

*University of Georgia | College of Public Health*

# Handbook for Graduate Programs in Environmental Health Science

*A guide for the M.S. and Ph.D. degrees in Environmental Health Science for  
the Academic Year 2021-2022*

*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 his/her degree program. Regular consultations with the Major Professor and periodic contact with the Graduate Coordinator will help keep a graduate program on schedule.

## 2.0 Academic Honesty

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty. Regulations governing student academic conduct are contained in the printed [UGA Graduate Bulletin](#) or 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, your Major Professor will inform the Grad Coordinator Assistant(s) who will clear your advisement hold. If you have any EHS course that require special permission, the Grad Coordinator Assistant(s) can also provide those.

**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 February for the following academic year, and application is made through the Graduate Coordinator within the Department of Environmental Health Science.

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

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

## 5.0 Academic Probation and Dismissal Policies

Once enrolled, a student with a cumulative graduate grade point average below 3.0 for two (2) consecutive terms is placed on academic probation. They must then earn a 3.0 or better semester grade point average each succeeding semester that their overall cumulative average was below 3.0. When their cumulative graduate grade point average is 3.0 or above, the student is no longer on probation. A graduate student's semester grade point average of less than 3.0 while on probation results in dismissal. When a student repeats a course, the last grade received will be used by the Graduate School in the calculation of grade point averages, for probation, dismissal and graduation purposes. Incompletes ("I") must be removed before two semesters have passed or they will automatically be changed to a grade of "F" by the Registrar. Grades that have errors in reporting (ER) must be changed within one semester or they will convert to WF. Additional information on academic probation can be found [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 EH, students must complete 36 hours of course work (described below).

#### Required (Core) Courses

All students are required to take a broad [environmental health science](#) course (either EHSC 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), 1 semester (at least 3 hours) of [biochemistry](#) (or similar molecular biology or advanced chemistry course) if they have not had biochemistry previously and a 3 hours 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) only in the semester in which you will defend your thesis. **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 you have schedule conflicts). We recommend that you take this course early in your Program of Study to allow for flexibility in assigning assistantships.

All required courses must appear on the student's Program of Study document, 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. In the case of biochemistry, a committee of faculty appointed by the Graduate Coordinator will make the determination.

### **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 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 (6 hours with EHSC prefix) and completion of a thesis approved by the Master's committee (3 hours). The curriculum comprises the following areas and courses:

#### Required Courses:

EHSC 7010 or 8010	3 hr	Intro to Environmental Health Science ( <i>or</i> Advanced EHS)
BCMB 6000 (or similar)	3 hr	General Biochemistry and Molecular Biology ( <i>or</i> other advanced molecular biology or chemistry course; only required if no prior biochemistry coursework; otherwise replace with an 8000 EHS course)
EHSC 8050	1 hr	Pro-seminar in Environmental Health ( <b>spring semester of first year</b> )
PBHL 7100	3 hr	Public Health
BIOS 7020	3 hr	Introductory Biostatistics II ( <i>or</i> advanced biostatistics)
EHSC 8150	1 hr	Environmental Health Seminar (defense seminar - <b>last semester only</b> )
EHSC 8030	1 hr	Graduate Seminar in Env and Public Hlth Research (enroll at least 2 times)
EHSC 7000	≥3 hr	Master's Research
EHSC 7300	≥3 hr	Master's Thesis

#### For Teaching Assistants only

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

EHSC 6250	3 hr	Environmental and Public Health Law
EHSC 6310 (L)	4 hr	Environmental Microbiology
EHSC 6320 (L)	3 hr	Food Safety Control Programs
EHSC 6600	3 hr	Ecotoxicology
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 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
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 Environmental 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 8510	3 hr	Environmental Risk Assessment and Communication
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 8710	3 hr	Issues in Biosafety and Biosecurity
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science
EHSC 8930	3 hr	Chemical Toxicology

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

### 6.1.5 Degree Completion

It is the duty of the student to see that the following steps are taken at the proper time and order. 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)

#### **Selection of the student's graduate committee -- before the end of the first semester of residence (first year)**

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

The committee will consist of a Major Professor (as Chairperson) and two additional members. The Major Professor and at least one of the other members of the committee must be members or provisional members of the Graduate Faculty. Only faculty members of the rank of Assistant Professor or above, or the equivalent, may serve as committee members. The graduate committee approval form (G130) for the M.S. degree is submitted through [Grad Status](#).

