

Handbook for Graduate Programs in Environmental Health Science

A guide for the M.S. and Ph.D. degrees in Environmental Health Science
Academic Year 2022-2023



Environmental Health Science

College of Public Health

UNIVERSITY OF GEORGIA

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The information presented in this Graduate Student Handbook is intended to supplement, but not supersede, the UGA Graduate Student Bulletin and the Procedural Guides. Students should become familiar with the Graduate School regulations and policies contained in publications that are available at the Graduate School’s office or [website](#).

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1.0 Student's Obligations

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

2.0 Academic Honesty

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty. Regulations governing student academic conduct are contained in the printed [UGA Graduate Bulletin](#) or in the [Academic Regulations & Procedures](#) section of the graduate school's website. The regulations should be consulted to avoid misunderstanding.

3.0 Registration

Any graduate student using University facilities and/or staff time must register for a minimum of 3 hours of credit each semester. The maximum semester course load for any student is 18 hours per semester. A student who holds an assistantship must register for a minimum of 12 hours of credit each semester. *An assistantship of at least 1/3 time provides a tuition waiver for all hours taken and we highly recommend that you register for the maximum of 18 h (usually in research, thesis or dissertation hours).* The minimum/maximum course load for which a graduate student may enroll is governed by the following:

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

3.1 Procedure

Advisement. Prior to registration, all students must be advised and cleared to register. Arrange to meet with your Major Professor around the mid-point of the semester to discuss courses and research hours for the following term (also refer to your Program of Study; [described below](#)). After you have been advised, please complete the [course registration information sheet](#) and submit to the Grad Coordinator/Assistant(s) no later than Registration Day of the appropriate semester. By turning in a complete, signed form, it serves as your request to lift the Academic Advising hold in Athena and obtain Permission of Department (POD), or other overrides, for the appropriate EHSC courses.

Registration. Complete registration instructions are included in the UGA [Athena](#) portal where you can also find the schedule of classes. All currently enrolled students are strongly urged to pre-register. Students on graduate assistantships must pre-register. The basic registration procedures are described in [Athena](#) and important deadlines for each semester are listed. Students should make particular note of these deadlines. New students registering for the first time should obtain necessary registration information from their Major Professor and Graduate Coordinator. Schedule changes (Drop/Add) can be made during the first week of classes (check [the current UGA Academic Calendar](#) or [Athena](#) for the exact dates). The student

must obtain the approval of the Major Professor so that changes will be in accordance with the Program of Study ([see below](#)).

4.0 General Information

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

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

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

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

5.0 Academic Probation and Dismissal Policies

Once enrolled, students with a cumulative graduate course GPA below 3.0 for two (2) consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy, and graduation. Grades of Satisfactory (S), Unsatisfactory (U), Incomplete (I), and Audit (V) will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F (Failure), 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 the semester in which it converted. Additional information on academic probation can be found [here](#).

6.0 Academic Programs

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

6.1.1 Enrollment

Students must register for a minimum of 3 hours each semester to maintain continuous enrollment and at least 12 hours per semester to be considered full time. Full-time students on assistantships are required to register for 12 hours per semester and *strongly* encouraged to enroll in 18 hours of coursework during fall and spring semesters and at least 12 hours during the summer semester. (Tuition is waived for students on at least 1/3-time assistantships so there is no additional cost). Additional hours are generally provided through research and thesis credits ([explained below](#)). Regardless of assistantship status, all students must be registered for at least 3 credit hours in the semester in which they complete all degree requirements, whether or not they are still on campus. Additional information about the enrollment policy can be found [here](#).

6.1.2 Foreign Language

No foreign language is required for EHS graduate degrees.

6.1.3 Prerequisites

Students admitted to the graduate program should have a degree from an accredited program in Environmental Health or an equivalent science degree. In particular, students entering graduate programs in EHS should be competent in basic principles of environmental health science (which may be obtained through formal coursework or work experience), biochemistry, and statistics. These may be satisfied by earning the equivalent senior or graduate-level course credit prior to admission to the program or by taking courses in these areas (specified in [Table 1](#) on page 6) as a part of their graduate program with the approval of their graduate committee.

6.1.4 Curriculum

To earn the M.S. in Environmental Health, students must complete a minimum of 36 semester hours (described below).

Required Courses

All students are required to take a broad environmental health science course (either EHSC 7010 if no prior experience in EHS *or* EHSC 8010 for those with prior experience) at least 3 hours of statistics (biostatistics, preferred [e.g., BIOS 7020]) at an advanced level (if an intro class is needed, it can be added to the Program of Study), one of the following EH courses: Public Health Microbiology (EHSC 7310) *or* Adv. Enviro. Air Quality (EHSC 7080) *or* Principles of Toxicology (EHSC 7490) *or* Fundamentals of Chemical and Microbial Risk Assessment (EHSC 8110), and a 3-hour general public health course (PBHL 7100, if no prior degree in a public health discipline). All students should register for a minimum of 3 hours of *Master's Thesis* (EHSC 7300) by the last year of the program and students should register for research hours (EHSC 7000) throughout their course of study.

In addition to these formal courses, EHS requires students to participate in departmental seminars. Each spring, students in their second term (usually) should enroll in the EHS Pro-seminar ([EHSC 8050](#) for 1 hour), which is targeted to students developing their research proposals. Students will interact in a small setting with other new students and a faculty mentor. M.S. students are also required to register for 2 semesters of the EHS Dept. Seminar ([EHSC](#)

8030) for 1 hour each term, which is the main venue for outside speakers, faculty and upper level graduate students to present formal seminars about their work. (Note: even when not enrolled in EHSC 8030, all students are expected to attend the departmental seminars.) In the final semester, students will present their thesis in a formal talk to the department and public - the exit seminar - (EHSC 8150, 1 hour). **Do not register for this class until your final term.**

Students who will serve as a Teaching Assistant must also complete a course in pedagogy, GRSC 7770. A section may be available in the EHS department (or may be taken elsewhere if there are scheduling conflicts). We recommend that you take this course early to allow for flexibility in assigning assistantships. Please note: this course will not count toward your Program of Study.

