



UNIVERSITY OF  
**GEORGIA**

Interdisciplinary  
Toxicology Program

**GRADUATE STUDENT HANDBOOK**  
Updated November 2024



## TABLE OF CONTENTS

Preface	
Welcome from Director.....	iii
University of Georgia Student Rights and Responsibilities.....	1
Important Contact Information.....	2
Program Introduction.....	3
Mission	
Values	
Program Description .....	4
Program of Study	
Core Competencies	
Masters Degree Requirements	
Doctoral Degree Requirements	
Graduate Seminars	
Teaching Experience.....	10
Enrollment Policy.....	10
Leave of Absence .....	10
Assistantships.....	11
Procedures.....	12
Registration	
Selection of Major Professor	
Selection of Advisory Committee	
Research Proposal	
Preliminary Comprehensive Examination (Doctoral Students Only)	
Publication of Research	
Preparation of Thesis or Dissertation	
Final Defense	
Dismissal.....	16
Conflict Resolution .....	17

UGA policies on non-discrimination/harassment and workplace violence

Research Compliance..... 18

- Lab Animal
- Right to know training (chemical specific)
- Hazardous waste training
- Radiation Safety
- Covid-19

Appendix I..... a.

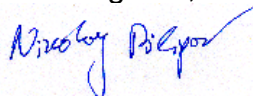
Appendix II..... b.

## PREFACE

Dear Students and Faculty Mentors,

The purpose of this Graduate Student Manual is to provide official information concerning the requirements, procedures, and policies for graduate education within the Interdisciplinary Toxicology Program in accordance with the Graduate School of the University of Georgia. This manual supplements information contained in the Graduate School policies <https://grad.uga.edu/graduate-policies/> and expands upon requirements outlined by the Graduate School. In addition, you will find important information regarding UGA standards of conduct as well as emergency and nonemergency contact information included in the opening pages. Please read this manual carefully and refer to it often; follow the specific guidelines and timetables as outlined; and incorporate changes or modifications when received from the ITP office. We hope that the information and guidance offered in this manual will help make your graduate training experience in Toxicology a pleasant and rewarding endeavor. This manual was prepared for your benefit. All suggestions for improvements in future editions are welcome.

Best Regards,

A handwritten signature in blue ink that reads "Nicholas Bilgou". The signature is written in a cursive style with a long, sweeping underline.

Director  
Interdisciplinary Toxicology Program

# THE UNIVERSITY OF GEORGIA STUDENT RIGHTS & RESPONSIBILITIES

## Global expectations of all students:

### Introduction

A statement of Student Rights and Responsibilities, including The Pillars of the Arch, stands as the philosophical foundation for the University of Georgia's Code of Conduct. This statement recognizes that students have rights and responsibilities that are protected as members of the university community and as citizens.

### Student Rights and Responsibilities

Students are not only members of the academic community but are also members of the larger society. Students, therefore, retain the rights, guarantees, and protections afforded to them and the responsibilities held by all citizens. A student is not immune to prosecution by local, state, or federal law enforcement agencies, irrespective of whether the University initiates judicial proceedings in a given situation. (<https://conduct.uga.edu/>) Violations of these regulations will result in action by the Office of Judicial Programs.

As expected, standards for University of Georgia students are higher than those of communities not engaged solely in scholarly pursuits. Not every situation a student may encounter can be anticipated in a written document. Therefore, students are expected to act in a manner that demonstrates integrity and respect for others and the campus environment. To provide direction for that expectation, the University of Georgia has adopted **The Pillars of the Arch** as a means of articulating three guiding principles or values. By adhering to these principles, students can enjoy their own rights while also respecting others' rights. By doing so, students assist in furthering the University's aspirations to uphold The Pillars of the Arch.

### The Pillars of the Arch

As members of the University of Georgia community, we aspire to uphold the principles manifested in the three pillars of the Arch:

#### Wisdom, Justice and Moderation

- **Wisdom** challenges us to apply lessons received inside and outside the classroom to our everyday lives. Wisdom transcends knowledge, embracing curiosity, discovery, and expression throughout our community.
- **Justice** leads us to be fair in our dealings, accountable for our actions, responsible for ourselves, and empathetic for others. Justice requires honesty and celebrates diversity, establishing credibility and integrity for our community and ourselves.
- **Moderation** compels us to act with civility, bolstering our faith in others and the faith others have in us. Moderation accentuates our self-respect, promotes responsible citizenship, and enhances pride in our university.

Without each of these pillars, the Arch would lose its strength and balance. Likewise, all three qualities are necessary for us to be strong and complete citizens.

## IMPORTANT CONTACT INFORMATION

ITP website: [toxicology.uga.edu/](http://toxicology.uga.edu/)

Graduate School website: [grad.uga.edu](http://grad.uga.edu)

### Crisis Access Line

The Georgia Crisis and Access Line is sponsored by the Georgia Department of Human Resources and offers help 24/7 for problems with mental health, drugs, or alcohol. You may reach the Georgia Crisis and Access Line by calling **1-800-715-4225** or online at [Georgia Crisis and Access Line](#)

### Police Emergency Contact Information

To call	From regular or cell phones	From campus phone
UGA Police	706-542-2200	2-2200
Athens-Clarke County	911	911
Direct line for hearing impaired (TTY)	2-1188	706-542-1188

**\*\*There is NO emergency contact via the Internet / Web. \*\***

### Other Contact Information

UGA Safe	<a href="https://prepare.uga.edu/uga-safe/">https://prepare.uga.edu/uga-safe/</a>	706-542-5845
Counseling & Psychiatric Services (CAPS)	<a href="https://www.uhs.uga.edu/caps/">https://www.uhs.uga.edu/caps/</a>	706-542-2273
Relationship and Sexual Violence Prevention	<a href="https://www.uhs.uga.edu/">https://www.uhs.uga.edu/</a>	706-542-7233
Disability Resource Center	<a href="https://drc.uga.edu/">https://drc.uga.edu/</a>	706-542-8719
Student Support Services	<a href="https://studentaffairs.uga.edu/site/departments">https://studentaffairs.uga.edu/site/departments</a>	706-542-8220
University Health Center	<a href="https://www.uhs.uga.edu/">https://www.uhs.uga.edu/</a>	706-542-1162
Office of Global Engagement	<a href="https://globalengagement.uga.edu/contact">https://globalengagement.uga.edu/contact</a>	706-542-2900

## **INTRODUCTION**

Toxicologists study the harmful effects of biological, chemical and physical agents on living organisms and the ecosystems, as well as the prevention and amelioration of such adverse effects. Toxicology is inherently a broad, multi-disciplinary field requiring training across the biological and chemical sciences to effectively assess, predict, and mitigate the environmental and health impacts of toxic substances.

