



UNIVERSITY OF CINCINNATI
DEPARTMENT OF ENVIRONMENTAL HEALTH
GRADUATE STUDENT GUIDELINES HANDBOOK

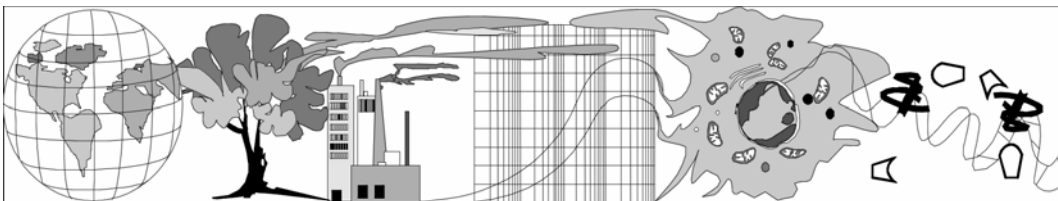
for

MASTER OF SCIENCE

and

DOCTOR OF PHILOSOPHY

DEGREE STUDENTS



WINTER 2007

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PREFACE

The guidelines, rules, and regulations specified herein are applicable to those students applying and enrolling in either the M.S. or Ph.D. program in the Department of Environmental Health, University of Cincinnati College of Medicine in September 2006 or later. In establishing these guidelines, effort has been made to assure that the content is in full compliance with the Rules and Policies of the University of Cincinnati Graduate School.

It should be the function of the graduate school of any university to afford to its members--professors and students alike--opportunities for advanced work in their chosen fields, such work to consist both of research tending to extend the bounds of existing knowledge, and of the systematic training of students in methods of investigation and the effective presentation of the results of such study. It is the function, therefore, of the Graduate School of the University of Cincinnati to encourage the research and scholarship of the staff, to exercise care over the instruction of advanced students, to foster their training in methods of scholarship, and to promote their free and intelligent approach to new problems under the guidance of teachers who themselves are free, competent, and interested to supervise and engage in such research in their several fields.

The basic governing structure for graduate education originally created remains in effect: the All-University Graduate Faculty has the responsibility for determining educational policies and regulating requirements for the admission of students, their candidacy, and the awarding to them of degrees. The Dean of The Graduate School, who is assisted in his/her duties by a Graduate Council, the members of which are chosen as representatives of the major graduate program groupings.

I. APPLICATION AND ADMISSION TO GRADUATE DEGREE PROGRAMS

A. Application

1. Process

The interested student should first complete the University's application online at: www.grad.uc.edu and also arrange for a minimum of three academic references (using the reference forms provided in the application packet) and a copy of all his/her official transcripts to be sent directly to the department. The University application, accompanied by a check for the \$40 non-refundable application fee payable to the University of Cincinnati, should be mailed directly to the University Dean's Office according to the instructions on the form. The department application should be mailed directly to the Departmental Graduate Studies Office. Applications are not sent to the Admissions Committee until all supporting documents are received. After preliminary screening of all applications, selected applicants may be scheduled for a personal interview. The interview serves as an opportunity for the applicant to meet the faculty and graduate students, and to see the department's research facilities, as well as giving the members of the department the opportunity to personally meet and interview the prospective student. Applications and all supporting documents are accepted at any time, but should be submitted by March 15th for best opportunity for admission beginning in the Fall of the same year.

2. Requirements

The prospective student is expected to have a strong undergraduate science background which includes study in three of the following: biology, college level mathematics, chemistry, engineering, and physics, with an overall GPA of at least 2.75/4.00 for the M.S. degree, 3.0/4.0 for the Ph.D. degree. Qualified students with deficiencies in their undergraduate preparation are expected to remedy these before or during the early part of their graduate education. Unless specifically exempted, applicants are required to take the general aptitude test of the Graduate Record Exam (GRE), administered by the Education Testing Service, Princeton, New Jersey, 08540. Minimum usual score is 600 Verbal/600 Quantitative/4.5 A.W. (taken prior to October, 2003 total on the three tests 1800 minimum acceptable). Students whose native language is other than English must demonstrate proficiency in English by submitting scores on the Test of English as a Foreign Language (TOEFL) before they can be considered for admission (minimum acceptable score is 600 paper/250 computer based).

3. Types of Admissions

a. Full Graduate Standing

For admission to full graduate standing at the University of Cincinnati, a student must have a bachelor's degree from a college or university regarded as standard by a regional accrediting agency. The applicant should have at least a "B" grade average in relevant undergraduate course work, or otherwise give evidence of academic promise. Judgments concerning admission or denial to particular degree programs and the criteria used for determining admission are initiated in the department. These criteria and judgments reflect not only estimates of the ability of students to do graduate work but also the ability of the department and program to absorb additional graduate students.

b. Unclassified Graduate Student

Unclassified graduate students are admitted to the Graduate Division for study, but not admitted for graduate degree programs. They must take courses for graduate credit, but the number of credits taken under this classification which are accepted for a degree program is at the discretion of the department, usually not more than 15 graduate credits. The only requirement for admission as an unclassified student, or special student, is evidence of a baccalaureate degree.

c. International Student Admission

No international student will be granted admission on any basis other than full graduate standing unless the admitting college or department consults in advance with the Director of International Services. Before their admission to the University is completed, all foreign students must fulfill U.S. Immigration Service requirements and register with the International Services and Foreign Student Counseling Offices. All international students are required to carry the specified health and accident insurance.

4. Admissions and Financial Aid Decisions

a. Admission Decisions

Decisions concerning admissions to graduate programs in this department are made by the Division Admission Committee and administered by the Director of Graduate Studies upon the advice of the faculty from the program to which the applicant applies. A Ph.D. applicant who is already accepted into the Department of Environmental Health (master's candidate or non-degree student) should present to the Program Admissions Committee two letters from members of the faculty of the department attesting to high scholarly achievement of the student and indicating the willingness of one of the faculty members to serve as advisor and chairperson of the student's Dissertation Committee. The Program Admissions Committee will collect other pertinent data and seek faculty recommendations concerning the student.

b. Financial Aid Decisions

Every effort is made to provide full time Ph.D. students in good academic standing in the Department of Environmental Health with full tuition remission plus student fees. Students are expected to devote full-time (11 months per year) to their academic and research training. Incoming doctoral students are often supported for one year by a University Graduate Assistantship (stipend), by a sponsoring agency such as NIOSH, or USAF, or with other funds available to them. Stipend support for subsequent years is usually arranged on training grants, research grants, etc.