As of Fall 2022, all incoming graduate students are required to register for [GradFIRST: First-year Introduction to Research and Scholarship Training for Graduate Students](#) (GRSC 7001) during their first year of residence. This course is comprised of faculty-led seminars to provide first-year graduate students with foundational training in research, scholarship, and professional development. Please note: this course will not count toward your Program of Study.

All required courses must appear on the student's Program of Study document, including EHSC 7300 and 8150. If a student desires to be exempted from any required course (e.g., on the basis of having taken equivalent course work elsewhere), the student must have approval of the Department of Environmental Health Science faculty.

Other Requirements

Students augment their core curriculum with research hours and elective courses (at least 4 courses). However, a student's Program of Study must include at least 6 hours of elective courses with an EHSC prefix (see [Table 1](#) for examples), which are selected in consultation with the major advisor and thesis committee.

At least one-half of the course work hours (excluding research and thesis hours) appearing on the Program of Study should be courses open only to graduate students. At least 10 of these hours should be EHSC courses. The remaining required hours must be graduate-level courses.

Unless there is a conflict in class schedules, all EHS graduate students are expected to attend all of the graduate and special program seminars sponsored by the EHS Dept., including EHS student presentations as part of the M.S. and Ph.D. defenses.

Table 1

CURRICULUM OVERVIEW

Master of Science in Environmental Health

The Master of Science in Environmental Health (M.S.E.H.) degree, offered by the College of Public Health's Department of Environmental Health Science, prepares students for careers that examines how environmental and occupational exposures impact human health.

The M.S.E.H. requires a minimum of 36 semester hours, including 23 hours of coursework (at least one-half must be in courses open only to graduate students), related Master's-level research (EHSC 7000; 3 hours), and completion of a thesis approved by the Master's committee (EHSC 7300; 3 hours). GRSC 7001 and 7770 do not count toward the program of study.

Department Required Courses

EHSC 7010 <i>or</i> 8010	3 hr	Intro to Environmental Health Science (<i>or</i> Advanced EHS)
EHSC 8030	1 hr	Graduate Seminar in Env. and Public Health Research (<i>x2</i>)
EHSC 8050	1 hr	Pro-seminar in Environmental Health (<i>Year 1, Spring</i>)
EHSC 8150	1 hr	Environmental Health Seminar (<i>Final semester</i>)
EHSC 7000	≥3 hr	Master's Research
EHSC 7300	≥3 hr	Master's Thesis
EHSC 7310 <i>or</i> 7080 <i>or</i> 7490 <i>or</i> 8110	3-4 hr	Public Health Microbiology <i>or</i> Adv. Enviro. Air Quality <i>or</i> Principles of Toxicology <i>or</i> Fundamentals of Chemical and Microbial Risk Assessment (<i>Choose one</i>)
BIOS, STAT, other	3 hr	Biostatistics (advanced course)

College of Public Health Required Courses

PBHL 7001*	3 hr	Fundamentals of Public Health
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**if no prior public health degree*

Graduate School Required Courses

GRSC 7001	GradFIRST Seminar (<i>1st or 2nd semester of residence</i>)
GRSC 7770	Graduate teaching assistant seminar (<i>for TA's only</i>)

EHS Electives (12 hr):

As determined by major professor and dissertation committee. ≥6 h must be from courses with EHSC prefix.

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

EHSC 6310 (L)	4 hr	Environmental Microbiology
EHSC 6320 (L)	3 hr	Food Safety Control Programs
EHSC 7010	3 hr	Fundamentals of Environmental Health Science
EHSC 7080	3 hr	Advanced Environmental Air Quality
EHSC 7150 (L)	3 hr	Occupational Hygiene and Safety
EHSC 7310	3 hr	Public Health Microbiology
EHSC 7490	3 hr	Principles of Toxicology
EHSC 7550	3 hr	Solid and Hazardous Waste Management
EHSC 7650	3 hr	Water Quality: Protection, Monitoring, and Management for Health
EHSC 7900	3 hr	Integrative Global Environment & Public Health

EHSC 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
EHSC 8070	3 hr	Environmental and Occupational Epidemiology
EHSC 8100	1-3 hr	Current Topics in Environmental Health Science
EHSC 8110	3 hr	Fundamentals of Chemical and Microbial Risk Assessment
EHSC 8120	3 hr	Roles and Responsibilities of Environmental Policy Makers
EHSC 8210	3 hr	Cancer Etiology and Prevention
EHSC 8250	3 hr	Biomarkers: Public Health, Clinical, and Enviro. Tox
EHSC 8310	3 hr	Advanced Topics Aquatic Microbiology, Health, Environ.
EHSC 8350	3 hr	Fundamentals of Ecotoxicology
EHSC 8410	3 hr	Oceans and Human Health
EHSC 8450	3 hr	Genome Technologies
EHSC 8460	3 hr	Environmental Genomics
EHSC 8550	3 hr	Developmental and Reproductive Toxicology
EHSC 8610	3 hr	Aquatic Toxicology
EHSC 8630 (L)	4 hr	Quantitative Ecological Toxicology
EHSC 8650	3 hr	Advanced Environmental Chemistry
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science

Other electives in consultation with the major advisor and advisory committee.

6.1.5 Degree Completion

It is the duty of the student to see that the following steps are taken at the proper time and order. Be mindful of the [important date and deadlines set](#) by the Graduate School. Annual evaluations will be completed by the student and their major professor (with the support of the committee) to ensure adequate progress. Evaluation forms are due by the end of each Spring semester. (See [Appendix](#) for examples of the evaluation forms; data will be updated annually)

- **Advisory Committee: selected before the end of the first year of residence (Year 1)**

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

The committee will consist of a Major Professor (as Chairperson) and two additional members. The Major Professor and at least one other member should be faculty members from the Dept. of Environmental Health Science. Committee members must be graduate program faculty members. The graduate committee approval form (G130) for the M.S. degree is submitted through [Grad Status](#).

If the student has an outside committee member (non-UGA), additional documentation is required when submitting the Advisory Committee form: a copy of the proposed committee member's CV and a letter of justification written and signed by the Major Professor and the Graduate Coordinator.

