

GRADUATE STUDENT MANUAL

**INTERDISCIPLINARY PROGRAM
IN TOXICOLOGY**

UNIVERSITY OF GEORGIA

Updated August 1, 2008

PREFACE

The purpose of the Graduate Student Manual is to provide information concerning the procedures and policies of graduate education within the Interdisciplinary Program in Toxicology and the Graduate School of the University. This manual supplements information contained in the various bulletins of the Graduate School and expands upon the requirements outlined by the Graduate School and different Departments. The manual is furnished for the benefit and guidance of graduate students in the Toxicology Program. It is expected that all graduate students will carefully read this manual; retain it for future reference; incorporate changes or modifications as they occur; and abide by it in the interest of making their graduate study in the Program a pleasant and profitable experience.

Each student and/or his/her major professor should convey the progress on the enclosed checklist to the Graduate Coordinator of the Toxicology Program. This will help track the progress of each student.

It is the responsibility of each student to follow the deadlines set by the Graduate School for submitting various forms and application for graduation. Please contact the Graduate School directly for such deadlines for May, August or December graduation commencements.

CHECK LIST FOR PH.D. DEGREE

It is the responsibility of the student to maintain this form up to date and to meet all requirements on time. The student must also inform the Major Professor of the completion of each requirement.

Date completed

- ___ 1. Meet with Department Graduate Coordinator for orientation and counseling.
- ___ 2. Graduate student orientation meeting. Consult your department.

All forms can be requested from your Departmental Graduate Coordinator's Office.

- ___ 3. Recommend Advisory Committee on proper form by the end of the third semester of study, to Dean of the Graduate School. This committee consists of the major professor and at least two additional faculty members (51% of whom must be members of the Toxicology Faculty).
- ___ 4. Submission of the Preliminary Program of Study by the end of the first year of study (filed in Graduate Coordinator's Office).
- ___ 5. Approval obtained from the Advisory Committee to begin written preliminary examinations.
- ___ 6. Written Preliminary Exam
- ___ 7. Submission of the research proposal to the Advisory Committee.
- ___ 8. Graduate Coordinator notified of time and place of oral preliminary examination at least two weeks prior to the examination.
- ___ 9. Preliminary Oral Exams
- ___ 10. Final Program of Study submitted to Graduate School on approved form prior to Application for Admission to Candidacy.
- ___ 11. Graduate School notified on approved form as to results of written and oral preliminary examinations.
- ___ 12. Approval of dissertation prospectus. Dissertation prospectus is filed with the Graduate Coordinator.

- ___ 13. Apply to Graduate School, on approved forms, for Admission to Candidacy at least one semester prior to graduation.
- ___ 14. Application for Graduation filed in the Graduation Office (by the beginning of the semester of anticipated Graduation date).
- ___ 15. Copy of dissertation submitted to major professor.
- ___ 16. Distribution of dissertation to the Ph.D. Advisory Committee at least three weeks prior to the final oral defense. In addition, at the same time, one copy of the dissertation must be placed in the departmental office of the major professor for use by the faculty.
- ___ 17. Scheduling of the final defense by notification of the Graduate Coordinator at least 2 weeks in advance.
- ___ 18. Submit electronic PDF format of dissertation to the Graduate School to be checked for correct format before making official copies. Deadline is posted on graduate school website.
- ___ 19. All dissertations are submitted electronically to the Graduate School. For specific directions and information please go to <http://www.grad.uga.edu/>. Follow the links for Electronic Thesis & Dissertation.

CHECK LIST FOR MASTER OF SCIENCE DEGREE

It is the responsibility of the student to maintain this form up to date and to meet all requirements on time. The student must also inform the Major Professor of the completion of each requirement.

Date Completed

All forms can be requested from your Departmental Graduate Coordinator's Office.