The College of Medicine has agreed on the following policy with regard to the financial support of doctoral students:

"Graduate education represents shared responsibilities among the student, advisor, dissertation committees, graduate program, and department. It is the advisor's and Dissertation Committee's responsibility to provide guidance and training during this period. Students must make a commitment toward fulfilling all academic and research requirements for the Ph.D. and working consistently and productively toward this goal. Each program assumes the responsibility to provide tuition, fees, medical insurance (if needed), and stipend support for up to five years (or 259 credit hours) for full-time Ph.D. students who remain in good standing [meets all requirements of section VI of this document]. If a student is not likely to complete his/her degree

requirements, including writing and defending the thesis, by the end of the fifth year, the Dissertation Committee will meet and evaluate the student's progress. The student and Dissertation Committee will develop a realistic plan for completing the thesis within an extended six-month period. If the progress to date and the plan to finish are determined to be appropriate [by the Dissertation and Degrees Committees], the Dissertation Committee will recommend that financial support be continued for up to six months. Financial support beyond this period will be provided only in exceptional situations and will be limited to another six months. After six years of financial support the student may remain in the Program to complete the thesis with the approval of the Dissertation Committee, but without tuition and stipend support. A leave of absence without financial support will not count toward this time limitation. This policy emphasizes the shared responsibilities and the appropriate application of these responsibilities to encourage and facilitate the efficient and timely completion of the Ph.D."

Students are encouraged to apply for fellowships and scholarships awarded by the University such as: Albert C. Yates Graduate Fellowships & Scholarship, Ryan Fellowship and Functional Genome Fellowship. When available, applications and information are located in Graduate Studies Office.

B. Pre-Registration Procedures and Requirements

1. Supplementary Information Form

The Supplementary Information Form available in the Graduate Studies Office must be completed prior to registration by the following individuals:

- a. new students entering the University;
- b. students not enrolled in the previous academic year;
- c. students who transfer from another college;
- d. students who have earned an M.S. degree and are admitted to a Ph.D. degree program.

2. Transfer of Credits

Formal transfer of credits from another institution as partial fulfillment of curriculum requirements in this department is unusual and is discouraged by the University. In any case, limits are set on the amount of work completed at other institutions which can be included as fulfilling graduate degree requirements.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

A more common and acceptable approach is for students to request the waiver of required courses based upon their prior coursework. The decision to waive a course is made by the program director after discussion between the appropriate course director, the student, and the advisor. Waiving a course does not relieve the student from acquiring the full number of credits specified.

The limits that are set on the amount of work completed at other institutions complement residency requirements, and are stated below:

3. Master's Degree Credit Requirements

Each program within the Department has its own specific course requirements for the M.S. A written thesis, developed as a result of a laboratory, field, or clinical study, is required in all programs. The minimum requirement for these degrees is one year of full-time graduate study, or its equivalent. Eligibility for graduation requires (in addition to thesis) a minimum of 45 graduate credits, the latter half of which must be completed while in residence at the University of Cincinnati.

4. Doctoral Degree Credit Requirements

The minimum requirement for these degrees is three years of full-time graduate study, or its equivalent, of which the last year must be in residence at the University of Cincinnati or under the University's direction. Eligibility for graduation requires a minimum of 135 graduate credits, the last 45 of which, exclusive of research credits, must be completed at the University of Cincinnati.

II. REGISTRATION

A. Registration Change Procedure (Add/Drop)

Once a student has completed registration, the official record can be changed only with a registration change form (Add/Drop) secured from the Graduate Studies Office (or on-line at: www.onestop.uc.edu), to be used only when changes in course(s) are absolutely necessary. The add/drop period begins approximately three weeks prior to the first official day of the quarter and ends on the twenty-first calendar day of the quarter, unless the college offering the course has established an earlier deadline. After the twenty-first calendar day of the quarter, only withdrawals or drops of courses will be accepted.

B. Audit Regulations

The audit option is intended for cases in which course work is desired but in which a grade for credit purposes is deemed unnecessary. Admissions and conditions for participation in audit courses are at the discretion of the instructor. Audit hours do not count toward the 259 credit-hour limit (a condition for eligibility for financial assistance), nor are these included in the determination of full-time status. Such hours may be charged to a University Tuition Scholarship (UGS) only if at least 12 graduate credits are taken that same quarter and the total is less than 19 credits. No more than one audit course per quarter is permitted.

C. Pass/Fail

With the approval of both the advisor and the course director, a graduate student may take any course on a Pass/Fail basis, but no course director is obligated to accept a student on a Pass/Fail basis.

D. Withdrawals

1. Academic Consideration

The deadline to drop a class without signatures and grade is Calendar Day 21 of the quarter. Calendar Day 58 is deadline to Drop a class with signature and grade "W" or "F". (Deadlines are different for accelerated classes and summer terms/quarter-please see Learning Opportunities).

A student may be withdrawn by the instructor at any time in the quarter when excessive absences have been incurred. A student withdrawn because of excessive absences is not eligible for academic credit, refund of fees, or reinstatement as an auditor in that course.

2. Financial Considerations

The withdrawal date to be used in determining refund eligibility shall be the date the official request is submitted for approval to the Dean of the college in which the student is enrolled. Students who officially withdraw from classes for any reason shall receive refunds of instructional fees, general fees, and non-resident surcharges on the basis of the following schedule:

Before the first day of class	100%
During the first week of the quarter	100%
During the second week of the quarter	50%
During the third week of the quarter	25%
After the third week of the quarter	0%

A refund will not be issued to a student who has been awarded a University Graduate Scholarship. Withdrawal forms are available in the Graduate Studies Office.