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

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

▪ **Individual Development Plan and Mentor-Mentee Compact (*Year 1*)**

In order to think proactively about your career and maximizing your time in graduate school, the graduate school strongly encourages all students to develop an individual development plan (see guidance documents available on the Graduate School's website: This should be completed early in your graduate program and revisited periodically. Your advisor is expected to review this with you.

In addition to career development, your first year is also the time to define expectations for your graduate program between you and your advisor.

Mentoring resources for students and faculty can be found on the Graduate School's website [here](#).

▪ **Filing of approved program of study (*End of Year 1*)**

A prospective candidate working towards a Master's degree must file a Program of Study during the second semester of residence. The online form (G138) is available on [Grad Status](#). This will route to your committee members and Graduate Coordinator for their approval. Please note: the advisory committee form must be submitted to the Graduate School before a Program of Study can be approved.

- Courses should be listed in order taken.
- The program must list at least 12 semester hours of credit (exclusive of 7000 and 7300) in courses open only to graduate students. A maximum of six semester hours of 7000 may be applied toward the minimum of 30 semester hours listed on the program of study. Minimum number of thesis hours (7300) is 3 semester hours.
- Designate by asterisk 6000- and 7000-level courses open only to graduate students, exclusive of research and thesis hours.
- Undergraduate courses may only be listed on Departmental Requirements.
- No grade below "C" is acceptable for a course included on a program of study.
- Make sure the advisory committee signing the form is the same one on record in the Graduate School or send a revised advisory committee form.
- No courses used for another degree may be listed.

▪ **Approval of research prospectus – (*Prior to Year 2*)**

MS students must develop a complete thesis research prospectus under the guidance of their major professor and advisory committee. Students should begin working on their thesis research prospectus as early as possible in close conjunction with their major professor. The prospectus serves as a road map for the proposed thesis work and should be vetted by and approved the advisory committee. The prospectus must be formally approved by the committee ([see attached form](#)) and approval form should be submitted to Graduate Coordinator Assistant(s).

6.1.6 Graduation Timeline

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

The application for graduation is completed via the student tab in [Athena](#). ([Instructions](#) can be found on the graduate school's website.) If the student does not graduate as planned, the student must notify the Graduate School by letter and give the new proposed date of graduation. You can work with the graduate coordinator assistant for help with this.

- ***Approximately midway through final semester:***

A corrected and approved draft of the thesis must be received by the Major Professor. Once the student presents a draft acceptable to the Major Professor, copies of the thesis are then given to the committee members. Please note that your thesis document will be the result of *many* rounds of review and editing between you and your major professor. You should be in the early stages of writing as soon as you have identified your research area. By the beginning of your final semester you should have a full working draft of the document that will be edited and refined throughout the term.

Upon approval of the thesis by the Major Professor, the student will set the date, time and place for the final oral examination. All members of the student's graduate committee must attend the final oral examination. **The examination must be held by the deadline specified by the graduate school as posted in the [Important Dates & Deadlines](#) portion of their website.**

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

An announcement of the time and place of the examination must be distributed to all committee members, faculty members, and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor. The announcement and its distribution will be processed by the Graduate Coordinator and Grad Coordinator Assistant(s) but it is the student's responsibility to provide the information. The defense should be announced within one week of the event.

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

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

Thesis Requirements, Final Oral Examination

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

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

after the examination.

The oral examination is preceded by a presentation from the student (as described in the EHSC 8150 syllabus) and requires the presence of the student, all graduate committee members, and the major professor. If any of these individuals cannot attend the presentation, the oral examination will be rescheduled. No oral examination can be conducted separately with individual committee members.

The student will be required to submit one PDF formatted electronic version of the thesis to the Graduation Office for a [format check](#) by the deadline set by the Graduate School.

A signed defense results form is required in the Graduation Office before the corrected copy will be checked or accepted as official. The [defense results form \(G140\)](#) is submitted by the student via Grad Status. The Graduate Coordinator or Assistant(s) will be responsible for assigning the form to the appropriate committee members for approval. The final thesis copy, which is submitted electronically with all corrections after the defense result is received, will be considered the official copy. The file will be electronically submitted to the Main Library after all degree requirements are met. No paper copies are accepted in lieu of electronic submission. Instructions for the preparation of the thesis are available on the graduate school's website [here](#).

The delivery of the thesis to the committee members, scheduling of the defense with the department and the graduate school, and notification to the committee members of the defense date, is the *sole responsibility* of the student and the Major Professor. The student may provide a bound copy of the final thesis to the Department of Environmental Health Science and to the student's Major Professor. Students should discuss this with their Major Professor.

Requirements for graduation

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

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

6.2.1 Enrollment

Students must register for a minimum of 3 hours each semester to maintain continuous enrollment and at least 12 hours per semester to be considered full time. Full-time students on assistantships are required to register for at least 12 hours per semester and *strongly* encouraged to enroll in 18 h of coursework during fall and spring semesters and 12 hours during the summer semester. (Tuition is waived for students on at least 1/3-time assistantships so there is no additional cost). Additional hours are generally provided through research, thesis or dissertation credits (explained below). Regardless of assistantship status, all students must be registered for at least 3 credit hours in the semester in which they complete all degree requirements whether or not they are still on campus. Additional information about the enrollment policy can be found [here](#).

6.2.2 Foreign Language

No foreign language is required for EHS graduate degrees.

6.2.3 Prerequisites

Students admitted to the graduate program should have earned a degree from an accredited program in Environmental Health or an equivalent science degree. In particular, students entering the Ph.D. program in EHS should be competent in biochemistry, biostatistics and epidemiology. These may be satisfied by earning the equivalent senior or graduate-level course credit prior to admission to the program or by taking courses in these areas as a part of the program of study with the approval of their graduate committee.

6.2.4 Curriculum

The Ph.D. in Environmental Health Science requires 30 hours of coursework. For students entering with a master's degree, 16 hours must be taken at the 8000 level. Those without a master's degree must successfully complete at least an additional 4 hours in graduate-only courses. For all students, greater than 50 percent of hours in the program of study must be in classes that are limited to graduate students only. Additionally, all students are expected to enroll in research hours (EHSC 9000) while they work toward their degree.