### **The Interdisciplinary Toxicology Program (ITP)**

In recognition of this breadth, the ITP was developed as a multifaceted, intercollegiate program designed to train students to assume positions as toxicologists in academia, industry, and government. The program offers both the Master of Science degree (MS) and the Doctor of Philosophy degree (PhD) in Toxicology. The cooperative mission of the ITP is accomplished through the participation of faculty from the Colleges of Agricultural and Environmental Sciences, Pharmacy, Public Health, Veterinary Medicine, Ecology, and the Warnell School of Forestry and Natural Resources. The ITP faculty participate in both graduate training and collaborative research. Thus, ITP graduate students interact with scientists and students from multiple disciplines and have the opportunity to pursue research in several established and emerging areas of toxicological science.

### **ITP Mission**

The ITP is dedicated to the advancement of biomedical and environmental knowledge through research and scholarly activities in ecological, computational and mechanistic toxicology. To this end, the ITP promotes and enhances collaborative interdisciplinary toxicology research and provides high quality training and mentoring to graduate students from multiple disciplines. The ITP also serves as a resource for toxicology-related information for the public, government agencies and the private sector.

### **ITP Values**

- Emphasis on excellence in ecological, computational, and mechanistic toxicology advances graduate education in the ITP.
- Excellence in graduate education is fostered by offering a dynamic, forward-looking, interdisciplinary curriculum taught by a nationally and internationally respected faculty.
- A stimulating and challenging learning environment inspires and encourages achieving the highest level of student success.
- Highly skilled toxicologists serve regionally, nationally, and internationally as invaluable resources in critical roles shaping global environmental and biomedical issues.
- High distinction in research, scholarship, and creative endeavors is only possible if built upon the strengths, breadth of knowledge, and expertise of a truly interdisciplinary, interdepartmental, and multifaceted faculty.
- A collaborative and collegiate environment cultivates open communication and free exchange of information among scientists, governmental and non-governmental agencies, and the public.

## PROGRAM DESCRIPTION

The ITP is the only toxicology program offering both MS and PhD degrees in the State of Georgia, as well as the only interdisciplinary program administered through the UGA Graduate School. A major strength of our program lies in its organization as an umbrella program that encompasses several Colleges and Departments. This allows ITP students exposure to different aspects of toxicology from the perspectives of pharmacy, veterinary medicine, public health, forestry, agriculture, and environmental sciences. Students receive a broad, contemporary foundation in toxicology, and are then given the opportunity to take advanced courses to pursue specialized fields of research. ITP Faculty from across campus mentor students, collaborate on research projects, and advise students through advisory committee membership. The nature of the program creates collaborative opportunities that may not readily exist on campus within the more traditional departmental or college structures. A list of current faculty who participate in the program can be found on the ITP website ([www.toxicology.uga.edu](http://www.toxicology.uga.edu)). Keep in mind that the list is updated periodically, and you may wish to check with the ITP Program Office for current lists.

All ITP students who complete their degree program as outlined in this handbook will possess skills to meet the complex challenges of protecting the environment and its inhabitants from potential toxicological processes that result from exposure to toxic chemical and biological agents.

## PROGRAM OF STUDY

For administrative purposes, ITP students are 'housed' in the home department of their faculty mentor. However, ITP students are required only to meet the ITP program of study (coursework) detailed in the following sections. ***ITP students are NOT required to meet the home department's program of study in addition to ITP requirements.*** Faculty mentors and advisory committees may make additional requirements beyond those of the ITP program (such as attendance at home department seminars), but the base course of study is the ITP program, not the home department's program. This can sometimes be an area of confusion for students and faculty; if you have questions, please contact the ITP office.

As a student in an interdisciplinary program at UGA, your home department is the department of your major professor. Importantly, your degree-granting program is the ITP. Your paperwork must be kept on file in the ITP Graduate Program Office. All official paperwork that goes to the Graduate School is processed through the ITP office and usually requires the signature of the ITP Graduate Coordinator. Your home department also has a Graduate Coordinator. This individual can be a valuable resource for you regarding general graduate program questions; however, you mustn't ask them to sign or submit any of your official paperwork. ***Submit all of your paperwork to the ITP Graduate Program Office.***

It is the responsibility of each student to follow the deadlines set by the Graduate School for submitting various forms (see checklists in Appendices I, II) and the graduation application. Please check the Graduate School website for deadlines concerning graduation commencements in May, August, or December. If you need further assistance, contact the ITP Graduate Program Office. Failure to observe these deadlines may result in a delay in your graduation date until the following semester, in which case you will incur additional registration expenses in addition to the time lost.



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

The requirements for the programs of study are different for the MS and the PhD degrees. All programs of study must meet ITP curriculum requirements as well as Graduate School credit hour requirements. To meet our mission of excellence in graduate training, the ITP faculty has developed a set of core competencies for each degree program (provided below). The ITP curriculum is designed to cover learning objectives that encompass these competencies, while providing a broad, contemporary and flexible curriculum that meets student needs as future toxicologists.

## **ITP CORE COMPETENCIES**

**Upon successful completion of the MS or PhD program in Toxicology, all students should be able to:**

- 1) Demonstrate working knowledge and comprehension of toxicological principles, including, but not limited to, dose-response, mechanisms of action, toxicokinetics, target organ toxicity, environmental fate and transport of chemicals, and chemical induced-toxicity and cancer.
- 2) Employ strong critical thinking skills in analyzing and interpreting toxicological data.
- 3) Apply problem-solving skills to synthesize, evaluate and tests hypotheses; and
- 4) Evaluate and critique both current and emerging areas of toxicology research, emerging technologies and issues in toxicology.