E. Definition of a Graduate Student

A graduate student of the University of Cincinnati must be the holder of a baccalaureate degree or its equivalent, must have been accepted for admission into graduate study by the Research and Advanced Studies Division, and may pursue a graduate degree on either a part-time or a full-time basis. Provided limits on degree candidacy have not been exceeded, the student must:

- a. be registered for graduate course work leading to a specific graduate degree during *any* quarter of a regular academic year including summer, or if an international student, be registered for graduate course work leading to a specific graduate degree during *each* quarter of a regular academic year, excluding summer; or
- b. be registered in accordance with the normal registration pattern for a particular degree program; or

c. meet the requirements of a or b except that the individual is not registered during a specific period of time at the recommendation of his or her department; or

d. be registered in accordance with an individually arranged registration pattern leading to a specific graduate degree; such a student will not be considered to retain student status during periods of non-registration; or

e. be registered for 1 graduate credit in the Autumn Quarter after having met minimum degree course requirements to be considered a graduate student throughout the entire academic year, Autumn through Summer. In addition, students will be required to register for at least one graduate credit during each quarter that they wish to use University resources (excluding summer quarter). This status of registration maintenance may be continued until after the student has met all candidacy requirements for the advanced degree he/she is pursuing, whereupon the limitations for degree candidacy shall apply; or

f. be registered for 1 graduate credit in the Autumn Quarter after having met degree candidacy requirements to maintain the candidacy status and be considered a graduate student throughout the entire academic year, Autumn through Summer. In addition, students will be required to register for at least one graduate credit during each quarter that they wish to use University resources (excluding summer). A student whose candidacy has automatically terminated because of failure to register or to pay the candidacy fee during an academic year will no longer be considered a graduate student but may seek reinstatement into candidacy.

Should limits on degree candidacy lapse, the individual who has been officially reinstated into candidacy status shall follow the stipulations of paragraph “f” above. The Department may, at its discretion, admit students into graduate courses on an unclassified basis without necessarily admitting them to a specific degree program.

The above definition is to be used in determining which graduate students may use facilities of the University, are covered under the statement on Student Rights and Responsibilities, may participate in student organizations and the governance process of the University, and are covered by the grievance process (Graduate Council 6/7/73).

F. Student Health Insurance

The University requires all full-time students (those registered for 10 or more credit hours) to be covered by health insurance, either through the student insurance plan or through their own policy that is at least as comprehensive as the University student insurance policy. Every full-time student will be automatically charged for single student coverage unless this coverage is waived annually. Part-time students are not automatically enrolled or charged for coverage because most are non-traditional students with coverage from other insurance companies. The University plan is waived by filling out a Waiver Form available at the cashier’s office, registration office, the graduate studies office, the student health insurance office & on-line at: www.med.uc.edu/uhs/. The waiver deadline is on the 3rd Friday of the quarter. If submitted in the fall, the waiver remains in effect the entire academic year. If the University plan is not waived, you will be charged.

III. GRADUATE CREDITS

A. Full/Part-Time Course Load

Students enrolled in a full-time program of graduate study must register for 12 or more graduate credits each quarter, although some funding agencies may require more credit hours per quarter.

Part-time graduate students are not eligible for UGS or GS awards.

B. Graduate Assistants and University Graduate Scholarship Recipients

All students receiving financial aid either as a University assistantship (stipend) or scholarship (tuition remission) must carry a full-time course load of 12 credits or more each quarter, exclusive of audit credits. Fellowships, assistantships, and tuition scholarships from University General Funds will not be awarded to students who have accumulated 259 (209 credit hours in addition to a maximum 50 credit hours from a master's degree program) or more graduate credit hours.

Tuition awards for year 2 and subsequent years will include Ohio tuition and general fees only. If Ohio residency (for tuition purposes) has not been established students will be responsible for out-of-state surcharge (international students are exempt). Information is available on-line at: www.uc.edu/registrar/

C. University Graduate Assistant Employment

The workload requirements of students who hold University assistantships are determined by their academic department, but they are generally expected to provide between 17-19 hours per week in departmental service. In addition, each student must register for a minimum of 12 graduate credit hours each quarter. Students seeking collateral employment must follow current guidelines.

D. Graduate Credit for Undergraduate Students

Any college or degree-granting unit may allow seniors to register for graduate courses for graduate credit before these students have completed the baccalaureate degree. If the college or degree-granting unit permits such registration, it should limit the privilege to the student having senior standing and having a grade point average of at least 3.0 (but higher if so desired by the student's department), as evidenced by a petition from the student and signed by an authorized member of the department. Upon approval by the department and the course instructor, graduate credit will be given for the courses. A maximum of 15 graduate credits may be obtained in this manner. Credit will not be given toward both graduate and undergraduate degrees for the same course.

E. Retroactive Credits

No policy has been determined at this time.

F. Graduate Credit in 500-, 600-, and 700-Level Courses

A graduate student who is registered in 500-, 600-, or 700-level courses carrying both undergraduate

and graduate credit may be required to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the instructor in charge of the course deems advisable.

G. Non-Graduate Credits for Graduate Students - No policy has been determined at this time.

IV. GRADES AND GRADING PRACTICES

A. Grades

At the end of each quarter, an official report of academic achievement is available on-line at www.onestop.uc.edu.

B. Grading System

Reports are rendered in the form of grades which should be interpreted as follows:

- A - Excellent work; i.e., work of outstanding character
- B - Work of good quality, commendable but not outstanding
- C - Work of acceptable, but not distinguished quality
- P - Pass (previously "S")
- F - Unsatisfactory work for graduate credit; graduation with F on the transcript will be permitted only if:

1. the student has repeated the course with a final grade of C or better; or
2. the student has received a satisfactory grade in a comparable substitute course. This decision is made following discussion between the advisor, the student, and the program director.

U - Unsatisfactory work for non-credit graduate course

I - Incomplete

1. The I grade is awarded only when the student fails to complete one or more course requirements, such as the final examination or a paper or project.
2. The I grade should not be used when an F or IP grade would be more appropriate.
3. Conversion of I Grades:

- a. A grade of I will automatically be converted to an I/F one calendar year after the initial grade was given. Normal appeal channels are open to students documenting hardship cases.
- b. Graduation will not be permitted if a student has a grade of I on the transcript. Course work must be completed or the grade will be changed to an I/F.

IP - Work In Progress

1. The IP grade should be limited to the following situations and not be used as a substitute for the I grade:
 - a. Thesis/dissertation, research, projects and multi-quarter seminars in which no basis of evaluation existed or was required by the time grades were due for

that quarter;
b. Internships.

2. Departments or colleges must designate those courses for which **IP** grades are applicable.
3. The **IP** grade should not be used as a final grade in normal lecture courses.

I/F - Failure

W - Official Withdrawal--this indicates that the student or professor processed a drop or official withdrawal from a course for which he/she was registered. Students who drop courses through the first three weeks of the quarter will have the courses deleted from their schedules and they will not appear on the permanent academic records. Thereafter (weeks 4-8), students dropping courses must obtain the professors' signatures and grades (**W** or **F**) on add/drop forms. No drops will be accepted after the eighth week of classes for the quarter.