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

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



### **Individual Development Plan and Mentor-Mentee Compact – *first year***

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; [A](#), [B](#), and/or [C](#).) 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. A template mentor-mentee compact is available on the grad school's website [here](#).

### **Approval of research prospectus – *prior to second year***

MS students must develop a complete thesis research prospectus in consultation with 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).

### **Filing of approved program of study – *second semester of residence - prior to second year***

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.

Requirements for Program of Study (graduate school):

- Courses should be listed in order taken.
- The program of study must list at least 12 semester hours of credit (exclusive of 7000 and 7300) in courses open only to graduate students. A maximum of 6 semester hours of 7000 and 3 hours of 7300 may be applied toward the minimum of 30 semester hours listed in the Program of Study. Minimum number of thesis hours (7300) is 3 semester hours.
- Use asterisk (\*) to designate 6000- and 7000-level courses open only to graduate students.
- 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.
- Undergraduate courses may only be listed on Departmental Requirements.

#### **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 [here](#).) 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 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 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](#). 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](#) 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

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

#### Required (Core) Courses

All students are required to take an Advanced Topics in Environmental Health (EHSC 8010 - Fall, 3 hours), 1 semester (at least 3 hours) of advanced statistics (biostatistics, preferred), and a one-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 you have schedule conflicts). We recommend that you take this course early in your program of study to allow for flexibility in assigning assistantships.

In addition to these formal courses, EHS requires students to participate in departmental seminars. Each spring, students in their second term (usually) should enroll in the EHS Pro-seminar (EHSC 8050 for 1 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 if you are not enrolled in a particular semester, all students are required to attend these seminars). Finally, in the *final* semester, students will present their thesis in a formal talk to the department and public. Students at this stage will register for [EHSC 8150](#) (1 hour), the exit seminar, which occurs in your final term (do not register prior to 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. In the case of biochemistry, a committee of faculty appointed by the Graduate Coordinator will make the determination.

**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 thesis committee.

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

### **Admission to Candidacy**

Prior to admission to candidacy, Ph.D. students will develop a complete dissertation research prospectus in consultation with his/her major professor and advisory committee. **The prospectus must be approved by the committee before advancing to the qualifying exams.** We encourage students to submit their prospectus by their *second year* of residency. Additionally, the **final program of study must be approved before the qualifying exam can be scheduled.** Qualifying exams generally occur in the *third year*.

After completing required coursework and research prospectus, students will complete written and oral exams for admission to Ph.D. candidacy. The exams will be administered by the student's committee.

**The Graduate Coordinator and Grad Coordinator Assistant(s) should be notified when the comprehensive exams are scheduled.**

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.

Table 2  
**CURRICULUM OVERVIEW**  
**Ph.D. in Environmental Health**

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

**Required (15 - 21 h)**

EHSC 7010	3 hr	Introduction to Environmental Health Science <i>if needed*</i>
PBHL 7100	3 hr	Public Health <i>if no prior public health degree*</i>
EHSC 8010	3 hr	Advanced Topics in Environmental Health Science I
GRSC 8550	1 hr	Responsible Conduct of Research
EHSC 8050	1 h	Pro-seminar in Environmental Health (2 <sup>nd</sup> semester)
EHSC 8030 (pref.) or PBHL 8200	1 hr	Graduate Seminar in Env. Health Research (x3 semesters)
BIOS, STAT, other	3 hr	Biostatistics (advanced course)
EHSC 9300	3 hr	Dissertation
EHSC 8150	1 hr	Env. Health Seminar (Exit Seminar – <i>last semester only</i> )