- ___ 1. Recommend the Advisory Committee before the end of the second semester of residence, on the proper form, to Dean of the Graduate School. The Advisory Committee of the Master's candidate consists of the major professor, who serves as chairman, plus two additional faculty members who are approved by the Graduate Coordinator of the program. The major professor and at least one other member of the committee must be full or provisional members of the Graduate Faculty. At least two members of the committee must be participating members of the Interdisciplinary Toxicology Program. The Master's Advisory Committee will perform the following functions:
 - (1) in consultation with the student, determine the program of study.
 - (2) read and approve the thesis research proposal, with or without modifications.
 - (3) administer the final thesis oral examination.
- ___ 2. Program of study submitted to Graduate School on approved form by the end of the second semester.
- ___ 3. Submission of research proposal to the Advisory Committee.
- ___ 4. Application for Graduation filed in the Graduation Office by the beginning of the semester of the anticipated Graduation date.
- ___ 5. Thesis submitted to Major Professor.
- ___ 6. Thesis submitted to Reading Committee at least two weeks prior to Thesis Final Oral Exam. At this time, one additional copy of the thesis must be placed in the home Department office for use by the respective faculty.
- ___ 7. The Advisory Committee conducts the final oral examination.
- ___ 8. Action of Advisory Committee reported to Graduate School on approved form.
- ___ 9. Submit electronic PDF format of thesis to the Graduate School to be checked for correct format before making official copies.
- ___ 10. All theses are submitted electronically to the Graduate School. For specific directions and information please go to <http://www.grad.uqa.edu/>. Follow the links for Electronic Thesis & Dissertation.

I. PURPOSE AND OBJECTIVES OF THE INTERDISCIPLINARY TOXICOLOGY GRADUATE PROGRAM

The overall objective of this interdepartmental program is to create a strong, interdisciplinary graduate training, research and service program in toxicology at the University of Georgia (UGA). Major aims of the program are training pre- and postdoctoral students and development of a nationally recognized effort in research. Graduates will obtain a MS or PhD degree, with a major in toxicology, in the School/College of their major professor.

The following departments have faculty members that are current participants in this interdisciplinary program. The current list is likely to be revised annually, and students may check with the Program Director or the Graduate Coordinator for an updated list. Students are encouraged to check with the participating departments as well. The departments and codes as they appear in the current Graduate School Application kit are:

Interdisciplinary Program	Degree	Code
Major: Toxicology		
Areas of Interest:		
Clinical & Administrative Pharmacy	MS PhD	934 934A
Ecology	MS PhD	930 930A
Entomology	MS PhD	935 935A
Environmental Health Science	MS PhD	926 926A
Foods & Nutrition	MS PhD	928 928A
Forest Resources	MS PhD	929 929A
Infectious Diseases	MS PhD	925 925A
Pathology	MS PhD	924 924A
Pharmaceutical & Biomedical Sciences	MS PhD	920 920A
Physiology & Pharmacology	MS PhD	923 923A

**FACULTY OF THE INTERDISCIPLINARY PROGRAM IN TOXICOLOGY
at the UNIVERSITY OF GEORGIA**

Active Faculty Members

Marsha Black	Environmental Health Science
Robert Bringolf	Warnell School of Forestry & Natural Resources
James Bruckner	Pharmaceutical & Biomedical Sciences
Opal R. Bunce	Pharmaceutical & Biomedical Sciences
Julie Coffield	Physiology & Pharmacology
Brian Cummings	Pharmaceutical & Biomedical Sciences
Cham Dallas	Pharmaceutical & Biomedical Sciences
Jeff Fisher	Environmental Health Science
Travis Glenn	Savannah River Ecology Lab
Erin K. Lipp	Environmental Health Science
Randall O. Manning	Pharmaceutical & Biomedical Sciences
Luke Naeher	Environmental Health Science
Raymond Noblet	Entomology
Jay Overmyer	Entomology
Ronald T. Riley	Toxicology & Mycotoxin Research Unit, USDA
Mary Alice Smith	Environmental Health Science
Kenneth A. Voss	Toxicology & Mycotoxin Research Unit, USDA
John J. Wagner	Physiology & Pharmacology
Catherine White	Pharmaceutical & Biomedical Sciences
Phillip Williams	Environmental Health Science
Richard Winn	Warnell School of Forestry & Natural Resources
Xiaoqin Ye	Physiology & Pharmacology