T - Audit -- the audit option is intended for the student who desires, or is advised, to do work in a course in which a grade is deemed unnecessary by the student in consultation with the advisor. Admission and conditions for participation in audit courses are at the discretion of the instructor.

1. Registrations for audit may be utilized in deficiency/remedial registrations in the major area and may be utilized in elective registrations outside the major area.
2. It is recommended that there be a maximum audit registration of one course per quarter.
3. The **T** grade should denote (at the minimum) that a student has regularly attended the course.

UW - Unofficial Withdrawal

(Current letter grade information is available in U.C. Graduate Handbook on-line at: www.grad.uc.edu)

C. Change of Grades

Only the instructor assigned to a course may award or change a grade, and in no case is the student to have possession of an official "Change of Grade" form. With the exception of the grades of **I** or **NG**, no change of grade is appropriate unless an error has been made by the instructor in reporting the grade. (Current change of grade information is available in The Graduate School Handbook on-line at: www.grad.uc.edu).

V. MASTER'S DEGREE PROGRAMS

The following are the requirements for obtaining a Master's of Science degree in the Department of Environmental Health. It is important that each student be acquainted with these procedures. The Program Director, the Graduate Studies Office, or the Chair of the Degrees Committee are available to help answer questions. (Also see Appendix A).

A. Advisor and Course of Study

An applicant to the Departmental Master's Program is admitted as a master's degree student upon the recommendation of the Director of Graduate Studies of the division/program to which he/she is applying, following faculty evaluation. The Department of Environmental Health offers Master's of Science degrees in the following areas: Biostatistics; Environmental Health; Environmental and Occupational Hygiene; Occupational Safety and Ergonomics; Epidemiology; Clinical Research; Occupational Medicine; and Environmental Genetics and Molecular Toxicology. The student is assigned an advisor in consultation with the program director of the chosen area. If appropriate, a different advisor may be requested at a later date. In the event of a change in advisor, the student shall send a communication to the Graduate Studies Office that includes the signatures of both the assigned and proposed advisor indicating concurrence.

The course of study for the master's degree will be planned in consultation with the student's advisor. The student's area is subject to approval by the program faculty and must show a reasonable degree of concentration on interrelated subjects.

All master's degree programs make every effort to include an opportunity for the student to learn to present information in written and oral form.

B. Credit Hours

Credit hour requirements range from 45 to 90 or more graduate credits and students may expect to complete some programs in six quarters while other programs may take a full two years. At least 30 of the graduate credit hours applied toward a master's degree must be derived from didactic (regular) course work. In no case, however, will a degree be granted solely on the basis of the accumulation of the required number of credits. The department recommends students for degrees only after such students have developed and demonstrated the necessary intellectual maturity and have fulfilled all other requirements of the department and of the Graduate Division.

While qualification for the master's degree is not based exclusively upon the completion of a definite number of hours of course work, the satisfactorily completed graduate work must amount to at least 45 hours, plus the thesis or research project.

At least once each academic year, the Graduate Program Director or the graduate student's advisor shall inform the student of his or her status in the master's degree program.

C. Minimum Academic Performance

The following standards have been reviewed and approved by the University Dean and the Graduate Council. In the Department of Environmental Health, the course program for graduate students involves a program of study of general and advanced graduate-level courses. Full-time M.S. students will be registered for 12-15 graduate credits per quarter. In order to obtain a Master's Degree, a student must maintain a B average or better. In addition, all required courses for the degree must be at a level of B or higher. Students are reminded that they cannot graduate as long as I or N grades remain on their records. They should keep their Advisors and the Graduate Studies Office well-informed of their degree intentions.

D. Language Requirement

All students who do not have English as a first language must, by the end of their first academic quarter,

take the English proficiency examination administered by the University. In case of failure, the student may take the examination again after an academic quarter has elapsed, for a total of two (2) attempts per year. In any case, the student will not be awarded a degree until the examination is passed.

E. Candidacy

Students are not required to submit formal applications for master's candidacy. However, to maintain status as a graduate student and thus be eligible for a graduate degree, students must register for one (1) credit each academic year during the Autumn quarter, (in addition, students are required to register for at least one (1) credit during each quarter that they wish to use University Resources (excluding summer quarter). A student becomes a candidate for the master's degree upon matriculation in the master's program to which he/she has been admitted.

F. Time Limitations

The University minimum requirement for the master's degree is the equivalent of one academic year of full-time graduate study, consisting of at least 45 graduate credits, in one department or one field, completed to the satisfaction of the candidate's advisory department. The student whose undergraduate training has been insufficient should expect to spend more than one year fulfilling the requirements for the degree. A student must be a candidate for at least one quarter before the degree is granted. A student pursuing a program leading to a master's degree must complete all requirements no later than seven (7) years from the date of matriculation in that degree program. Under extenuating circumstances, students may petition the University Dean, through their department and college, for extension of the time limit. Petitions must be submitted on the approved form available on-line at: www.grad.uc.edu.

a. Students who have not been enrolled in classes for more than three years are not eligible for reinstatement and must reapply for admission to the University. Forms located on-line at www.grad.uc.edu.

G. Thesis

1. Requirements

The preparation of a masters thesis which shows an ability to communicate and to evaluate critically, but which need not be the result of independent research, is required by this department. Information concerning the thesis form and mechanics of preparing the final draft and abstract can be located on-line at www.grad.uc.edu.

In order to obtain a masters degree in the Department of Environmental Health, a student must maintain a B average or better in all required course work. In addition to the successful completion of course work, a thesis based upon laboratory, field, or clinical research is required for the M.S. degree. As soon as possible, each student should submit a Statement of Intent to the Degrees Committee through his/her advisor (7 copies to G.S.O.). This should be a brief (not to exceed three single-spaced pages excluding references) description of the proposed thesis outlining its background, objectives, hypothesis, specific aims, methods, significance/relevance to environmental health, time table for completion, note concerning Institutional Review Board (IRB) and Institutional Animal Care & Use Committee (IACUC) approval, and references, and the statement should indicate that the work will demonstrate the students powers of critical evaluation. The student and advisor are to suggest names of those willing to serve as members of the Thesis Advisory Committee to the Degrees Committee.

All human research projects must be submitted to and approved by the University of Cincinnati Institutional Review Board (IRB). Projects originating in and/or involving other institutions [e.g., Children's Hospital] must also have approval of that IRB. Note: a project originating in Children's and approved by that IRB will receive more expeditious handling by UC IRB. Other permissions may apply (e.g., animal care, radiation safety).