\* Students with prior EHS experience may waive this requirement

**For Teaching Assistants only**

GRSC 7770	3 h	Graduate teaching assistant seminar
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**Electives (9 h)**

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

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

EHSC 6250	3 hr	Environmental and Public Health law
EHSC 6310 (L)	4 hr	Environmental Microbiology
EHSC 6320 (L)	3 hr	Food Safety Control Programs
EHSC 6600	3 hr	Ecotoxicology
EHSC 7010	3 hr	Fundamentals of Environmental Health Science
EHSC 7080	3 hr	Advanced Environmental Air Quality
EHSC 7310	3 hr	Public Health Microbiology
EHSC 7490	3 hr	Principles of Toxicology
EHSC 7550	3 hr	Solid and Hazardous Waste Management
EHSC 8010	3 hr	Advanced Topics in Environmental Health I
EHSC 8020	3 hr	Advanced Topics in Environmental Health II
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 8220 (L)	4 hr	Predictive Toxicology Using Mathematical Models
EHSC 8250	3 hr	Biomarkers: Public Health, Clinical, and Environmental Tox
EHSC 8310	3 hr	Advanced Topics Aquatic Microbiology, Health, Environ.
EHSC 8350	3 hr	Fundamentals of Ecotoxicology
EHSC 8400	3 hr	Occupational and Environmental Diseases
EHSC 8410	3 hr	Oceans and Human Health
EHSC 8450	3 hr	Genome Technologies
EHSC 8460	3 hr	Environmental Genomics

EHSC 8510	3 hr	Environmental Risk Assessment and Communication
EHSC 8540 (L)	3 hr	Microbial Quantitative Risk Assessment
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 8710	3 hr	Issues in Biosafety and Biosecurity
EHSC 8800	1-3 hr	Special Problems in Environmental Health Science
EHSC 8930	3 hr	Chemical Toxicology

### **Other electives in consultation with the major advisor and advisory committee**

#### **6.2.5 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. 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)

#### **Selection of the student's graduate committee - *before the end of the second semester of residence (first year)***

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

The committee will consist of a Major Professor (as Chairperson) and three additional members. The Major Professor and at least one of the other members of the committee must be members or provisional members of the Graduate Faculty. The Major Professor and at least one other member should be faculty members from the Dept. of Environmental Health Science. Only faculty members of the rank of Assistant Professor or above, or the equivalent, are permitted to serve as committee members. The graduate committee approval form (G130) for the Ph.D. degree is submitted through [Grad Status](#).

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

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

#### **Filing of preliminary program of study - *before second semester of residence (first year)***

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 [here](#).

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 – during the *second year***

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).** The prospectus must be approved before advancing to the qualifying exams.

### **Filing of final program of study – during second year (or *prior to qualifying 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 must be submitted to the Graduate School before a Program of Study can be approved.

Requirements for 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 – during *third year* (target)**

When course work is considered to be complete and the dissertation prospectus is approved by the advisory committee, the student should schedule their qualifying (comprehensive) exams. The exams are administered by the advisory committee and consist of written and oral portions. (As described above in the section '[Admission to Candidacy](#)'). **Reminder that forms for exams are generated for each student through the grad school. 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 grad 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.

Upon successful completion of both written and oral sections of the exams, the [admission to candidacy form](#) should be submitted to the Graduate School via Grad Status. A copy of this form will be retained in the Department.

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

### **Presentation of Departmental Seminar – during *third year***

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 for 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 [here](#).) 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 thesis by the Major Professor, the student will set the date, time, and place for the final oral examination. All members of the student's graduate committee must be in attendance at the final oral examination. *The examination must be held by the deadline specified by the graduate school as posted in the [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 PhD 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](#).

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 h 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 and Doctor of Philosophy (Ph.D.) Degree 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 (contact Wanda Darden) 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.