**Upon successful completion of the MS in Toxicology, students should also be able to:**

- 5) Apply theory and toxicological principles in their research; and
- 6) Evaluate public/occupational/environmental health recommendations for exposures to chemicals, pathogens or toxic materials.

**Upon successful completion of the PhD in Toxicology, students should also be able to:**

- 7) Formulate scientific knowledge in the field of toxicology by conceiving, synthesizing and conducting original research.
- 8) Evaluate public/occupational/environmental health hazards risks from exposure to chemicals, pathogens or toxic materials using advanced research methods; and
- 9) Construct research findings and scientific literature to inform public policy by making public/occupational/environmental health recommendations concerning risks of exposures to chemicals, pathogens or toxic materials.

**Master of Science in Toxicology**  
**Updated November 2024**

**MS Core Courses: 10 hours**

EHSC	7490	Principles of Toxicology	3 hours
BCMB	6000	Biochemistry & Molecular Biology I	3 hours
		or BCMB 6010 <b>AND</b> BCMB 6020	6 hours
BIOS	7010	Intro to Biostatistics I	3 hours
		or STAT 6210 Statistical Methods I (or equivalent)	3 hours
VPHY	8960	Molecular Toxicology	3 hours
GRSC	7001	GradFIRST	1hour

**Toxicology Electives: 6 hours**

- Intro Biostats I/ II (FALL) BIOS 7010/7020 3 hours
- Environmental Toxicology(**Not Grad Only**)(FALL) EHSC 6490 3 hours
- Fundamental Env. Health Sci EHSC 7010 3 hours
- Quantitative Ecotoxicology (Mike Newman)(SUMMER)EHSC 8630/L 4 hours
- Advance Topics in EHS EHSC 8010 3 hours
- Chemical and Microbial Risk Assessment EHSC 8110 3 hours
- Cancer Etiology and Prevention EHSC 8210 3 hours
- Biomarkers EHSC 8250 3 hours
- Aquatic Micro Health EHSC 8310 3 hours
- Occupational & Env Diseases EHSC 8400 3 hours
- Genome Technologies EHSC 8450 3 hours
- Environmental Genomics (FALL) EHSC 8460 3 hours
- Developmental & Reproductive Tox EHSC 8550 3 hours
- Experimental Design (Statistics) (FALL) FANR 6750 3 hours
- Contemporary Concepts in PK PHRM 8270 3 hours
- Organ Systems Toxicology **Odd years** (SPRING) VPHY 8940 4 hours
- Design of Experiments for Research Workers STAT 8200 3 hours
- Integrative Systems Physiology I (FALL) VPHY 8210 4 hours
- Integrative System Physiology II (SPRING) VPHY 8250 3 hours
- Mammalian Cell Physiology VPHY 8010 3 hours

**General Electives: 9 hours**

These elective courses should be chosen in conjunction with the faculty mentor and approved by the Advisory Committee of the student.

**Research/Writing: 6 hours**

Departmental Prefix 7000	Thesis Research	3 hours
Departmental Prefix 7300	Thesis Writing	3 hours

**Master's Degrees.** All Graduate School requirements for a master's degree must fall within a six-year time limit beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth year. The program of study for Master of Science degree must contain a minimum of 30 hours of graduate course work. These 30 hours must include at least 21 hours of graduate course work exclusive of 7000 (research) and 7300 (thesis writing). Twelve of these 21 hours must be courses that are restricted to graduate students. The program of study must include a minimum of 3 hours of

7300 (thesis writing). Any courses below the 8000 level which are open only to graduate students must be marked with an “\*.” The remaining six hours may be 7000 (research), 7300 (thesis writing), or any other appropriate graduate coursework. Courses not allowed on a program of study are 7005 (Graduate Seminar), GRSC 7770, GRSC 9270, and ELAN 7768/7769.

**Ph.D. in Toxicology  
UPDATED August 2024**

**Ph.D. in Toxicology**

**Core Toxicology Requirement for all students: 10 hours**

EHSC 7490	Principles of Toxicology	3 hours
VPHY 8960	Molecular Toxicology	3 hours
BIOS 7020	Intro Biostats II	3 hours
or FANR 6750	Experimental Methods In Forestry and Natural Research	3 hours
GRSC 7001	GradFIRST	1 hour

Highly recommended courses (if no prior equivalent has been taken):

- Biochemistry BCMB 6000 or BCMB 6010 **AND** BCMB 6020 (or equivalent)

\*\*\* Prerequisites BCMB 6000 and BCMB 6010 will not be allowed to count towards the number of hours required for the program of study.

\*\*\* When taking BCMB 6010 and 6020, BCMB 6020 **WILL** count towards the number of hours required for the program of study.

**Areas of Emphasis for the ITP: 12 hours**

**Students may choose from one of the 2 areas of emphasis: Ecological Toxicology or Mechanistic Toxicology. To fulfill the requirement for their chosen area, a student must take a minimum of 12 credit hours. At least 9 credit hours (usually three courses) must come from your chosen area of emphasis listed below. The remaining 3 hours can come from either of the areas of emphasis listed below or from any related area approved by your Major Advisor and Committee.**

**Ecological Toxicology.** Faculty in this emphasis area are primarily focused on understanding the effects and influence of xenobiotics on the environment and organisms that live in the environment. Using a wide range of scientific methods faculty are involved with species ranging from black flies, fish, amphibians, daphnia, bacteria, mussels, crocodiles and birds.