The Degrees Committee may prepare comments on the statement, or return it with a request for modifications or more information. The Degrees Committee will then appoint a Thesis Advisory Committee according to the rules of the Graduate School, composed of at least two full-time faculty members with professorial rank, at least one of whom is a member of the Graduate Faculty. The advisor will act as chair, convener, and voting member of the Thesis Advisory Committee. The final judgment on acceptability of the thesis will be made by this Committee, by a unanimous vote if there are only two members, or else with no more than one dissenting vote.

The Statement of Intent for Masters theses should be submitted for the Degrees Committee (DC) approval early in the thesis projects time table (i.e., the DC would like to review the Statement of Intent before the majority of the data are collected). MS Statements of Intent can be submitted before all qualification requirements are met.

2. Thesis Research

- a. Thesis research may be part of the ongoing work of the thesis laboratory but must be separately identifiable. The thesis research should reflect advisor guidance but mainly be the independent work of the student. The departmental advisor must have expertise in the field of thesis research.
- b. It is the responsibility of the student and the faculty advisor to see that a Thesis committee is formed and that the research plan is finalized. The Thesis Committee should assure itself that the students work is not, to a large extent, carried out by technical assistants or other personnel.
- c. After approval of the original topic by the Degrees Committee any major change from one thesis topic to another is not permitted until approval of the new thesis topic is given by the Degrees Committee.
- d. In agreement with the function of the Thesis Committee, as specified by the rules of the University of Cincinnati Graduate School, any decisions about the quantity and quality of the work done are the responsibility of the Thesis Committee.
- e. After the student leaves the University the thesis research results may be used as the basis for continuing investigations by the student and/or by the laboratory in which the thesis research was done. The student and the laboratory are entitled to retain copies of the data and analyses for their use.

3. Policy for External Thesis Research for Masters Program

Thesis research outside the department requires careful coordination between the department and the collaborating institution. There are circumstances where it is in the interest of the student, the department, and an outside laboratory of academic stature, such as elsewhere in the University, or at a Federal Agency, to permit pursuit of graduate thesis research outside the department. The policy

outlined below represents a restatement and elaboration on the previous policy on external thesis work, adopted by faculty on 10/1/79. The requirements of external thesis research are:

- a. Approval by the Department Degrees Committee based on a written statement of justification;
- b. A departmental faculty advisor who has expertise in the field of thesis research;
- c. Appointment of the external supervisor to the Thesis Committee;
- d. An explicit understanding that, as in the case for thesis research carried out within the department, every effort will be made to ensure that the thesis research, when initiated, will be supported to its conclusion;
- e. Adherence to the same rules and governance procedures used for thesis research within the department. These include the clear understanding that the results are available for publication as a thesis and in the open literature, and it is the responsibility of the Thesis Advisory Committee to make final decisions about the direction and extent of work. Attention is also drawn to the requirement that the Thesis Advisory Committee meet at least twice each year;
- f. The Degrees Committee shall receive and place into the student's file a letter signed by the external supervisor, indicating understanding and acceptance of these guidelines.

H. Graduation

Any student intending to receive a graduate degree is responsible for completing "On-line Graduation Application" at: www.grad.uc.edu and ensuring that the procedures are carried out and the indicated forms are submitted to The Graduate School, 110 Van Wormer Hall, West Campus.

1. **Cap and Gown** - may be purchased or rented at the University Bookstore.
2. **I, IP, and NG Grades** - Notification of removal of all I, IP, and NG grades must be submitted prior to the student's graduation. (See "IV. Grades and Grading Practices" section.)
3. **Credit Hours** - Completion of the required quarter credit hours for the degree.
4. **Departmental Requirements** - Completion of all departmental requirements for the degree

Graduate students who expect to receive a degree at any of the four (4) University commencements must make a formal application for degrees. As a general rule, On-Line Graduation Application is accessible only for approximately four (4) weeks prior to the end of each quarter and steps on the application itself may be read and completed only incrementally upon completion of each preceding step. GSO will complete and submit "Checklist" form to The Graduate School .

VI. DOCTORAL DEGREE PROGRAMS

The following are the requirements for obtaining a Doctor of Philosophy degree in the Department of Environmental Health. It is important that each student be acquainted with these procedures. The Program Director, the Graduate Studies Office or the Chair of the Degrees Committee are available to help answer

questions. (Also see Appendix B).

A. Advisor and Course of Study

An applicant to the Departmental Doctoral Program is admitted as a doctoral degree student upon recommendation of the Director of Graduate Studies and the program Admissions Committee, following faculty evaluation. An initial advisor is assigned by the program director. If appropriate, a different advisor may be requested at a later date. In the event of a change in advisor, the student shall send a communication to the Graduate Studies Office that includes the signatures of both the assigned and proposed advisor indicating their concurrence.

A student who is already accepted into the Department (Master's candidate or non-degree student) should present to the program Admissions Committee two letters of recommendation from faculty members of the Department attesting to high scholarly achievement of the student. One of the above letters should indicate willingness of a faculty member to serve as Advisor and Chair of the student's Dissertation Committee. The program Admissions Committee will collect other pertinent data and seek faculty recommendations concerning the student.

The course of study to be pursued for the doctoral degree will be arranged with each student by his/her advisor following the guidelines specific to the program, but the choice of work may be reviewed by the Departmental Degrees Committee. Course work in other departments may be scheduled according to the needs of the individual student. In all cases, the aim of the doctoral program will be a reasonable concentration and a reasonable breadth of study, designed to develop competence in research, scholarship, teaching, and professional performance in general, and a knowledge of the specialty in relation to allied branches of learning.

B. Credit Hours

Required course work varies with each program. Generally, two years of course work is suggested. (Please consult individual programs for specific requirements.) The last 45 credits, exclusive of research credits, must be completed at the University of Cincinnati or under its direction. In no case, however, will a degree be granted solely on the basis of accumulation of the required number of credits. The department will recommend students for degrees only after they have developed the necessary intellectual maturity and have fulfilled all other requirements of the department and the Graduate Division.

C. Minimum Academic Performance

The Department of Environmental Health has set academic standards and has had these standards reviewed by the University Dean. The curriculum for graduate students involves a full-time program of study of general and advanced graduate-level courses. Full-time Ph.D. students will usually be registered for 12-15 graduate credits per quarter and all students are required to maintain an overall B average and to obtain grades of A or B in all required courses.