Required Courses

All students are required to take Advanced Topics in Environmental Health I and II (EHSC 8010 and 8020), 1 semester (at least 3 hours) of advanced statistics (biostatistics, preferred), and a 1-hour course in research ethics (GRSC 8550). *If the student does not have a BS or MS/MPH in a public health discipline, a general public health course (PBHL 7100) and an introduction to environmental health (EHSC 7010) are also required.* All students should register for a minimum of 3 hours of *Doctoral Dissertation* (EHSC 9300), after admission to candidacy and should register for research hours (EHSC 9000) through their degree period.

Students who will serve as a Teaching Assistant must also complete a course in pedagogy, GRSC 7770. A section is available in the EHS department (or may be taken elsewhere if there are scheduling conflicts). We recommend that you take this course early to allow for flexibility in assigning assistantships. Please note: this course will not count toward your Program of Study.

As of Fall 2022, all incoming graduate students are required to register for [GradFIRST: First-year Introduction to Research and Scholarship Training for Graduate Students](#) (GRSC 7001) during their first year of residence. This course is comprised of faculty-led seminars to provide first-year graduate students with foundational training in research, scholarship, and

professional development. Please note: this course will not count toward your Program of Study.

In addition to these formal courses, EHS requires students to participate in departmental seminars. Each spring, students in their second term (usually) should enroll in the EHS Proseminar ([EHSC 8050](#) for 1 hour), which is targeted to students developing their research proposals and for professional development. Students will interact in a small setting with other new students and a faculty mentor. Ph.D. students are also required to register for 3 semesters of the EHS department seminar ([EHSC 8030](#)) for 1 hour each term, which is the main venue for outside speakers, faculty and upper-level graduate students (e.g., Ph.D. students) to present formal seminars about their work. (Note: even when not enrolled in [EHSC 8030](#), all students are expected to attend the departmental seminars.) In the *final* semester, students will present their dissertation in a formal talk to the department and public - the exit seminar - ([EHSC 8150](#), 1 hour). **Do not register for this class until your final term.**

All required courses must appear on the student's Final Program of Study document. If a student desires to be exempted from any required course (e.g., on the basis of having taken equivalent course work elsewhere), the student must have approval of the Department of Environmental Health Science faculty.

Unless there is a conflict in class schedules, all EHS graduate students are expected to attend all of the graduate and special program seminars sponsored by the EHS Dept., including EHS student presentations as part of the M.S. and Ph.D. defenses.

Other Requirements

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

At least one-half of the course work hours (excluding research and thesis hours) appearing on the Program of Study should be courses open only to graduate students. The remaining required hours must be graduate-level courses.

Research Prospectus, Qualifying Exams, and Admission to Candidacy

Prior to admission to candidacy, Ph.D. students must develop a complete dissertation research prospectus in consultation with their major professor and advisory committee. Ph.D. students should begin working on their dissertation research prospectus as early as possible in close conjunction with their major professor. The prospectus serves as a road map for the proposed dissertation work and should be vetted by and approved the advisory committee. The prospectus must be formally approved by the committee (see [Appendix](#)) and approval form should be submitted to Graduate Coordinator Assistant(s). The prospectus must be approved before advancing to the qualifying exams.

The exams are administered by the advisory committee and consist of written and oral portions. (As described in the section 'Admission to Candidacy'). **You must notify the Graduate Coordinator and Grad Coordinator Assistant(s) at least 2 weeks prior to your exams so that there is sufficient time to notify the Graduate School, complete a records check, and receive the forms.**

It is strongly encouraged that the written and oral examinations be completed by the beginning of the student's third year of residency in the Ph.D. program. Students who fail either portion of the exams will be allowed to repeat them one time. Students who fail a second attempt will be allowed to enter the MSEH program.

Table 2

CURRICULUM OVERVIEW

Ph.D. in Environmental Health

The Ph.D. in Environmental Health Science requires 30 hours of coursework. For students entering with a master's degree, 16 hours must be taken at the 8000 level. Those without a master's degree must successfully complete at least an additional 4 hours in graduate-only courses. For all students, greater than 50 percent of hours in the program of study must be in classes that are limited to graduate students only. Additionally, all students are expected to enroll in research hours (EHSC 9000) while they work toward their degree. Note: GRSC 7001 and 7770 do not count toward the program of study.

Department Required Courses

<i>EHSC 7010*</i>	<i>3 hr</i>	<i>Intro. to Environmental Health Science*</i>
EHSC 8010	3 hr	Adv. Topics in Environmental Health Science I
EHSC 8020	3 hr	Adv. Topics in Environmental Health Science II
EHSC 8030 (<i>pref.</i>)	1 hr	Graduate Seminar in EHS (<i>x3 semesters</i>)
or PBHL 8200	1 hr	Seminar in Public Health
EHSC 8050	1 h	Pro-seminar in Environmental Health (Year 1, Spring)
EHSC 8150	1 hr	Env. Health Seminar (<i>Final semester</i>)
EHSC 9000	≥3 hr	Doctoral Research
EHSC 9300	≥3 hr	Dissertation
 BIOS, STAT, other	 3 hr	 Biostatistics (advanced course)

** Students with prior EHS experience may waive this requirement*

College of Public Health Required Courses

PBHL 7001 ⁺	3 hr	Fundamentals of Public Health ⁺
<i>+if no prior public health degree</i>		

Graduate School Required Courses

GRSC 7001		GradFIRST Seminar (<i>1st or 2nd semester of residence</i>)
GRSC 7770		Graduate teaching assistant seminar (<i>for TA's only</i>)
GRSC 8550		Responsible Conduct of Research

EHS Electives (9 h)

As determined by major professor and dissertation committee. ≥6 h must be from courses with EHSC prefix.