Affiliated Faculty Members

Michael Barlett	Pharmaceutical & Biomedical Sciences
Paul Bertsch	Savannah River Ecology Lab
K. Paige Carmichael	Pathology
Gaylen Edwards	Physiology & Pharmacology
Donald Evans	Infectious Disease
Stuart Feldman	College of Public Health
Joan G. Fischer	Foods and Nutrition
James Franklin	Pharmaceutical & Biomedical Sciences
Phillip Greenspan	Pharmaceutical & Biomedical Sciences
Gregory Hall	
Jaroslava Halper	Pathology
Mark Harrison	Food Sciences & Technology
Dianne K. Hartle	Pharmaceutical & Biomedical Sciences
Margarethe E. Hoenig	Physiology & Pharmacology
Elizabeth Howerth	Pathology
Rick Irvin	Pharmaceutical & Biomedical Sciences
Charles Jagoe	Savannah River Ecology Lab
Mary Ann Johnson	Foods and Nutrition
Royal A. McGraw	Physiology & Pharmacology
Doris M. Miller-Liebl	Athens Diagnostic Lab
Karren G. Porter	
John Greene Shepherd	Clinical & Administrative Pharmacy
Randall L. Tackett	Clinical & Administrative Pharmacy
Alvin Terry	Clinical & Administrative Pharmacy
Ralph A. Tripp	Infectious Diseases
William K. Vencill	Crop & Soil Science

II. SELECTION OF MAJOR PROFESSOR

Each student's program is individualized according to his/her specific needs and interests and therefore requires the guidance of a major professor. The program includes: (1) formal course work which should be supportive of research and career objectives; (2) active research in a problem area of mutual interest to the student and major professor; and (3) participation in seminars and other interdepartmental activities. An effective graduate educational process requires extensive interaction between students and faculty; it is expected that you will meet with your advisor or major professor at least once weekly.

A graduate student in the program is usually admitted after acceptance by a major professor. A later change of major professor for justifiable reasons is possible. However, the major professor should be chosen before the end of the first semester of the student's graduate program. If no major professor is available or willing to accept the candidate, this may cause termination of student's graduate program.

III. RESPONSIBILITIES OF THE MAJOR PROFESSOR

A. Personal Progress Report and Projections

The major professor, in consultation with the graduate student, will submit a report at the end of each calendar year on the student's academic and research progress. The projected activities for the next year are also outlined. This report is sent to the Graduate Coordinator and is a major basis for the retention or termination of the student in the program.

Students admitted without financial support are not automatically eligible for future support. They should consult with the home department for assistantship and other funding possibilities.

B. Assist in Selection of the Dissertation or Thesis Research Problem

Close communication between the graduate student and major professor will foster meaningful discussion of new developments in their area(s) of research interest and will facilitate selection of a dissertation or thesis research project.

C. Selection of Advisory Committee

The major professor and student must select an Advisory Committee, consisting of the major professor and at least two additional members. The members of the committee must contain at least 51% of faculty that have been appointed to the Graduate Faculty. At least 51% of the members of the Advisory Committee should be members of the Toxicology Program. This committee shall be appointed before the end of the student's third semester of residence.

The Ph.D. Advisory Committee will perform the following functions:

- (1) in consultation with the student, determine the academic program of study.
- (2) meet with the student at least every 6 months to discuss research and academic progress
- (3) read and approve the dissertation research proposal with or without modification.
- (4) arrange and administer the preliminary written and oral examinations.
- (5) advise the student in regard to foreign language, research skills and other departmental requirements.
- (6) approve the completed dissertation and the student's defense of the research.

D. Direction of Thesis or Dissertation Research

The major professor will direct the student's research and decide the implementation and future direction of the research. It is the major professor's responsibility to seek funding for the graduate student and his/her research.