An assessment of performance for each doctoral student is required at the end of a student's first year; an annual review or some other formal evaluation of progress is required throughout a student's program. The Division of Research and Advanced Studies will conduct a required exit survey on the doctoral experience of all graduating doctoral students. The results will be shared with the doctoral programs.

D. Residency

In order to assure adequate opportunity for informal learning and engagement in scholarly activities, all doctoral students must meet a residency requirement. A minimum requirement could consist of enrollment for at

least 12 graduate credits during each of three quarters out of five consecutive quarters, including the Summer quarter, so long as the student registers for each Autumn quarter involved. Note: This would permit a residency pattern of in-out-in-out-in during five consecutive quarters.

E. Language Requirement

As of December 15, 1995, the Environmental Health faculty abolished the foreign language requirement for individuals who speak English as their native language. All individuals who do not have English as their first language must take the English proficiency examination administered by the University as soon as possible after the beginning of their studies, but not later than at the end of their first academic year. In case of failure, the student may repeat the examination several times, if necessary; but in any case may not apply for the Qualifying Examination until the language examination has been passed.

F. Candidacy Examinations (Qualifying Examinations)

Doctoral students in the Department of Environmental Health will be required to pass an examination for candidacy, the nature of which is described below. In this department, in order to be admitted to doctoral candidacy, the student must have completed essentially all required course work in his/her respective program and maintained a grade point average of 3.0 or better in all doctoral course work. This should be certified by a letter from the program director to the Degrees Committee at the time the student requests to take the Qualifying Exam. The following are guidelines for the Qualifying Examination:

1. The Department expects full-time students to submit to a qualifying examination within two years from their admission as doctoral students. Students are encouraged to be involved in research activities, if possible, before the passing of the examination.
2. When the student is ready to take the qualifying examination, the student and advisor should submit their request to the Degrees Committee for appointment of a Qualifying Examination Committee, through GSO with a cover memorandum from student & advisor along with a statement from the program director that the candidate has met all formal requirements (courses, OEPT, annual progress reports).

Environmental Genetics and Molecular Toxicology Division students should check with their division director for most recent format for Environmental Toxicology Qualifying examination.

3. When applying to the Degrees Committee for examination, the candidate shall submit seven (7) copies of their three short research proposals. These three proposals shall not be closely related protocols designed to test the same or similar hypotheses but should focus on three entirely different areas. They are to be regarded as a necessary part of all qualifying examinations.

Each proposal, not exceeding three single-spaced typewritten pages in length, should explore a topic in sufficient depth to show that the critical questions raised are not trivial, but worthy of detailed investigation. The proposal should present at least one clearly stated hypothesis, logically developed concepts and recognized priorities, and show evidence of creative thinking. The experimental design and the data collection and analysis techniques to test the hypothesis should be outlined. Full development of details is not necessary for a preliminary proposal. However, “preliminary” does not mean “sloppy.” Accuracy of wording and clarity of presentation are particularly important in these short documents. A few key references should be given.

4. The Qualifying Examination Committee will be appointed by the Degrees Committee in

consultation with the student and Advisor. It shall consist, preferably, of five, but in any case no less than three, voting members of University Faculty, one of whom must be from outside the Department. The Advisor of a student may not serve as a voting member of the Examining Committee.

5. Within general guidelines, which may from time to time be proposed by the Degrees Committee and approved by the whole faculty, each Qualifying Examination Committee should carry the responsibility for formulating and administering the assigned examination. Students shall be held to the guidelines in effect at the time of the establishment of their Qualifying Examination Committees.

6. The examination shall consist of both a written and an oral portion. The oral examination must be held at a time and place permitting full faculty participation and must be announced two weeks in advance. Students who have already passed their qualifying exams may be permitted to attend with the permission of the candidate and the Chair of the Qualifying Examination Committee.

7. A majority decision specifying *pass*, *conditional pass*, *re-examination*, or *failure* is to be formulated by the Qualifying Examination Committee. In arriving at this decision, the committee must: (a) solicit from the faculty present at the oral examination, their opinions about the candidate's performance, and (b) take into account pertinent academic considerations other than the performance on the examination.

8. The use of an expanded research proposal to constitute the written part of the examination is encouraged, but is not necessarily the only way of proceeding. If the Qualifying Examination Committee decides to use an alternate examining procedure, it should so inform the Degrees Committee.

9. The purpose of the examination as a whole is that of determining the candidate's potential for Ph.D. work; its major purpose is not the preparation of a statement of intent for the candidate's thesis research.

10. The Qualifying Examination Committee, if it chooses to utilize a research proposal as the basis of examination, may choose one of the three submitted proposals or any other suitable topic and require the candidate to write the detailed proposal. In preparing a proposal, the student may not ask for help from faculty for other than purely factual information. The total examining procedure should be completed within two months from the appointment of the Qualifying Examination Committee, unless an extension of time has been granted by the Degrees Committee.

The Qualifying Examination Committee should choose very carefully a proposal for further development by a student, remembering that the research proposal, in this case, is merely a technique, a vehicle, for structuring the examination in a way which will permit faculty to assess the student's knowledge and creativity in his/her chosen field. To accomplish this, a proposal must incorporate some breadth of bibliographic and theoretical background, an hypothesis, and an appropriate experimental design. On the other hand, practical limitations such as budget, staff, immediate feasibility, etc., should not be of primary concern.

When determining what is a "suitable" topic for these examinations, the faculty of the Department of Environmental Health has interpreted "environmental health" in the broadest sense:

1. Recent Environmental Health topics:
 - air pollution,
 - aerosols,
 - water pollution,
 - solid waste, and
 - diet and nutrition (including growth of people at various stages of life).

- genetics and molecular factors in disease

- genetics topics (especially in toxicology),
- pesticides and fertilizers,
- risk assessment and risk analysis,
- social factors that impact on the environment, and
- ergonomics (including injuries).
- financial considerations (especially important in Risk Analysis),
- clinical studies,
- population, and
- agricultural hazards

G. Retaking Candidacy Examinations

A second examination for candidacy can be held after at least a quarter has elapsed. In the Department of Environmental Health, only one retake of the candidacy examination is permitted.

H. Candidacy

1. Registration Requirements

Once the student has completed the required course work, the language requirements, and the Qualifying Examination, he/she is considered a candidate for the Ph.D. degree.

After admission into candidacy for the doctoral degree, registration and fee payment for at least one quarter credit hour in the Autumn quarter of each year is required for each student if his/her candidacy is not to lapse. In addition, students are required to register for at least one (1) credit during each quarter that they wish to use University Resources, excluding summer.