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

EHSC 6310 (L)	4 hr	Environmental Microbiology
EHSC 6320 (L)	3 hr	Food Safety Control Programs
EHSC 7010	3 hr	Fundamentals of Environmental Health Science
EHSC 7080	3 hr	Advanced Environmental Air Quality
EHSC 7150 (L)	3 hr	Occupational Hygiene and Safety
EHSC 7310	3 hr	Public Health Microbiology
EHSC 7490	3 hr	Principles of Toxicology
EHSC 7550	3 hr	Solid and Hazardous Waste Management
EHSC 7650	3 hr	Water Quality: Protection, Monitoring, and Management for Health
EHSC 7900	3 hr	Integrative Global Environment & Public Health
EHSC 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
EHSC 8070	3 hr	Environmental and Occupational Epidemiology

EHSC 8100	1-3 hr	Current Topics in Environmental Health Science
EHSC 8110	3 hr	Fundamentals of Chemical and Microbial Risk Assessment
EHSC 8120	3 hr	Roles and Responsibilities of Environmental Policy Makers
EHSC 8210	3 hr	Cancer Etiology and Prevention
EHSC 8250	3 hr	Biomarkers: Public Health, Clinical, and Enviro. Tox
EHSC 8310	3 hr	Advanced Topics Aquatic Microbiology, Health, Environ.
EHSC 8350	3 hr	Fundamentals of Ecotoxicology
EHSC 8410	3 hr	Oceans and Human Health
EHSC 8450	3 hr	Genome Technologies
EHSC 8460	3 hr	Environmental Genomics
EHSC 8550	3 hr	Developmental and Reproductive Toxicology
EHSC 8610	3 hr	Aquatic Toxicology
EHSC 8630 (L)	4 hr	Quantitative Ecological Toxicology
EHSC 8650	3 hr	Advanced Environmental Chemistry
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science

Other electives in consultation with the major advisor and advisory committee

6.2.5 Degree Completion

It is the duty of the student to see that the following steps are taken at the proper time and in the proper order. Be mindful of the [important date and deadlines set](#) by the Graduate School. Annual evaluations will be completed by the student and their major professor (with the support of the committee) to ensure adequate progress. Evaluation forms are due by the end of each Spring semester. (See [Appendix](#) for examples of the evaluation forms; data will be updated annually)

- **Advisory Committee: selected before the end of the first year of residence (Year 1)**

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

The committee will consist of a Major Professor (as Chairperson) and three additional members. The Major Professor and at least one other member should be faculty members from the Dept. of Environmental Health Science. Committee members must be graduate program faculty members. The graduate committee approval form (G130) for the Ph.D. degree is submitted through [Grad Status](#).

If the student has an outside committee member (non-UGA), additional documentation is required when submitting the Advisory Committee form: a copy of the proposed committee member's CV and a letter of justification written and signed by the Major Professor and the Graduate Coordinator.

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

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

▪ **Filing of preliminary program of study (*Beginning of Year 2*)**

A student working towards a Ph.D. degree must file a Preliminary Program of Study during the second semester of residence. The required form is available in the [Appendix](#).

The typed form should be signed by each advisory committee member and the Graduate Coordinator. After receiving all signatures, the form will be added to the graduate student's record within the department. In general, students should present their preliminary program of study for approval during their first committee meeting.

▪ **Approval of research prospectus (*Year 2, before comprehensive exams*)**

Prior to admission to candidacy, Ph.D. students must develop a complete dissertation research prospectus in consultation with their major professor and advisory committee. Ph.D. students should begin working on their dissertation research prospectus as early as possible in close conjunction with their major professor. The prospectus serves as a road map for the proposed dissertation work and should be vetted by and approved the advisory committee. **The prospectus must be formally approved by the committee (see attached form) and approval form should be submitted to Graduate Coordinator Assistant(s) before advancing to the comprehensive exams.**

▪ **Filing of final program of study (*Year 2, before comprehensive exams*)**

A student working towards a Ph.D. degree must submit a Final Program of Study to the Graduate School prior to notification of the comprehensive examination. The [required online form \(G138\)](#) is available in Grad Status. This will route to your committee members and Graduate Coordinator for their approval. **Please note: the advisory committee form (G130) must be submitted to the Graduate School before a Program of Study can be approved.**

Requirements for Final Program of Study form (Graduate School):

- Courses should be listed in the order taken.
- The program of study should include 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study.
- The program of study for a student who bypasses the master's degree must contain 4 semester hours of UGA courses open only to graduate students, in addition to the 16 semester hours of 8000 and 9000 level courses. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours.
- No grade below a "C" is acceptable for a course included on a program of study.
- No courses used for another degree may be listed.
- To be eligible to graduate, a student must maintain a 3.0 average (B) on all courses in the Program of Study and in all graduate courses taken.
- Doctoral students can transfer in 9 semester hours of courses taken at another institution. No courses taken prior to the student's admission to their degree program at the University of Georgia are eligible for transfer.
- A minimum of 3 semester hours of dissertation writing (9300) must be included on the program of study.

▪ **Qualifying Exams and Admission to Candidacy (*Year 3*)**

The research prospectus must be approved by the committee before advancing to the comprehensive exams. Additionally, the final program of study must be approved before the

comprehensive exams can be scheduled. Comprehensive exams generally occur in the *third year* and will be administered by the student's committee. Students will complete written and oral exams for admission to Ph.D. candidacy.

- The **written** component will take the form of either: 1) a traditional written exam (questions from all committee members) OR 2) a formal proposal (e.g., NSF, NIH, other). The selection of the type of written exam must be approved by the committee. Should the committee approve the proposal form for the written exam, the major professor can *only* provide input on the specific aims. *All other parts of the proposal must be completed by the student on his/her own.* Each committee member will individually evaluate the written exam and notify the major professor of their score (at minimum pass or fail) in a timely manner (generally within one week). The final tally should also be reported to the Graduate Coordinator [or assistant(s)]. Students will not progress to the oral exam unless they have passed the written exam by at least 3 of the 4 committee members.
- The **oral** exam should be scheduled to occur within 2 – 3 weeks of the submission of the written exam. (Up to 3 months is allowable, though a shorter interval is recommended). **Notify the Graduate Coordinator and Grad Coordinator Assistant(s) as soon as the oral exam has been scheduled. The Graduate School must be notified in writing by the EHS Graduate Coordinator Office of the date and location at least two weeks prior to the oral comprehensive examination.** It is the student's responsibility to notify the Graduate Coordinator of these dates with sufficient time for this deadline to be met. The oral exam will be conducted in person by the student's committee. Each student should consult with each of their committee members about the specific focus areas for the exam, but, in general, content is open to any area of the student's curriculum, their Ph.D. research, and the proposed research developed for the written exam. The oral comprehensive exam may begin with a 15 to 20-minute presentation by the student of their background and general area of research (dissertation and proposed), at the discretion of the major professor, followed by questions from the faculty. The examination will be closed to the general public but does remain open to all faculty. The oral exam typically lasts 2 – 3 hours.