IV. PROGRAM OF STUDY

A. Prerequisites for Admission

Baccalaureate degree; other criteria for admission are GPA, GRE (and TOEL scores for international students from other than English speaking countries) course work requirements vary somewhat according to the department in which the student selects his/her major professor. Undergraduate (college level) prerequisites generally include 1 year of college biology, 2 years of chemistry (including organic), 1 year of physics, and 1 semester of calculus. A strong applicant who does not meet all requirements may be admitted on a probationary status and allowed to remedy a deficiency during the first year.

B. M.S. Degree

The student shall select a major professor before the end of the first semester and two additional faculty before the end of the second semester to serve as an Advisory Committee. The Advisory Committee, in consultation with the student, is responsible for selecting courses which constitute the Program of Study. This program must include at least 24 semester hours, exclusive of the 6 semester hours required of master's research and thesis. Courses are to be chosen, according to the student's interest and consent of the Advisory Committee from courses listed below, as well as other courses in the Graduate School Bulletin. It is required that the student take a minimum of 12 semester hours of core toxicology courses.

C. Masters Curriculum

Masters in Environmental Toxicology

Requirements (24 hrs)

<i>Toxicology Core Courses</i>		
PHRM (VPHY,EHSC) 6910	3 hr	Introductory Toxicology
PHRM (PVHY,EHSC,POUL) 8930	3 hr	Chemical Toxicology

<i>At least three of the following:</i>		
EHSC (ECOL) 8610	3 hr	Aquatic Toxicology
EHSC 8510/8510L	3 hr	Environmental Risk Assessment
EHSC/ECOL 8630	4 hr	Quantitative Ecological Toxicology
ECOL (BTNY,FORS) 8310	4 hr	Population/Community Ecology
ECOL 8320	4 hr	Ecosystem Ecology
<i>Additional Electives may be determined by the student's Advisory Committee*</i>		

Masters in Human and Animal Toxicology

Requirements (24 hrs)

<i>Toxicology Core Courses</i>		
PHRM (VPHY,EHSC) 6910	3 hr	Introductory Toxicology
PHRM (PVHY,EHSC,POUL) 8930	3 hr	Chemical Toxicology

<i>At least two of the following:</i>		
BCMB 6010 & 6020	6 hr	General Biochemistry
BCMB 8010 & 8020	8 hr	Advanced Biochemistry
VPAT 8020	4 hr	Cellular Pathology
PHRM 6400 & 6500	8 hr	Human Physiology
PHRM (VPHY,EHSC,POUL) 8940	4 hr	Organ Systems Toxicology
<i>Additional Electives may be determined by the student's Advisory Committee*</i>		

****8 or more Hours of Electives to be determined by the student's Advisory Committee***

******Students must also meet departmental or college requirements if needed for graduation. Please check with your department's graduate coordinator for details.***

D. Ph.D. Degree

An Advisory Committee must be selected by the end of the student's first year, preferably by the end of the third semester. The committee shall consist of the major professor and at least two additional members, of whom at least one must be a member of a department other than that of the major professor. The major professor in combination with the other committee members must make up at least 51% who hold appointments in the Graduate School. 51% of the committee must also be members of the Toxicology Faculty. Programs of Study will be designed according to the student's interests, the departmental requirements of his/her major professor and the recommendations of his/her Advisory Committee. A Program of Study should include a minimum of 30 semester hours of credit, excluding the Graduate School research skills requirement, dissertation research and doctoral dissertation. It is anticipated that individuals' course requirements will vary with different departments and with the interest and focus of students and their advisors. A sample Program of Study for students in each of the two tracks is given on the following page. Note that students in both tracks are required to take core toxicology courses, as well as attend interdisciplinary seminars, so there will be opportunities to meet and share interests and ideas. The advisory committee may allow credit for courses taken by the student elsewhere; however, these will not be indicated in the formal "Program of Study" form submitted to the Graduate School. Final approval of the graduate program of study is the responsibility of the advisory committee. Exceptions and deviations may be cleared with the Graduate Coordinator in advance.