2. Time Limitations

a. The doctoral degree will be granted for no less than the equivalent of three (3) years of full-time graduate study.

b. No more than 15 hours of applicable graduate course work may be completed prior to admission as a graduate student in this Department.

c. Normally, the Qualifying Examination is taken after two (2) years of full-time study. The dissertation work must be completed within four (4) years after achieving candidacy. A period of at least seven (7) months must elapse between admission to doctoral candidacy and receipt of the degree.

d. Candidacy for the doctorate automatically terminates after four (4) consecutive calendar years following successful completion of the Qualifying Examination. Candidates may petition the Graduate Council through their department, college, and the University Dean for extension of candidacy prior to its expiration or for reinstatement if candidacy has expired. The department will, if necessary, support a request to the Graduate School for a one-year extension of the candidacy. Further extensions will be supported only under exceptional circumstances. Petitions for extension forms may be obtained online at: www.grad.uc.edu or GSO.

e. Students who have not been enrolled in courses for more than three years are not eligible for reinstatement and must reapply for admission to the University. Forms available online at: www.grad.uc.edu or GSO

3. Dissertation Advisor and Committee

When the student has been admitted into candidacy for the doctorate and has selected a dissertation subject and a dissertation advisor, a Dissertation Committee will be appointed by the Degrees Committee and approved by the Office of the University Graduate Studies Division. Any changes in the Dissertation Committee will also be approved by the Degrees Committee.

When the student is ready to begin the dissertation research, the student, through the advisor, should submit to the Degrees Committee a list of faculty members considered as particularly appropriate for membership on the student's Dissertation Committee. Rules of the Graduate School require that at least the advisor, or otherwise two other members of the committee, be members of the Graduate Faculty of the University. The Dissertation Committee, of at least three full-time faculty members of professorial rank (including full tenured or clinical track, assistant, and associate professors; **not** adjunct, visiting, retired, or emeriti), should be appointed as soon as possible after a student has been admitted to candidacy. At least one committee member must be from outside the Department. At this time, the student also submits seven (7) copies of a proposed dissertation topic (Preliminary Statement of Intent) with sufficient detail to help the Degrees Committee choose the Dissertation Committee. The student should submit this Preliminary Statement of Intent through his/her advisor. The cover memorandum should also state the status of the student's progress (if any) relative to the time table in the Statement.

The Preliminary Statement of Intent should include an introduction, hypothesis, specific aims, methods (including methods of data analysis), timetable for completion, significance/relevance to Environmental Health, note of IRB and other approvals, and references. In some instances, the Degrees Committee may appoint a Dissertation Committee before the student has completed other candidacy requirements. If so, the Dissertation Committee is informal and the student remains as a potential doctoral candidate until all candidacy requirements are passed.

All human research projects must be submitted to and approved by the University of Cincinnati Institutional Review Board (IRB). Projects originating in and/or involving other institutional [e.g., Children's Hospital] must also have approval of that IRB. Note: a project originating in Children's and approved by that IRB will receive more expeditious handling by the UC IRB. Other permissions may apply (e.g., animal care, radiation safety).

Where special expertise on, or familiarity with, the dissertation topic is available in the person of a former faculty member or appropriate external professional, such a person may be added to the basic Dissertation Committee if he/she is nominated by the candidate and approved by the chairperson of the Dissertation Committee and the Degrees Committee. Such persons should be voting members of the Dissertation Committee and be appointed to the Committee along with the initial appointment of the other members. Furthermore, such persons should serve without compensation from either the University or the candidate.

The student must submit to the Dissertation Committee a final Statement of Intent within six months of the appointment of the Dissertation Committee. After this has been approved, the Degrees Committee requires only a yearly progress report.

When the dissertation is completed, a copy is submitted to each Committee member for critical

evaluation. If it is considered to be satisfactory with respect to form and content by the Committee, a final, public Defense of Dissertation should be scheduled through GSO. A final draft of the dissertation must be in the hands of each member of the Dissertation Committee in acceptable form and public announcements must be posted at least two weeks before the scheduled Defense.

4. Dissertation Research

a. Thesis research should be part of the ongoing work of the laboratory but must be separately identifiable. The dissertation research should reflect advisor guidance, but mainly be the independent work of the student. The departmental advisor must have expertise in the field of research.

b. It is the responsibility of the student and the faculty advisor to see that a Dissertation Committee is formed and that the research plan is finalized within six months after passing the Qualifying Examination. The Dissertation Committee should assure itself that the student's work is not, to a large extent, carried out by technical assistants or other personnel.

c. After approval of the original topic by the Dissertation Committee any major change from one dissertation topic to another is not permitted without the approval of the Dissertation and Degrees Committees.

d. In agreement with the function of the Dissertation Committee, as specified by the rules of the University of Cincinnati Graduate School, any decisions about the quantity and quality of the work done are the responsibility of the Dissertation Committee. Individual training programs may mandate that the dissertation material be submitted for publication to a peer-reviewed journal prior to graduation. Dissertation research should be published with the student as first author.

e. After the departure of the student the thesis research results may be used as the basis for continuing investigations by the student or by the laboratory in which the research was done. The student and the laboratory are entitled to retain copies of the data and analyses for use.

5. Policy for External Dissertation Research

Dissertation research outside the department requires careful coordination between the department and the collaborating institution. There are circumstances where it is in the interest of the student, the department, and an outside laboratory of academic stature, such as elsewhere in the University, or at a Federal Agency in Cincinnati, to permit pursuit of graduate research outside the department. The policy outlined below represents a restatement and elaboration on the previous policy on external dissertation work, adopted by faculty on 10/1/79. The requirements of external dissertation research are:

a. Approval by the Department Degrees Committee based on a written statement of justification;

b. A departmental faculty advisor who has expertise in the field of research;

c. Appointment of the external supervisor to the Dissertation Committee;

d. An explicit understanding that, as in the case for research carried out within the department, every effort will be made to ensure that the research, when initiated, will be supported to

its conclusion;

e. Adherence to the same rules and governance procedures used for thesis research within the department. These include the clear understanding that the results are available for publication as a dissertation and in the open literature, and it is the responsibility of the Dissertation Committee to make final decisions about the direction and extent of work. Attention is also drawn to the requirement that the Dissertation Advisory Committee meet at least twice each year;

f. The Degrees Committee shall receive and place into the student's file a letter signed by the external supervisor, indicating understanding and acceptance of these guidelines.