The committee may suggest or require students to complete additional coursework, directed readings or other instruction to help students fill knowledge gaps identified during the exams. Students who fail either portion of the exams will be allowed to repeat them one time. Students who fail a second attempt will be allowed to enter the MSEH program.

▪ **Presentation of Departmental Seminar (Year 3)**

Ph.D. students in their third year are required to present their research to the department during the normal seminar series (EHSC 8030). Seminars should be ~40 – 45 min and should be a formal presentation covering the background and importance of the student's work in addition to results to date. This should be targeted for a broad environmental health audience. Students are encouraged to work closely with their major professor in developing the seminar materials. The course coordinator for EHSC 8030 will work with each student to schedule a date for their seminar. Faculty, students, and other audience members will provide an evaluation of the presentation. Students are encouraged to use this feedback to improve their presentation and communication skills. Evaluation criteria can be found in the [Appendix](#).

6.2.6 Graduation Timeline

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

The application for graduation is completed via the student tab in [Athena](#). ([Instructions](#) can be found on the graduate school's website.) If the student does not graduate as planned, the student must notify the Graduate School by letter and give the new proposed date of graduation. You can work with the Grad Coordinator Assistant(s) for help with this.

- **Approximately midway through final semester:**

A corrected and approved draft of the dissertation must be received by the Major Professor. Once the student presents a draft acceptable to the Major Professor, copies of the dissertation are then given to the committee members. Please note that your dissertation document will be the result of *many* rounds of review and editing between you and your major professor. You should be in the early stages of writing as soon as you have identified your research area. By the beginning of your final semester you should have a full working draft of the document that will be edited and refined throughout the term.

Upon approval of the dissertation by the Major Professor, the student will set the date, time, and place for the final oral examination. All members of the student's graduate committee must be in attendance at the final oral examination. **The examination must be held by the deadline specified by the graduate school as posted in the [Important Dates & Deadlines](#) portion of their website.**

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

An announcement of the time and place of the examination must be distributed to all committee members, faculty members, and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor. The announcement and its distribution will be processed by the Graduate Coordinator and Grad Coordinator Assistant(s) but it is the student's responsibility to provide the information. The defense *must* be announced to the Graduate School within **two weeks** of the event. Only the Graduate Coordinator or Grad Coordinator Assistant(s) can post the defense information to the graduate school.

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

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

Dissertation Requirements and Final Oral Examination

Candidates for a Ph.D. must submit the dissertation to the Major Professor for approval and recommendations. Thereafter, a near final form of the dissertation will be prepared and submitted to the reading committee at least **two weeks** prior to the final oral defense of the dissertation. A copy of this draft should be available (on request) for perusal by those not on the advisory committee. The final draft of the dissertation may be prepared after the defense / examination.

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

The student's Graduate Coordinator must notify the Graduate School of the final

examination/dissertation defense date at least **two weeks** prior to the defense. An announcement of the time and place of the examination must be distributed by e-mail and postings in the Department to all committee members, faculty members, and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor.

The candidate must submit one PDF formatted electronic version of the thesis to the Graduation Office for a [format check](#) by the deadline set by the Graduate School.

A signed [defense results form](#) (G164) is required in the Graduation Office before the corrected copy will be checked or accepted as official. The final copy of the dissertation, which is submitted electronically with all corrections after the defense result is received, is considered to be the official copy. The file will be electronically submitted to the Main Library after all degree requirements are met. No paper copies are accepted in lieu of electronic submission. Instructions for the preparation of the dissertation are available on the graduate school's website [here](#).

The delivery of the dissertation to the committee members, scheduling of the defense with the department and the graduate school, and notification to the committee members of the defense date, is the *sole responsibility* of the student and the Major Professor. The student may provide a bound copy of the final dissertation to the Department of Environmental Health Science and to the student's Major Professor. Students should discuss this with their Major Professor.

Requirements for graduation:

- Application for graduation must be made by the deadline (Friday of week one [Summer] or two [Fall/Spring] of the semester of completion of degree requirements).
- Updated and approved Final Program of Study and Advisory Committee forms are on file at the Graduate School.
- All required and elective coursework has been satisfactorily completed, following the student's program of study. All grades of I or ER must be resolved prior to applying for graduation.
- An overall average of 3.0 or higher must be maintained for all graduate courses taken. No grades below C may be listed on the Program of Study.
- The student must be enrolled for a minimum of 3 hours during the semester that they defend their thesis. This should include enrolling in EHSC 8150, the 1 hr exit seminar, for which the defense is the primary requirement.
- Students failing to provide all approved and updated paperwork by the application deadline may pay an administrative fee to process paperwork enabling them to graduate that semester, if they file paperwork within 45 days of the original deadline.

6.3 Additional Information for Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) Degrees in Toxicology

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

- (1) M.S. and Ph.D. graduate students register for EHSC 8050 (*Pro-seminar in Environmental Health*) during their first year.
- (2) M.S. and Ph.D. graduate students register for EHSC 8150 (*Environmental Health Seminar*) during their last semester before graduation.
- (3) M.S. graduate students register for 2 semesters of EHSC 8030 (Environmental Health Seminar, 1 hour). Ph.D. students must register for 3 semesters of EHSC 8030.
- (4) Ph.D. graduate students must register for appropriate hours in EHSC 9000 (Doctoral Research) and EHSC 9300 (Doctoral Dissertation).

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

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

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

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

The student's Graduate Coordinator's office (through the Department of Toxicology) must notify

the Graduate School of the final examination/dissertation defense date at least **two weeks** prior to the defense. An announcement of the time and place of the examination must be distributed to all committee members, faculty members, and graduate students in the department and any other staff or departments identified by the student and/or the Major Professor. The announcement and its distribution will be processed by the EHS administrative staff, but each student must provide the information to the staff person.