E. Ph.D Curriculum

***Doctor of Philosophy Program
Core Courses***

PHRM (VPHY) 6910	3 hr	Introductory Toxicology
PHRM (VPHY, EHSC) 8930	3 hr	Chemical Toxicology
BCMB 6010 and 6020	6 hr	Biochem/Molecular Biology
Or		
BCMB 8010 and 8020	8 hr	Advanced Biochem/Molecular Biology
BIOS 8100*	3 hr	Case Studies in Nonlinear Biostatistics

* Students may take STAT 8040 or 8200 if approved by the advisory committee.

ENVIRONMENTAL TOXICOLOGY

EHSC (ECOL) 8610	3 hr	Aquatic Toxicology
EHSC 8510/8510L	3 hr	Environ. Risk Assessment

And at least two of the following:

ECOL (BTNY, FORS) 8310	4 hr	Population Ecology
ECOL 8580/8580L	4 hr	Theory of Systems Ecology
PHRM 8940	4 hr	Organ Systems Toxicology
EHSC/ECOL 8630	4 hr	Quantitative Ecological Toxicology

Electives as selected by student's committee

HUMAN and ANIMAL TOXICOLOGY

PHRM (VPAT, EHSC) 8940	4 hr	Organ Systems Toxicology
EHSC 8510/8510L	3 hr	Environ. Risk Assessment
VPAT 6090 and 6100	6 hr	Comp. Mammal. Physiology
Or		
PHRM 6400 and 6500	8 hr	Human Physiology

Electives as selected by student's committee

V. WRITTEN PRELIMINARY EXAMINATION

The purpose of the written preliminary examination is to confirm that the student is prepared to complete the degree program and has a basic understanding of the qualifications of a Ph.D.-level scientist. Therefore, the written examination will evaluate: 1) the student's understanding of basic concepts in toxicology and related disciplines; 2) the student's ability to expand and develop that knowledge base through an understanding of experimental design and data analysis; and 3) the student's ability to interpret experimental data in order to derive and effectively communicate conclusions that the data support.

The written examination will be scheduled according to the policies of student's home department and will be administered by the student's Advisory Committee. This committee is to be selected by the student's third semester by the student and the major professor, with oversight by the Graduate Coordinator. This committee will meet with the student during the following semester of academic study to evaluate the academic needs of the student and plan the curriculum to be taken.

The Advisory Committee will determine the format of the written preliminary examination and inform the student accordingly. The major professor will be responsible for ensuring the applicability of the exam questions and for administering the exam. Grading of the questions will be by the faculty member who submitted the question and shall be reported as pass or fail. In the event of failure, the Advisory Committee will meet and make a recommendation of what the student should do to remedy the deficiencies. Remediation of a failure will require the administration of a second written preliminary examination by the Advisory Committee. This second exam will be scheduled within three months of the first exam. This will be the final preliminary exam administered to the student. Advisory Committee composition and the results of the preliminary examination will be reported expeditiously to the Graduate Coordinator.

VI. ORAL PRELIMINARY EXAMINATION

The oral portion of the general examination may be taken only after successful completion of the written portion described above. The student, in consultation with his/her major professor and Advisory Committee, will be expected to schedule the oral examination within one semester after completion of the written preliminary examination.

The format and requirements of the oral examination will be determined by the participating home department.

Student must provide the Graduate Coordinator with at least a two week notice prior to the exam in order to submit required paperwork to the graduate school.