## 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

**Master's Students:** A prospective candidate for the M.S. degree must be admitted to candidacy by the end of the first week of classes of the final semester in which the courses on the program of study are completed. A request for graduation is made by the student after the following requirements are completed:

- Any requirements set as prerequisite for admission have been completed.
- The Program of Study has been approved by the Major Professor, the Graduate Coordinator, and the Dean of the Graduate School.
- An average of 3.0 or higher has been maintained on all graduate courses taken and there is no grade below 2.0 for any course on the Program of Study.
- The residence requirement has been met.

**Ph.D. Students:** No student is a formal candidate for a degree until Admission to Candidacy is approved. The appropriate form must be submitted to the Graduate School 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 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.

### **Readmission to Graduate School**

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

### **Forms (Which form to use and when)**

The title of the form is capitalized below. All forms are available online [here](#). Please note: Most forms are being converted to e-versions and are submitted via Grad Status. With that being said, there are still several forms that 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 complete this form before you can take your comprehensive exams.
- [PRELIMINARY PROGRAM OF STUDY](#)  
**Departmental:** Submit this form, with your approved prospectus form, to Graduate Coordinator within 3 semesters. This form need not be typed because it is not forwarded to the Graduate School.
- [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 take 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 Major Professor when the Graduate School has been notified that the oral exam has been scheduled. (The Graduate Coordinator must notify the Graduate School of the exam date at least two weeks before the exam.) The Major Professor sends copies of the completed form to the Graduate Coordinator and to the Graduate School.
- [APPLICATION FOR ADMISSION TO CANDIDACY \(G162\)](#)  
**Submit to Grad School.** This form can be submitted via Grad Status while comps exam results are being compiled.

- [APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION \(G140\)](#)  
**Submit to Grad School** once the student's graduate committee approves the thesis and the student passes the final oral exam. The student will initiate the form in Grad Status and the Graduate Coordinator Office will assign the form to the committee members for their approval, before being routed to the Graduate School.
- [APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION \(G164\)](#)  
**Submit to Grad School** upon passing the final oral exam. The student will initiate the form in Grad Status and the Graduate Coordinator Office will assign the form to the committee members for their approval, before being routed to the Graduate School.
- [APPLICATION FOR GRADUATION](#)  
**Submit to Grad School** no later than Friday of the first (summer) or second (fall or spring) full week of classes of the semester of the anticipated graduation date (i.e. very early in last semester).



## Appendix

**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:

Semester # since start of program:

Estimated completion:

<b>Benchmark</b>	<b>Time Frame</b>	
	<b>Goal</b>	<b>Date Completed</b>
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 <sup>st</sup> 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:

Semester # since start of program:

Estimated completion:

<b>Benchmark</b>	<b>Time Frame</b>	
	<b>Goal</b>	<b>Date Completed</b>
Formation of advisory committee	First year	
Approval of preliminary program of study	First year	
Develop individual development plan (IDP)	First year	
Develop a mentor-mentee compact	First year	
Thesis 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 <sup>st</sup> 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.

**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**

**Performance in Graduate Teaching Duties** (To be completed by the supervising instructor for GTA)

Term and course:

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

Is the Student fully meeting work obligations?

<b>Trait</b>	<b>Score</b>
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:

Semester # since start of program:

Estimated 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:*

Student signature: \_\_\_\_\_

Advisor signature: \_\_\_\_\_



**Graduate Student Seminar Presentation  
Feedback and Evaluation Form**

Department of Environmental Health Science | College of Public Health  
University of Georgia

**Presenter:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **OVERALL TOTAL:** \_\_\_/50

**Evaluator:** (Student, Post-Doc, Faculty, or Other) \_\_\_\_\_

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	Poor
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 (out of 35) \_\_\_/35

Additional comments that more fully explain your evaluation. This is very important feedback for students.

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**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 (out of 15) \_\_\_/15

Additional comments.

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