• Intro Biostats II	BIOS 7020	3 hours
• Environmental Chemistry( <b>Not Grad Only</b> ) (FALL)	EHSC 6350	3 hours
• Environmental Toxicology( <b>Not Grad Only</b> )(FALL)	EHSC 6490	3 hours
• Fundamental Env. Health Sci	EHSC 7010	3 hours
• Advance Topics in EHS	EHSC 8010	3 hours
• Chemical and Microbial Risk Assessment	EHSC 8110	3 hours
• Cancer Etiology and Prevention	EHSC 8210	3 hours
• Biomarkers	EHSC 8250	3 hours
• Advanced Topics - Aquatic Micro Health	EHSC 8310	3 hours

• Occupational & Env Diseases		EHSC 8400	3 hours
• Genome Technologies		EHSC 8450	3 hours
• Environmental Genomics	(FALL)	EHSC 8460	3 hours
• Developmental & Reproductive Tox		EHSC 8550	3 hours
• Quantitative Ecotoxicology	(SUMMER)	EHSC 8630/L	4 hours
• Experimental Design (Statistics)	(FALL)	FANR 6750	3 hours
• Ecotoxicology ( <b>Not Grad Only</b> )	(SPRING)	FISH (EHSC) 6600	3 hours
• Contemporary Concepts in PK		PHRM 8270	3 hours
• Organ Systems Toxicology	(SPRING)	VPHY 8940	4 hours
• Design of Experiments for Research Workers		STAT 8200	3 hours
• Integrative Systems Physiology I	(FALL)	VPHY 8210	4 hours
• Integrative Systems Physiology II	(SPRING)	VPHY 8250	3 hours
• Mammalian Cell Physiology		VPHY 8010	3 hours
• Neurophysiology		VPHY 8400	3 hours

**Mechanistic Toxicology.** Faculty in this emphasis area have research interests in understanding the details of how xenobiotics interact with mammalian and non-mammalian species at the level of DNA, proteins, signaling pathways, cells and or even organs. A large number of tools or research methods exist to study mechanisms of action of chemicals and pathogens on biological systems.

• Environmental Toxicology(Not Grad Only)(FALL)		EHSC 6490	3 hours
• Cancer Etiology and Prevention	(Every EVEN FALL)	EHSC 8210	3 hours
• Biomarkers	(FALL)	EHSC 8250	3 hours
• Occupational & Env Diseases	(SPRING)	EHSC 8400	3 hours
• Genome Technologies	(SPRING)	EHSC 8450	3 hours
• Developmental & Reproductive Tox	(SPRING)	EHSC 8550	3 hours
• Ecotoxicology ( <b>Not Grad Only</b> )	(SPRING)	FISH (EHSC) 6600	3 hours
• Contemporary Concepts in PK	(FALL)	PHRM 8270	3 hours
• Organ Systems Toxicology	(SPRING)	VPHY 8940	4 hours
• Design of Exp. for Research	(ALL Semesters)	STAT 8200	3 hours
• Integrative Systems Physiology I	(FALL)	VPHY 8210	4 hours
• Integrative Systems Physiology II	(SPRING)	VPHY 8250	3 hours
• Mammalian Cell Physiology	(FALL)	VPHY 8010	3 hours
• Neurophysiology		VPHY 8400	3 hours

\***VPHY 7111/7112** are offered in series covering different body systems; students may take one or both in the series, however, only one course can be used towards the emphasis requirement.

**General Electives: 6+ hours**

These elective courses should be chosen in conjunction with your faculty mentor and approved by the Advisory Committee of the student.

**Research/Writing: 3 hours -** (Departmental Prefix) 9300 3 hours  
**Minimum hours required: 30 hours**

**Doctoral Degrees.** A doctoral program of study should consist of 16 or more hours of 8000- and 9000-level courses, exclusive of 9000 (research) or 9300 (dissertation writing) or be accompanied by a letter of justification as to the acquisition of fundamental knowledge, technique, or professional courses. All courses on the program of study must fall within an eight-calendar year time limit. The eight-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy degree, this program of study must carry a minimum of 30 hours of coursework, three hours of which must be dissertation writing (9300). The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 16 hours of 8000- or 9000-level courses and four additional hours of University of Georgia courses open only to graduate students. Courses not allowed on a program of study are directed study courses, 9005 (Graduate Seminar), GRSC 7770, GRSC 9270, and ELAN 7768/7769.

### **TIME LIMIT ON CANDIDACY**

The dissertation must be completed within five years following admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

### **GRADUATE SEMINARS**

All graduate students are expected to participate in seminar series offered by their home departments and any seminars arranged by the ITP. If a student's home department offers a seminar course for credit, ITP students are expected to register for those courses as stipulated by the home department. In addition to fostering collegial relationships with members of a student's home department, scientific seminars expose students to diversified areas of current research topics important to toxicologists. Importantly, presentation of seminars expands a student's communicative skills, and abilities to accurately report and interpret research data. Students are also encouraged to participate in departmental or research group journal clubs when offered.

### **TEACHING EXPERIENCE**

The opportunity to gain experience in teaching is a valuable part of any graduate program and is strongly encouraged. The experience provides valuable insight into the world of academia and into the effort required to teach a successful course. Graduate students can assist in the teaching of undergraduate or beginning graduate courses, regardless of the source of their financial support. The experience may take many forms including contact with students in a lab, presenting lectures, conducting discussion groups, grading papers, preparing laboratory demonstrations, or any instructional activity deemed appropriate.

## **Graduate School Enrollment Policy**

<https://grad.uga.edu/index.php/current-students/enrollment-policy/>

Graduate students must register for a minimum of three hours of credit during any semester in which they use UGA facilities and/or staff time. A student who holds an assistantship must register for a minimum of 12 hours of graduate credit during the fall and spring semesters and nine hours of graduate credit during the summer semester. Other programs, offices, and agencies, such as the Veterans Administration, Immigration and Naturalization Service, and financial aid programs may have other minimum requirements for enrollment.

### **Minimum Enrollment**

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of *Graduate* credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy and thesis-writing master's students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. It does not supersede the minimum enrollment requirements of other programs, offices, or agencies. Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement (30 hours for PHD, 20 hours for EDD or DMA) has been met. Refer to the instructions for Out-of-State Tuition Waivers if necessary.

### **Leave of Absence**

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires the approval of the Graduate Program Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands instead of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. The time approved for a leave of absence will not count toward the time limits governing a graduate degree.

Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

- A. **Application.** Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted.
- B. **Student Responsibility.** It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.
- C. **Deadlines.** A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a Leave of absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.
- D. **Limits.** A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3 semester limit.