7.0 Important Graduate School Policies

Academic Probation and Dismissal

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

Grades of Incomplete

Students must remove an “I” grade within three semesters in residence or it becomes an “F”. No student having an “I” or “ER” on their transcript may apply for graduation.

Admission to Candidacy

Ph.D. Students: No student is a formal candidate for a degree until Admission to Candidacy is approved. The appropriate form must be submitted to the Graduate School at least one (1) full semester before the proposed date of graduation. The student may be admitted to candidacy when:

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

Application for Graduation

Students may graduate at the end of each of the three semesters. The Application for Graduation must be submitted by the Friday of the second full week (first full week, if summer school) of classes during the semester of anticipated graduation term via Athena. Specific dates are available on the Graduate School’s website. (See [Important Dates and Deadlines.](#))

Time Limits

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

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

candidacy a second time.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires 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 in lieu 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. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

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.

- **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.
- **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.
- **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.
- **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**.

Readmission to Graduate School

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

7.1 Graduate Student Forms

The title of the form is capitalized below. Most Graduate School forms are available online on [their website](#), but also in Grad Status.

Please note: Most forms have been converted to e-versions and are submitted via Grad Status or Athena. With that being said, if any forms need to be submitted to the Graduate School as a hard copy, the student should provide a copy of such forms to the Graduate Coordinator/Assistant(s) for their departmental graduate file. *Students meeting deadlines must allow ample time to obtain the necessary departmental approval and signatures.*

➤ [ADVISORY COMMITTEE FOR M.S./Ph.D. \(G130\)](#)

Submit to Grad School via Grad Status as soon as you have identified your committee members. If you have anyone who is not a non-UGA faculty member, we will need to have their CV and a letter explaining why they should serve on your committee. If you are a Ph.D. student, you must have a completed form on file with the Graduate School before you can schedule your comprehensive exams.

➤ [PRELIMINARY PROGRAM OF STUDY](#)

Departmental: Submit this form, with your approved prospectus form, to Graduate Coordinator within at least 3 semesters.

➤ [FINAL PROGRAM OF STUDY for M.S./Ph.D. \(G138\)](#)

Submit to Grad School via Grad Status.

For M.S. students: this form must be submitted and approved before your final semester. (Is best to complete this as early as possible.)

For Ph.D. students: this form must be submitted and approved before you can schedule your comprehensive exams. If you have not already submitted your approved prospectus, you should do so now.

➤ [PROSPECTUS APPROVAL](#)

Departmental. Submit form signed by major professor and committee. This should be on file before comprehensive exams and admission to candidacy.

➤ [RESULTS OF THE WRITTEN AND ORAL COMPREHENSIVE EXAMS*](#)

Submit to Grad School. The Graduate School sends this form to the Graduate Coordinator/Assistant when the Graduate School has been notified that the oral exam has been scheduled. (The Graduate Coordinator must notify the Graduate School of the exam date at least two weeks before the exam.) The Major Professor sends copies of the completed for to the Graduate Coordinator and to the Graduate School.

*As of Fall 2022, this is still a paper form.

➤ [APPLICATION FOR ADMISSION TO CANDIDACY for Ph.D. \(G162\)](#)

Submit to Grad School. This form can be submitted via Grad Status while comprehensive exam results are being compiled.

➤ [APPLICATION FOR GRADUATION](#)

Submitted via Athena no later than Friday of the first (Summer) or second (Fall or Spring) full week of classes of the semester of the anticipated graduation date (i.e. very early in last semester). If submitted after the deadline set by Graduate School, student will be charged a late fee.

➤ [APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION \(G140\)](#)

Submit to Grad School via Grad Status. The student will initiate the form and the Graduate Coordinator/Assistant will assign the form to the committee members and GC for approval, before being routed to the Graduate School for review.

➤ [APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION \(G164\)](#)

Submit to Grad School via Grad Status. The student will initiate the form and the Graduate Coordinator/Assistant will assign the form to the committee members and GC for approval, before being routed to the Graduate School for review.

Appendix

Environmental Health Science Departmental Forms:

- Course Registration Information
- Preliminary Doctoral Program of Study
- Approval of Thesis/Dissertation Prospectus
- Annual Progress Report for Graduate Students in MS EHS
- Annual Progress Report for Graduate Students in PhD EHS
- Annual Progress Report for Graduate Student Teaching Assistants (TA's)
- Annual Self Evaluation Report for Graduate Students in EHS
- Graduate Student Seminar Evaluation (Criteria)

Subject/Course #	Hours	Grade	Term (i.e. Spring, Summer, Fall)	Year	Grad Level Only?

Approved by:
(Please sign and date)

Advisory Committee:

Graduate Coordinator:

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**The University of Georgia
 Dept. of Environmental Health Science
 Approval of Thesis/Dissertation Prospectus**

Name:

Date:

Major Professor:

The written thesis/dissertation prospectus has been submitted by the student identified above. Approval of the prospectus is required, with only one dissenting vote allowed. For Ph.D. students, the prospectus must be approved before the student can advance to the comprehensive exams and candidacy. A PDF copy of the approved prospectus should also be sent to the graduate coordinator assistant(s).

Signature of Doctoral Advisory Committee	Approve	Disapprove

Approval of Graduate Coordinator

Date

The University of Georgia
Dept. of Environmental Health Science
Annual Progress Report for Graduate Students in MS EHS

Name:

Date:

Major Professor:

Year in Program:

Estimated completion:

Benchmark	Time Frame	
	Goal	Semester Completed
GradFIRST Seminar (GRSC 7001)	First year	
Formation of advisory committee	First year	
Develop individual development plan (IDP)	First year	
Develop a mentor-mentee compact	First year	
Thesis prospectus/proposal	Prior to second year	
Final program of study	Prior to second year	
Thesis completion	End of second year	
Apply for Graduation	1 st week final semester	
Register for EHSC 8150	Final semester	
Approval of final oral defense	Final semester	
Approval of final written thesis	Final semester	

Graduate school policy requires that all graduate students be evaluated annually. This evaluation form is intended to be completed by the student's major professor in consultation with the advisory committee.