VII. PREPARATION AND FINAL DEFENSE OF THESIS OR DISSERTATION

The student is referred to the procedural guide for his/her respective degree for University regulations concerning the preparation and distribution of the thesis or dissertation. Each member of the Advisory Committee should receive a final copy at least two weeks before the final defense. The student or his/her major professor should notify the Tox Graduate Coordinator's office so a seminar announcement can be sent to all program faculty and students. Any faculty member may attend and participate in the final defense if he/she so desires. For this reason, a final copy should be placed in the home Departmental Office at least two weeks prior to the final defense. The final defense will consist of a 30 to 45 minute seminar presentation by the candidate on his/her research, which may be attended by graduate students and non-faculty spectators. This presentation will be followed by an oral examination by the Advisory Committee covering the substance of the research and the field of toxicology in general. Only the Advisory Committee members may be present during this part of the session. The Advisory Committee will determine the success or failure of the candidate and inform him/her of their decision and possible further recommendations immediately following the defense. This should be a time of congratulations, and an unsatisfactory performance is not anticipated. However, should such a performance occur, the student may be failed and the degree denied, or he/she may be required to return after some suitable interval for a second and final defense.

VIII. TEACHING EXPERIENCE

All graduate students may have an opportunity to gain teaching experience. Graduate students can assist in the teaching of undergraduate or graduate courses, regardless of the source of their financial support. This experience is highly desirable for a graduate degree in Toxicology, because it provides valuable insight into the effort required to teach a successful course. Exact requirements for this experience are to be determined by the home department of the student. The experience may take the form of contact with students in a lab, giving lectures, conducting discussion groups, grading papers, preparing laboratory demonstrations, or any aspect of instructional activity which may be deemed appropriate. Proper attire and appearance are expected of graduate students while fulfilling their teaching obligations.

IX. ASSISTANTSHIPS

Graduate students may be admitted without assurance of financial support. Some graduate assistantships are available through the Toxicology Program. In addition some departments and/or major professors will be able to offer assistantships to incoming students. Continuation or award of assistantships is determined by the participating departments on the basis of progress in research and course work, experience, and/or the promise of excellence demonstrated by the student. Annual progress reports constitute the major documentation of

student progress. Normal holidays are observed, but no annual leave is earned by graduate assistants. Employees of the State of Georgia are not required to pay out-of-state tuition fees, but must pay all fees normally charged to residents of Georgia.

Graduate assistants are required to carry a minimum course load of 12 hours per semester (see Graduate School Bulletin) and are expected to maintain a minimum cumulative grade point average (GPA) of 3.0. Students who fail to meet these conditions (12-hour course load per semester and 3.0 cumulative GPA) will be required to submit a written appeal to the Graduate Coordinator or home department faculty for the continuance of their status. The appeal must contain a clear statement of the student's career objectives, an explanation of the indicated academic difficulty and reasons for believing that the assistantship should be continued. Failure to submit the appeal or disapproval of the appeal by the Graduate Coordinator or departmental faculty will result in termination of the student's assistantship.

Students admitted without financial support should not necessarily assume that they will receive an assistantship when funds become available. Departments may use any such funds for recruitment of students based on merit.

Graduate assistants supported by the Interdisciplinary Toxicology Program will be assigned duties relating to their training program by their major advisor and/or the program director.

X. GRIEVANCE PROCEDURE FOR GRADUATE STUDENTS

Conflicts between personalities and ideologies may take place as the result of personal contacts either between student and faculty members or between students. The Interdisciplinary Toxicology Program does not dictate specific procedures for such situations, and these will be handled according to the policies of each participating department.

XI. GRADUATE SEMINAR

Each graduate student will participate in seminars arranged by the Interdisciplinary Toxicology Program. One goal of the seminar program is to expose the graduate student to diversified areas of current research topics. A second and equally important goal is to develop the student's communicative skills and ability to accurately report and interpret research data. The home department may require students to participate in its own seminars.

Graduate students are expected to be familiar with seminar topics and to actively participate in discussion of the topic during each seminar. Students in their final year are

expected to present a seminar describing results of their own thesis/dissertation research. Guest speakers will be invited to present seminars whenever possible.