## **ASSISTANTSHIPS**

The ITP strongly encourages faculty mentors to offer/seek financial support in the form of graduate research assistantships for their incoming and current ITP graduate students. Potential sources of support include home departments, colleges/schools and extramural programs. In addition, the Graduate School offers a limited number of highly competitive awards to new students. Some graduate assistantships are also available through the ITP. Continuation or award of ITP assistantships is not automatic, but is determined on the basis of demonstrated progress in research and course work, experience, and/or the promise of excellence demonstrated by the student. Annual progress reports from the student's Advisory Committee are important in documenting student progress.

Students receiving ITP graduate assistantships are required to carry a minimum course load of 12 hours per semester, (9 in Summer), and are expected to maintain a minimum cumulative GPA of 3.0. Students who fail to meet these conditions will be required to submit a written appeal to the ITP Graduate Coordinator and/or ITP Director for continuance of their status. The appeal must contain a clear statement of the student's career objectives and support of their faculty mentor, an explanation of the indicated academic difficulty and reasons for believing that the assistantship should be continued. Failure to submit the appeal or disapproval of the appeal will result in termination of the student's assistantship.

**The Role of Graduate Assistants According to UGA Graduate Coordinators Handbook ([www.grad.uga.edu](http://www.grad.uga.edu))**. “Graduate assistants occupy dual roles – they are both students at the university and temporary student employees of the university. In the former role, graduate assistants are expected to concentrate on their studies under the direction of faculty mentors as a means of developing knowledge of their field of study and their professional skills. As temporary student employees of the university, graduate assistants are expected to meet the obligations assigned, whether they involve teaching, research, or other support work. At all times, graduate assistants are to work under the supervision of faculty who are experienced and knowledgeable in their field. Supervision of graduate assistants includes providing appropriate training prior to and during the assistants' assumption of responsibility for assigned tasks.”

## **PROCEDURES**

### **Registration**

Graduate student registration is conducted online on days specified by the Registrar's Office. A student must be advised by their faculty mentor and cleared by the ITP office or home department before attempting to register. The online access to the Student Information System (OASIS) registration consists of three phases: early registration, registration, and drop/add. Please refer to the registrar's website for detailed information at <http://www.reg.uga.edu>

### **Selection of Major Professor**

Each student's program of study is individualized according to his/her specific needs and interests, and therefore requires the guidance of a faculty mentor who is also known as your major professor/advisor. A program of study includes: 1) formal coursework; 2) active research in an area of mutual interest to the student and major professor; and 3) participation in seminars, journal clubs and various other scholarly activities within your home department and across campus. A successful graduate experience requires extensive interaction between students and faculty; you are encouraged to be proactive and seek out interaction with your mentor and other program faculty on a regular basis.

In most cases students are matched with a major professor at the time that they are accepted to the program. In rare cases, a student may be admitted without an advisor and allowed to rotate through faculty laboratories before choosing a mentor. Once a student chooses a mentor it is expected that the student and the mentor will work together to complete the student's degree program in a timely manner. This is a major commitment by both student and mentor, and every effort should be made to maintain a mutually respectful and professional working relationship. Occasionally, circumstances may arise that dictate changing major professors; however, the scope of such circumstances is limited. In this event, student and faculty should work together with the ITP Director to ensure a smooth and minimally disruptive transition.

The expected role of the Major Professor is as follows:

- Advise the student in the selection of the Advisory Committee and program of study.
- Direct the student in the selection of their M.S. or Ph.D research project.
- Guide the student in the direction and implementation of their research.



- Maintain financial support for the student's research.
- Following completion of the degree program, providing continued support in an advisory capacity (letters of recommendation, etc.) for the student's career advancement.

## **Selection of Advisory Committee**

The student and major advisor must select an advisory committee. The Graduate School requires that a minimum of three faculty members including the major professor serve on this committee, however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP. For a doctoral student, 4 to 5 members are generally recommended. The expected role of the advisory committee is as follows:

- Consult with the student to determine the academic program of study.
- Meet with the student at least once a year to discuss academic and research progress.
- For MS students, read and approve thesis research proposal.
- For PhD students, administer preliminary comprehensive examinations; read and approve the dissertation research proposal.
- Approve final written thesis or dissertation document and final oral defense.

## **Research Proposal**

It is expected that all graduate students will develop, prepare and present a written thesis or dissertation research proposal/prospectus to their Advisory Committee. The format, requirements and scheduling of the proposal submission will be determined by the Advisory Committee and generally follow home departmental guidelines.

## **Preliminary Comprehensive Examinations (doctoral students only)**

The purpose of the Preliminary Comprehensive Examinations is to confirm that the student is prepared to meet the core competencies of the ITP doctoral degree program and advance to PhD candidacy. These exams usually occur at the end of your second year or the early part of your third year of study. Generally, students take these exams once the majority of their formal coursework (i.e., not including research credits) is completed.

The examinations consist of a written component followed at a later date by an oral component (**Written Preliminary Examination** and **Oral Preliminary Examination**). Students must perform satisfactorily on the written examination before they can take the oral examination. Both components must be passed before a student can advance to PhD candidacy and complete the degree program. The results of the preliminary examinations are reported in writing to the graduate school on a specific form. **The student must notify the ITP Graduate Coordinator at least two weeks prior to each exam so that the required paperwork can be submitted to the Graduate School.** Please refer to the PhD checklist for information (Appendix I).

## Written Preliminary Examination

The written examination will evaluate: 1) the student's understanding of basic concepts in toxicology and related disciplines; 2) the student's ability to expand and develop that knowledge base through an understanding of experimental design and data analysis; and 3) the student's ability to interpret experimental data in order to derive and effectively communicate conclusions that the data support.

The written examination is scheduled according to the policies of student's home department and administered and graded by the advisory committee. The advisory committee also determines the format of the written preliminary examination and should inform the student accordingly (generally the semester prior to the exams). Students generally meet with each member of the advisory committee during the semester prior to the exams to seek guidance on what materials will be emphasized by the committee members.