Part 1. Progress toward Degree (to be approved by all members of the advisory committee)
 For each trait, rate from 1 (deficient) to 5 (excellent), or 0 if trait cannot be ranked at this time.

Trait	Score
Intellectual curiosity and efforts toward gaining an in-depth understanding of student's topic area and supporting disciplines	
Exhibits knowledge of fundamental principles in environmental health science (or underlying basic science)	
Self-motivation and initiative	
Verbal and written communication skills	
Ability to work independently	
Ability to define research problems and organize research accordingly	
Ability to think critically and analyze results	
Participation in seminars, journal clubs and other professional activities	
Ability to manage time efficiently	
Ability to communicate effectively with major professor	
Progress toward completion of thesis research	
Overall progress toward degree	

Additional comments or points for improvement:

Timeline for improvements and consequences for failure to improve (if needed)

Approved by:

Major Professor

_____ Date: _____

Student

_____ Date: _____

Signing indicates that student has received his/her review and understands the implications.

The University of Georgia
Dept. of Environmental Health Science
Annual Progress Report for Graduate Students in PhD EHS

Name:

Date:

Major Professor:

Year in Program:

Estimated semester of completion:

Benchmark	Time Frame	
	Goal	Semester Completed
GradFIRST seminar (GRSC 7001)	First year	
Formation of advisory committee	First year	
Develop individual development plan (IDP)	First year	
Develop a mentor-mentee compact	First year	
Approval of preliminary program of study	Beginning of second year	
Dissertation prospectus/proposal	Second year	
Final program of study	Second year	
Comprehensive exams	Third year	
Seminar for EHSC 8030	Third year	
Dissertation completion	Fourth/Fifth year	
Apply for Graduation	1 st week final semester	
Register for EHSC 8150	Final semester	
Approval of final oral defense	Final semester	
Approval of final written dissertation	Final semester	

Graduate school policy requires that all graduate students be evaluated annually. This evaluation form is intended to be completed by the student's major professor in consultation with the advisory committee.

Progress toward Degree

For each trait, rate from 1 (deficient) to 5 (excellent), or 0 if trait cannot be ranked at this time.

Trait	Score
Intellectual curiosity and efforts toward gaining an in-depth understanding of student's topic area and supporting disciplines	
Exhibits knowledge of fundamental principles in environmental health science (or underlying basic science)	
Self-motivation and initiative	
Verbal and written communication skills	
Ability to work independently	
Ability to define research problems and organize research accordingly	
Ability to think critically and analyze results	
Participation in seminars, journal clubs and other professional activities	
Ability to manage time efficiently	
Ability to communicate effectively with major professor	
Progress toward completion of thesis research	
Overall progress toward degree	

Additional comments or points for improvement:

Timeline for improvements and consequences for failure to improve (if needed)

Approved by:

Major Professor

_____ Date: _____

Student

_____ Date: _____

Signing indicates that student has received his/her review and understands the implications.

The University of Georgia
Dept. of Environmental Health Science
Annual Progress Report for Graduate Student Teaching Assistants (TA's)

To be completed by the supervising instructor.

Term and course:

For each trait, rate from 1 (deficient) to 5 (excellent)

Is the Student fully meeting work obligations?

Trait	Score
Quantity of work	
Quality of work	
Timeliness of work	
Satisfactorily completing all duties assigned as part of internship	

For GTA (instructor of record), attach copies of student evaluations for the course taught.

If there is any rating below a 3, write a detailed description of why and/or how the student is NOT completing duties or meeting appropriate performance expectations; suggest actions to be taken to remedy the situation during the following semester. Likewise, please mention any noteworthy improvement or points of superior performance that should be recognized.

Supervisor signature:

_____ Date: _____

I have reviewed this evaluation. My signature signifies the evaluation has been reviewed; it does not necessarily signify concurrence.

Student signature:

_____ Date: _____

The University of Georgia
Dept. of Environmental Health Science
Annual Self Evaluation Report for Graduate Students in EHS

Name:

Date:

Major Professor:

Year in Program:

Estimated semester of completion:

Progress toward Degree

For each item, rate your progress in YOUR VIEW from 1 (needs work) to 5 (excellent).

Trait	Score
Intellectual curiosity and efforts toward gaining an in-depth understanding of student's topic area and supporting disciplines	
Working knowledge of environmental health principles	
Self-motivation and initiative	
Verbal and written communication skills	
Ability to work independently	
Ability to define research problems and organize research accordingly	
Ability to think critically and analyze results	
Participation in seminars, journal clubs and other professional activities	
Ability to manage time efficiently	
Ability to communicate effectively with major professor	
Progress toward completion of thesis research	
Overall progress toward degree	

Additional comments and goals for the coming academic year:

Approved by:

Major Professor

_____ Date: _____

Student

_____ Date: _____

The University of Georgia
Dept. of Environmental Health Science
Graduate Student Seminar Evaluation (Criteria)

(Evaluations may be completed via paper form or Qualtrics.)

Presenter: _____ **Date:** _____ **OVERALL TOTAL:** ____/50

Evaluator: Student Post-Doc Faculty Other (circle one)

Evaluation of Presentation: Presentations are to be evaluated in these categories.
(NO pluses or minuses, or non-integer scores.)

Each category should be evaluated as:

Outstanding	Excellent	Good	Mediocre	Needs Improvement
5	4	3	2	1

Quality of Research (70%)

Sound Conceptual Context/Background	_____
Well-Articulated & Testable Hypotheses/Objectives	_____
Effective Research Design & Methodology	_____
Effective Portrayal of Results	_____
Validity of Conclusions Drawn from Results	_____
Innovativeness/Creativity	_____
Demonstrates Command of Subject Matter	_____

TOTAL ____/35

Additional comments (optional):

Quality of Presentation (30%)

Quality of Graphics (e.g. Legible, concise, contributes rather than distracts)	_____
Appropriate Use of Time	_____
Delivery (e.g. Clarity, Cogent, Enthusiasm, Confidence)	_____

TOTAL ____/15

Additional comments (optional):
