The student must defend their thesis at the final oral examination.

Before the Defense

The student must meet all departmental graduation requirements prior to dissertation defense, including all coursework on the Final Program of Study. They must have held at least two annual committee meetings, and have an Advisory Committee approved thesis research prospectus. The student must notify the Graduate Program Assistant of the scheduled date, time, and location for the thesis defense at least three weeks in advance of the exam date. It is the student's responsibility to apply to graduate, perform thesis 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/>

Oral Defense of the Thesis

The final defense will consist of a seminar presentation by the student of their research topic, which is open to all members of the department and UGA community. This presentation will be followed by an oral examination from the Advisory Committee covering the substances of the thesis. Only the Advisory Committee may be present during this part of the examination. The Advisory Committee will determine the success or failure of the candidate and inform them of the committee's decision immediately following the defense. In order for the student to pass the examination, the advisory committee must approve both the written thesis and the oral defense of the thesis. If two or more committee members do not vote to approve either the written thesis or the oral defense, the student will have one additional opportunity to defend their thesis. If successful, the student is awarded an MS degree upon completion of the remaining Graduate School degree requirements. If the final written thesis or oral examination is unsatisfactory the second time, the student is dismissed. The Thesis Defense & Final Examination Approval form is processed through the GradStatus system and requires responses from all Advisory Committee members as well as the PBS Graduate Coordinator before final approval from the UGA Graduate School.

Non-Thesis Track

Applied Project Writing and Presentation

The Masters non-thesis track involves an applied project which may include a literature review or an experiential project. The student will propose, and write, and present this project to the Project Review Committee.

The Applied Project

The student will investigate a problem that has application to his/her professional interests or area of specialization. The project will be an in-depth examination of a particular problem or study topic which is considered relevant to today's or future direction in pharmaceutical sciences or related health sciences. The project fulfills the following major objectives:

- a) It represents original scholarship.
- b) It demonstrates the student's ability to critically evaluate the literature of the field.
- c) It shows that the student can address a major problem, arrive at successful conclusions, and report these results in a literate fashion.

Early in the program you are expected to have an initial discussion with your faculty advisor regarding possible project ideas to develop your pre-proposal, timeline, and the process for project completion. Once a topic is selected, the student will need to present the topical outline to the Project Review Committee for comments and possible revision.

Project examples include:

- 1) Literature review providing a critical summary of published research on a topic. Its purpose is to create familiarity with research on a particular area and to identify previously overlooked or understudied areas.
- 2) Experiential project: small research project including a critical analysis report
- 3) Systematic Review addressing a defined research question by collecting and summarizing all empirical evidence. May also include meta-analysis of a topic.

The final project should be an expanded and well-written version of the proposal. The student must then submit the final project document to the Project Review Committee members for review no later than two (2) weeks prior to the presentation date. The paper should be at a minimum of 30 pages double-spaced including figures and tables. Cite appropriate references, numbered format in the order they appear in the text. Bibliography section does not count towards page requirements. Additional guidelines should be used for the final paper: Title, abstract and table of contents do not count towards the page requirements

Title page: Include your name, address, email, agency or organization and each following page to contain a running head (topic) and your last name.

Abstract: summarization of the project

Table of Contents: listing headings/subheadings.

Margins, font and spacing: Allow 1" (2.5 cm) margins and use either Arial or Times New Roman 12 pt. Type.

Presentation

Upon completion of the project, the student will conduct a 30-45 minute presentation to the Project Review Committee followed by a questioning period. At this time the committee can suggest revisions prior to approval of the final project. The department requires either a bound or digital copy of the final, approved project that can be submitted to the graduate coordinator.

Waivers, Extensions and Grievances

Students may appeal to the Graduate Program Committee to have a core course requirement waived or substituted. 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 request for waivers/exemptions submitted beforehand, and to appeals submitted after a decision has been made. If a student is completing laboratory rotations and therefore does not yet have 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 has been identified, waiver requests initiated by either the student or the major professor should be discussed first by the advisory committee, and – if approved by the advisory committee – the request should be forwarded to the Graduate Program 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 collage 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

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.

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 their major professor 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 by the UGA Graduate School.

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/probation-and-dismissal/>

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 final oral examination (Thesis track); or ethical violations. Failure to make acceptable progress in the thesis project may be demonstrated by unsatisfactory grades in thesis research courses (PHRM 7000) 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.

Laboratory 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 the student’s 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 essential for working in the departmental laboratories.

<https://research.uga.edu/docs/units/safety/manuals/Chemical-Laboratory-Safety-Manual.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 (<https://esd.uga.edu/right-know>) and Hazardous Materials Management Training (<https://esd.uga.edu/rcra-compliance/hazardous-waste-training>). 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. <https://research.uga.edu/safety/radiation/>

Biohazards

Some laboratories work with biohazards of differing degrees. It is the student's responsibility to understand how to properly handle biological samples. Students should confer with their major professor if there are any questions regarding the biohazards in the laboratory. Generally, most wastes can be autoclaved then disposed of in the regular trash. <https://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. <https://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 (<https://grad.uga.edu/index.php/current-students/policies-procedures/>). 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 their degree.

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 the 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://athena.uga.edu>.

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 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. If an internship is approved, students must notify the Graduate Program Assistant with the details.

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 <https://honesty.uga.edu/>. 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 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 <https://research.uga.edu/integrity-support/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 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 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 or through your major professor. The department does not furnish paper, notebooks, 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 computers and printers dedicated for graduate student use. Most of the computers have been connect to the college network, which may be accessed by logging in with a your UGA MyId and password. The College of Pharmacy IT department may have to grant you access to the systems. Use of all UGA computer and/or network resources is limited by the "University of Georgia Policies on Use of Computers" 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. (https://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup/)

If you require technical assistance or have other related inquiries, you may 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.

Protocol for changing major professor

Although not encouraged, under certain circumstances graduate student may change major professor with clear and reasonable explanation. A MS student may change major professor as long as the new major professor is willing to serve in the role.

If the change in labs/major professor was initiated by the major professor, the Graduate Coordinator will initiate a discussion with both the original and new major professor so that potential problems identified with the previous major professor can be disclosed to the new major professor. It is the student's responsibility to identify a new major professor.

If possible, all changed in major professor should occur during the transition between terms. If a student is without a major professor in the middle of a term for any reason (whether initiated by the student or the major professor), the student must identify a new major professor as soon as possible, but no later than the beginning of the next academic term (Summer, Spring or Fall). Students will not be permitted to register for classes or receive a stipend in the next term without a major professor.

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, etc.
- 2) Turn in keys to College of Pharmacy Facilities coordinator.
- 3) Ensure laboratory space and equipment are cleaned and ready to be reallocated.
- 4) Submit one hardbound or digital copy of a dissertation/project to the Graduate Coordinator