Students must demonstrate to their advisory committee that they have sufficient understanding of basic toxicology concepts, experimental design, data analysis, and data interpretation. Student responses to written examination questions should convey both breadth and depth of knowledge. If a committee member determines that a student has not demonstrated a sufficient level of competence in their section of the written exam, the student may be failed for that section. If more than one committee member finds the student to be deficient, this will constitute a failure of the entire written examination. In the event of failure, the Advisory Committee will meet and make a recommendation of what the student should do to remedy the deficiencies. Remediation of a failure will require the administration of a second written preliminary examination by the advisory committee.

## Oral Preliminary Examination

The second (oral) exam will be scheduled at least two weeks after but within three months of the first (written) exam. This will be the final preliminary exam administered to the student. The oral examination is taken only after successful completion of the written examination. Scheduling the oral examination is determined by the major professor in consultation with the advisory committee. The format of the oral examination generally follows the guidelines of the student's home department in consultation with the advisory committee.

**The Oral Exam is announced by the Graduate School on their website; therefore the student must inform the Graduate Coordinator at least three weeks prior to its administration.**

## Publication of Research in Preparation for Final Defense

Students are strongly encouraged to publish the results of their research not only after their defense (see below), but as they conduct their program of study. Students may use manuscripts as thesis or dissertation chapters with minor format modification. In general, only PhD students will have sufficient time to publish results well in advance of defense and graduation. A good milestone for a doctoral student is one publication per year after entering candidacy. A good milestone for a master's student is at least one manuscript submitted by the time of defense. The student must be the first author of a publication for it to be included in the thesis or dissertation. It is good practice to give advisory committee members copies of

manuscripts prior to submission for publication. This keeps the committee members fully informed about your work and gives them the opportunity to comment on the manuscript prior to its inclusion in your thesis or dissertation.

## **Preparation and Final Defense of Thesis or Dissertation**

Preparation of the thesis or dissertation is the final phase in the graduate academic experience leading to the awarding of the Masters or doctoral degree. The purpose of the dissertation or thesis is several fold:

- to document original and scholarly research worthy of publication in a refereed journal;
- to establish the student's ability to comprehend and critically evaluate literature of their field;
- to demonstrate the student's mastery of appropriate research skills;
- to verify that the student can address a research problem, arrive at valid conclusions, and report results in a literate fashion.

Each section of the dissertation or thesis must contribute to the stated research objectives and the document as a whole must demonstrate unity and purpose. All approved theses and dissertations are submitted electronically. **Students should consult the Graduate School website regarding the preparation of the thesis or dissertation document, deadlines for format check, and submission of the final document for the semester in which you intend to graduate.** Students should meet with their advisory committee during the semester prior to the defense to determine the timetable, the desired format (traditional style vs manuscript style), and the desired review process (e.g., do the committee members want individual chapters as they are completed?). Each member of the committee should receive a copy at least two weeks before the final defense.

The format of the final defense generally consists of a 30-45 minute public seminar presented by the candidate on his/her research, which may be attended by graduate students and faculty, as well as non-faculty spectators from the University community at large. Any UGA faculty member may attend and ask questions of the candidate. For this reason, **the ITP graduate coordinator must be notified at least three weeks prior to the scheduled defense and a final copy of the thesis or dissertation should be placed in the home departmental office, as well as in the ITP office at that time.** This presentation will be followed by an oral examination by the advisory committee covering the substance of the research and the field of toxicology in general. Only advisory committee members may be present during oral defense examination. The advisory committee determines the success or failure of the defense. This should be a time of congratulations, and an unsatisfactory performance is not anticipated (mentors can and often do delay scheduling defenses to ensure success). If a student performs poorly at the defense, the student may be failed and the degree denied, or he/she may be required to return after some suitable interval for a second and final defense.

It is required that the student notify the ITP Office at least two weeks prior to the scheduled date of the final defense so that a seminar announcement can be submitted to the Graduate School and sent to all program faculty and students.

## **DISMISSAL FROM ITP**

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 laboratory responsibilities or maintained accepted standards of conduct. This may apply to: students on academic probation; students who make a grade below a "C" in a required course; students who fail to pass the comprehensive examination; students who fail to make acceptable progress in their thesis or dissertation project; students who fail to gain approval of their thesis or dissertation; or ethical violations.

Ethical violations\* considered by the faculty to be sufficiently serious to warrant dismissal from the program include, but are not limited to the following:

- violation of ethical principles concerning treatment of animals.
- violation of ethical principles concerning teacher-student relationships.
- falsification of data or records.
- academic dishonesty - including incorporating materials into papers, theses, dissertations, etc. without appropriate attribution.

Procedures for considering dismissal from ITP are:

1. The major professor shall convene the advisory committee. After considering the suitability of the student, the committee shall recommend: a) retention; b) dismissal; c) detailed warning. The Graduate Coordinator, after due consideration, shall execute the recommendation with a copy of the recommendation to the Dean of the Graduate School.
2. After being duly notified by the Graduate Coordinator, the student shall have 10 days to appeal the recommendation with the ITP Director. The Director shall respond to the appeal with a ruling within five days of receipt.
3. Following the decision by the Director, further appeals should be directed to the Dean of the Graduate School. Expulsion from the program does not necessarily mean expulsion from the Graduate School.

### **\*Graduate School Policy on Alleged Violations of University Conduct Regulations**

“Hearings on alleged violations of university conduct regulations fall within the jurisdiction of the Office of Judicial Programs (<https://conduct.uga.edu/>). Violations of conduct regulations include, but are not limited to, academic dishonesty, falsification of university records, unauthorized entry into or use of university facilities, and theft. When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should write to the Office of Judicial Programs of the alleged misconduct. The Office of Judicial Programs, following its own procedures, will hold hearings to determine guilt or innocence and will send written notification to the department, the faculty member, and the Graduate School of the decision in the case.”