XII. LABORATORY SAFETY PROCEDURES

A. Safety

Each graduate student is expected to be familiar with the use and location of fire extinguishers, safety showers, fire blanket and first aid cabinets, which are contained in laboratories. Safety glasses must be used when handling potentially harmful substances. Animal bites or scratches deserve prompt medical attention, including anti-tetanus inoculation or booster shots. Students working with dogs should receive rabies vaccine.

B. Waste Disposal

No solid chemicals, strong acids and bases or organic solvents are to be poured down sink drains. These substances are to be placed into empty one gallon reagent bottles (do not mix aqueous and organic reagents in same bottle), and labeled properly. When these are full, contact the Safety Service Office for pick up.

C. Radioactive and Carcinogenic Substances

Radioactive compounds require a special license which requires training in proper handling and disposal procedures. These are explained in Radiation Safety Procedures of the University of Georgia. A copy of this publication may be obtained from the Safety Services Department (phone 2-5801) of the University of Georgia. Strict compliance with the safety procedures contained in this publication is mandatory. A variety of potentially carcinogenic substances are sometimes used in labs. These, of course, must be handled with extreme care, and special training is available for their use.

D. Emergency Procedures

All personnel must be familiar with prescribed procedures to be followed in the event of fire or if a tornado warning is received.

III. DISMISSAL FROM GRADUATE STATUS IN THE PROGRAM

Students may be dismissed from the program at the end of any semester if they have not made sufficient academic progress to warrant continuation of study or have not met their responsibilities or admittance stipulations or maintained accepted standards of conduct. This would apply to: students on academic probation; students who make a grade below a "C" in a required course; students who fail to pass the comprehensive examination or the final oral examination; students who fail to make acceptable progress in their thesis or dissertation project; students who fail to gain approval of their thesis or dissertation; students who were admitted with stipulations that they submit acceptable GRE or TOEFL scores or B or better letter grades in their first 12 semester credit hours of course work and who have not satisfied the stipulations; or ethical violations.

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

1. Violation of ethical principles concerning treatment of animals.
2. Violation of ethical principles concerning teacher-student relationships.
3. Falsification of data or records.
4. Academic dishonesty - including incorporating materials into papers, theses, dissertations, etc. without appropriate attribution.

Procedures for considering dismissal are:

1. The major professor shall convene the Advisory Committee. After considering the suitability of the student, the committee shall recommend: (a) retention; (b) dismissal; (c) detailed warning. The Graduate Coordinator, after due consideration, shall execute the recommendation with a copy of the recommendation to the Dean of the Graduate School.
2. After being duly notified by the Graduate Coordinator, the student shall have 10 days to contest the recommendation with the Department Head of student's home department. The Department Head shall respond to the contestation with a ruling within 5 days of receipt.
3. Following the decision by the Department Head, further appeals should be directed to the Dean of the Graduate School. Expulsion from the department does not necessarily mean expulsion from the Graduate School.

For any additional information, students are encouraged to contact their home department. If a participating department has stricter policies, these will taken precedence in dismissal procedures.

XIV. POLICY ON OUTSIDE WORK

No graduate student can achieve all that is necessary in a 40-hour work week. By virtue of qualifying for admission, the graduate student's superiority in contrast to the average undergraduate has been recognized, and a higher standard of performance is expected. The earning of a graduate degree is not automatic, and the graduate student has a greater responsibility to set his/her own pace, with a minimum of academic regimentation, in terms of when he/she passes qualifying examinations, language or research skill requirements, admission to candidacy for the degree, progress in research, completion of the thesis or dissertation, etc. The procedural checkpoints for graduate student progress are infrequent but thorough and the penalty for not meeting them successfully can be substantial in terms of delayed recognition and earning capacity. Hence, the exercise of self-discipline is a major component of successful graduate study.

The policy of the Toxicology Program is to discourage outside work by graduate students who are on stipend appointments. It is recognized, however, that certain circumstances may arise and that this statement does not apply to the problems of some students whose situations are complicated by family responsibilities and other factors. In such cases it is required that the student seek the counsel, advice and approval of his/her major professor on the matter of outside work.