## Graduate School Policy on Academic Probation and Dismissal

“Students with a cumulative graduate course average below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course average is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course average each semester while on probation. Probation status ends when the student's cumulative graduate course average reaches at least 3.0. **If the semester graduate course average drops below 3.0 while on probation, the student will be dismissed from the Graduate School.** When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate course average that is used for probation, dismissal, admission to candidacy, and graduation. Courses that are created as “repeatable” for additional credit constitute an exception to this rule. Grades earned in these courses do not replace the previous grade. Grades of S, U, I, and V will not be used in calculating the cumulative graduate course average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for that semester. Students who are dismissed by the Graduate School may not apply for admission to another graduate program offered by the university. Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of the notice of dismissal. Information concerning the appeal process may be obtained in the *Graduate School Bulletin*.”

## CONFLICT RESOLUTION

Conflicts between personalities and ideologies may take place as the result of daily interactions between students and faculty, or between students. The ITP does not dictate specific procedures for such conflicts, and these will be handled according to UGA policies.

### **UGA Non-Discrimination and Anti-Harassment Policy (excerpt from UGA Human Resources website)**

*“The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.*

*Prohibited bias factors such as race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status should not hinder employment, study or institutional services, programs or activities. Prohibited bias factors will not be permitted to have an adverse influence upon decisions regarding students, employees, applicants for admission, applicants for*

*employment, contractors, or volunteers or participants in or users of institutional programs, services, and activities. The University of Georgia will continue in its efforts to maintain an institutional environment free of such bias and restates its policy prohibiting the interference of such bias factors.”*

For a detailed description of this policy and procedures please refer to the link to the UGA NDAH policy: <https://eoo.uga.edu/>

### **UGA Workplace Violence Policy (excerpt from UGA Human Resources website)**

*“The University of Georgia (UGA) is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling UGA’s mission of teaching, research and public service. UGA reaffirms the basic right of employees to a safe and humane working environment.”* For a detailed description of this policy and procedures please refer to the link to the UGA Workplace Violence Policy Statement: <https://hr.uga.edu/employees/workplace-concerns/>

### **RESEARCH COMPLIANCE**

All students working in laboratories are required to meet certain federal/state regulations regarding safety, and workplace conduct. In addition, depending on the type of research done in a particular lab there may be additional requirements for compliance. A few of these policies are included in the following sections for your convenience; however, it is the student’s and major professor’s responsibility to ensure that appropriate compliance policies are understood and followed.

Any student whose research will involve the use of human subjects must make application to the Institutional Review Board in the Office of the Vice President of Research for approval (<http://research.uga.edu/hso/>). Any student whose research will involve the use of animals must comply with the requirements of the Institutional Animal Care and Use Committee (<http://research.uga.edu/oacu/>).

### **UGA Animal Use and Care Policy (excerpt from OACU website)**

**The Office of Animal Care and Use (OACU)** oversees the University’s use of animals in scientific investigation and instruction. Two training modules are required for researchers and their staff members (including students) who are conducting work with animals. They are

“IACUC 101: Animal Care and Use Compliance Basics” and “Staying Healthy While Working with Animals”. These training modules are now both [available online](http://research.uga.edu/compliance-training/animal-care-use/). (<http://research.uga.edu/compliance-training/animal-care-use/>)

## **LABORATORY SAFETY (excerpts from ESD website)**

The UGA Environmental Safety Division (ESD) works closely with department heads, departmental safety representatives, and the rest of the University community to foster a safe working environment for University employees, students and visitors. All UGA employees working with chemicals and/or hazardous substances are required to comply with policies regarding 'right to know' and 'hazardous materials'. Please consult with your major professor regarding these policies. ESD has developed training modules for these programs which are provided below.

### **Covid-19**

#### **UGA Coronavirus (COVID-19) Information and Resources**

The University of Georgia continues to work closely with the University Health Center, the University System of Georgia, and local and state public health officials to monitor COVID-19. The top priority in these uncertain times remains the health, safety and wellbeing of all members of our campus community. For campus updates please refer to <https://coronavirus.uga.edu/> and <https://research.uga.edu/coronavirus/>

#### **Right to Know**

The Right to Know Program ensures compliance with the State of Georgia Public Employees Hazardous Chemical Protection and Right to Know Act of 1988. This is accomplished through the implementation of the UGA Right to Know Plan. For more information refer to <https://esd.uga.edu/right-know>.

#### **Hazardous Materials Management**

The Hazardous Materials Program provides services and assistance to researchers handling and producing hazardous waste. The EPA Code of Federal Regulations and Georgia state law mandate many of the activities of the Hazardous Materials Program. For more information refer to <https://esd.uga.edu/hazardous-materials>

#### **Radiation Safety**

The Radiation Safety Program provides service and assistance to researchers using ionizing radiation in their operations. Many of the activities of this program are mandated by Georgia state law and controlled by policies established by the Radiation Safety Committee, members of which are appointed by the President of the University. Please consult with your major professor regarding your responsibility in complying with these policies.

## APPENDIX I

### CHECKLIST FOR ITP PHD STUDENTS

It is the responsibility of the student to follow this general schedule and to submit all of the appropriate forms on time. The student must consult with their Major Professor on each of these requirements and keep them informed of the recommended timetable for completion.

#### Orientation

Attend New Graduate Student Orientation Session with ITP Graduate Coordinator and Program Director.

- Attend International Student Orientation if applicable.
- Attend Graduate School Orientation Session.
- Attend ITP Graduate Student Orientation Session.
- Attend graduate student orientation session in home department if available. Consult your department.

#### Required Milestones and Forms

All required forms can be obtained from the Graduate School website ([www.grad.uga.edu](http://www.grad.uga.edu)), or the ITP Graduate Program Office.

**Check off and insert date completed as appropriate:**

#### YEAR 1

- \_\_\_\_\_ 1. **Selection of Advisory Committee** by the beginning of the third semester of study. Complete form, obtain appropriate signatures and submit to ITP Program Office for Grad Coordinator signature. The Graduate School requires that a minimum of three faculty members including the major professor serve on this committee, however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP (4-5 members recommended for doctoral students).
- \_\_\_\_\_ 2. Meet with Advisory Committee at least once per year. Submit progress report to ITP office (form can be obtained from ITP office).
- \_\_\_\_\_ 3. After consulting with Advisory Committee, submit **PRELIMINARY Program of Study** form by the end of your first year of study to the ITP Graduate Coordinator.



## YEARS 2-3

- \_\_\_\_\_ 4. After approval from the Advisory Committee, submit the **FINAL Program of Study** form to ITP office for submission to Graduate School. This should be done by the end of your second year of study.
- \_\_\_\_\_ 5. Consult with Advisory Committee to determine date and format of Preliminary **Comprehensive Examinations**.
- Comprehensive examinations include both written and oral components which are done in sequence (a minimum of 2 weeks apart), within 3 months. These exams usually occur at the end of the second or early in the third year of study, once the majority of your didactic coursework (not including research credits) is completed.
- \_\_\_\_\_ 6. The **Written Preliminary Exam** is taken first and will be administered and graded by the Advisory Committee. Please notify the ITP office/Graduate Coordinator in advance of the date of the written qualifiers (no specific form, email notice is sufficient).
- \_\_\_\_\_ 7. Once the Written Prelim Exam is completed, you may schedule your **Oral Preliminary Examination**. **YOU MUST NOTIFY** the ITP office/Grad Coordinator of the time and place of your oral exam **at least three weeks before the scheduled examination**. An approval form must be obtained from the Grad School by the Graduate Coordinator prior to taking the orals. After this form is received, the student or faculty member may obtain it from the ITP office. Once both the written and oral exams are completed and this approval form is signed, please submit back to the ITP office/Graduate Coordinator.
- \_\_\_\_\_ 8. The **Application for Candidacy** form is usually submitted together with the Approval of the Preliminary Examination Form. An approved Final Program of Study must be on file with the graduate school before they will approve the Application for Candidacy. In addition, per Graduate School requirements, Admission to Candidacy **must be approved at least one semester prior to graduation**. **DO NOT** wait until your last semester to complete your prelims or apply for candidacy!

## YEAR 4

### DISSERTATION, FINAL DEFENSE and GRADUATION

- \_\_\_\_\_ 9. Consult with Major Professor and Advisory Committee about anticipated semester for Final Defense and Graduation. Submit **Application for Graduation** form to the ITP office /Graduate School by the **beginning** of the semester of your **anticipated** Graduation date.
  
- \_\_\_\_\_ 10. Consult Graduate School website regarding preparation of dissertation document, deadlines for format check and submission of final dissertation for the semester in which you intend to graduate. All approved dissertations are submitted electronically. For specific directions and information go to [www.grad.uga.edu](http://www.grad.uga.edu). Follow the link for Electronic Thesis & Dissertation.
  
- \_\_\_\_\_ 11. With the approval of your Major Professor, distribute your dissertation to the Ph.D. Advisory Committee at least **three weeks** prior to the final oral defense. In addition, one copy of the dissertation must be placed in the departmental office of your major professor and one copy in the ITP office for review by the faculty. The ITP office should also receive a bound copy of your final dissertation.
  
- \_\_\_\_\_ 12. You must schedule your Final Defense by notifying the ITP office/Graduate Coordinator **at least 2 weeks in advance,** so that appropriate approval paperwork can be prepared by the Graduate School.

## APPENDIX II

### CHECKLIST FOR MASTERS ITP STUDENTS

It is the responsibility of the student to follow this general schedule and to submit all of the appropriate forms on time. The student must consult with their Major Professor on each of these requirements and keep them informed of the recommended timetable for completion.

#### Orientation

Attend New Graduate Student Orientation Session with ITP Graduate Coordinator and Program Director.

- Attend Graduate School Orientation Session.
- Attend graduate student orientation session in the home department if available.

**Required Milestones and Forms** - *All required forms can be obtained from Graduate School website ([www.grad.uga.edu](http://www.grad.uga.edu)), or the ITP Graduate Program Office.*

**Check off and insert date completed as appropriate:**

- \_\_\_\_\_ 1. Selection of Advisory Committee **by the end of the first semester** of study. Complete the form, obtain appropriate signatures and submit to ITP Graduate Program Office for Grad Coordinator signature. The ITP office will then submit the form to the Graduate School. The Graduate School requires that a minimum of three faculty members serve on this committee; however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. The major professor is the chair of this committee. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP. The Master's Advisory Committee will perform the following functions:
  - 1) in consultation with the student, determine the program of study.
  - 2) read and approve the thesis research proposal, with or without modifications.
  - 3) administer the final thesis oral examination.
- \_\_\_\_\_ 2. Meet with Advisory Committee by the end of your **second semester**, and at least once a year thereafter. Submit progress report to ITP Graduate Program Office (**Form can be obtained from ITP office**).
- \_\_\_\_\_ 3. After consulting with Advisory Committee, submit **Program of Study** form by the end of your **second semester** of study to the ITP Graduate Program Office.

\_\_\_\_\_ 4. The research proposal should be submitted to the Advisory Committee for approval. The deadline for this should be determined by the Faculty Advisor and the Advisory Committee at the first Advisory Committee meeting.

### **THESIS and GRADUATION**

\_\_\_\_\_ 5. Consult with the Major Professor and Advisory Committee about the anticipated Final Defense and Graduation semester. Submit the Application for Graduation form to the ITP Office by the **beginning** of the semester with your anticipated graduation date.

\_\_\_\_\_ 6. Consult the Graduate School website regarding the preparation of the thesis document, deadlines for format check, and submission of the final thesis for the semester in which you intend to graduate. All approved theses are submitted electronically. For specific directions and information, go to:  
[http://www.uga.edu/gradschool/forms&publications/currentstudent\\_forms.html](http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html)  
Follow the link for Electronic Thesis & Dissertation.

\_\_\_\_\_ 7. With the approval of your Major Professor, distribute your thesis to your Advisory Committee at least three weeks before the final oral defense. One copy must also be placed in the departmental office of your major professor and in the ITP office for review by the faculty. The ITP office should also receive a bound copy of your final thesis.

\_\_\_\_\_ 8. You must schedule your Final Defense by notifying the ITP office/Graduate Coordinator **at least 3 weeks in advance.** **If your Seminar is given separate from your Final Defense, both must be announced through the ITP office.**