6. Final Defense of Dissertation

The student's final Defense of Dissertation will be open to the public and all members of the academic community. The Office of the University Dean must have two weeks notice in order to make notification of defense on University website.

Under the standard procedure, the candidate will answer pertinent questions put by members of the Dissertation Committee following an oral presentation of the dissertation. After the Committee has completed its questioning, other persons present will have an opportunity to submit questions or comments. At the conclusion of the Defense, the Committee will withdraw, make a decision forthwith with regard to the acceptability of the dissertation and its defense, and report to the candidate. If the decision is favorable, the approval form will be signed by the Committee members and transmitted to the Office of the Graduate Division. At least 3/4 of the voting members of the Dissertation Committee must approve the dissertation.

7. Publication of Dissertation

All dissertations approved for the doctorate will be published through Bell & Howell (formerly UMI-University Microfilms International). Most current and complete instructions are available on-line at: www.grad.uc.edu.

I. Graduation

Any student intending to receive a graduate degree is responsible for completing "On-line Graduation Application" at: www.grad.uc.edu and ensuring that the procedures are carried out and the indicated forms are submitted to The Graduate School, 110 Van Wormer Hall, West Campus.

1. **Cap and Gown** - may be purchased or rented at the University Bookstore.
2. **Final Date for Defense of Dissertation.**
3. **I, IP, and NG Grades** - Notification of removal of all I, IP, and NG grades must be submitted prior to the student's graduation.
4. **Credit Hours** - Completion of the required quarter credit hours for the degree.
5. **Departmental Requirements** – For completion of all departmental requirements for the degree please check with the Graduate Studies Office.
6. **Dissertation Advisor** - should be present at the student's hooding ceremony.

Any graduate students who expect to receive a degree at any of the four (4) University commencement, must make a formal application for degrees. As a general rule, On-Line Graduation Application is accessible only for approximately four (4) weeks prior to the end of each quarter and steps on the application itself may be read and completed only incrementally upon completion of each preceding step. GSO will complete and submit "Checklist" form to The Graduate School

J. Physician Scientist Training Program (PSTP)

The College of Medicine offers an integrated training program that culminates in both the PhD and MD degree. The PSTP is designed for individuals who seek knowledge and expertise in both biomedical research and clinical practice. The PhD degree may be obtained through the Department of Environmental Health, specifically in the fields of epidemiology and toxicology.

To enter the Environmental Health Department through the PSTP, the following steps are required:

1. A student must apply directly to the PSTP and be accepted. Information about the PSTP, including application materials, may be obtained on-line at: <http://www.med.uc.edu/pstp/>.
2. During the first year, all PSTP students enroll in basic science medical courses and do research rotations. It is recommended that students determine if they are interested in epidemiology or toxicology during this year.

At the time the decision is made, the student completes the University of Cincinnati graduate application and the Department of Environmental Health graduate program application.

3. Students choosing to obtain the PhD in epidemiology are advised to take two additional years of courses before beginning full-time PhD research. These courses include year-2 medical courses and the introductory biostatistics and epidemiology courses, and additional research rotations.

No later than APRIL 1 of the third year the student selects a PhD research advisor. The advisor and the dissertation project must be approved by the PSTP in addition to the Department of Environmental Health.

4. Students choosing to obtain the PhD in toxicology must select a PhD advisor by APRIL 1 of the second year in the PSTP. The advisor and the dissertation project must be approved by the PSTP in addition to the Department of Environmental Health.

For students entering toxicology, the PSTP bears financial responsibility for the student's stipend and tuition scholarship until the PSTP and the Department of Environmental Health have approved the selection of the PhD advisor. At this time, the Department of Environmental Health assumes financial responsibility and all sections of this HANDBOOK apply.

For students entering epidemiology and until a PhD advisor is selected and approved, the PSTP is responsible for the financial support for two years and the Department of Environmental Health, for one year. After this time, the Department of Environmental Health assumes financial responsibility for the PhD portion, and all sections of this HANDBOOK apply.

VII. SPECIAL RULES AND PROVISIONS

A. Non-Discrimination Policy

The University of Cincinnati reaffirms its policy that discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, disability, status as a disabled veteran or veteran of the Vietnam era, or age shall not be practiced in any of its activities.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

B. Right to Review Records

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

C. Grievance Policies

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

D. Restricted Research for Theses and Dissertations

The right to open exchange of information and opinion in faculty relations with students carries the obligation to avoid comments or violations of confidentiality that would reduce free expression or inquiry by students.

Faculty members have the right to publish their research findings and the right to protection against retaliation because of displeasure over their conclusions by the public, administration, government, or others. They have the concomitant responsibility to refrain from conducting secret, nonpublishable research as part of their university duties, and to refrain from imposing their own values on their decisions about publishing valid research findings.

Student involvement in industrial proprietary projects should be permitted only when these projects in no way restrict the student's ability to fulfill his or her degree requirements, which includes the obligation to publish dissertation results.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

E. Academic Honesty

Academic dishonesty in any form is a serious offense and cannot be tolerated in an academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance, may result in a failing grade in a course and/or suspension or dismissal from the Graduate Division.

Because of the critical importance of ethical behavior, all graduate students, unless they belong to a group specifically exempted (e.g., MD 's), must take a course in Scientific Ethics.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

VIII. GRADUATE STUDENT ACADEMIC MISCONDUCT REVIEW PROCEDURES

The Graduate Program in Environmental Health has established the following procedures to deal with cases of alleged academic misconduct that may occur among students in the graduate program. These rules,

based upon the existing University of Cincinnati Student Code of Conduct, are designed to protect the accused student's rights and to protect the rights of innocent students whose academic integrity and success depend upon association with a university, a college, and a graduate program that uphold high academic and ethical standards.

Instances of alleged academic misconduct must be reported to the Dean of the College of Medicine or the University Student Conduct Officer. Informal procedures described in the Student Code of Conduct may resolve the matter. If not, the formal procedures described below shall be implemented. The result will be a recommendation for appropriate action, which may range from exoneration to dismissal from the University. Recommendations may be appealed as described in the Student Code of Conduct.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

A. Academic Misconduct

Academic misconduct or dishonesty is defined in the University of Cincinnati, Student Code of Conduct and includes, but is not limited to, acts of cheating, plagiarism, falsification, and misappropriation of credit.

B. Allegations and Resolution of Misconduct

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

C. Reporting Allegations

Report allegations to:

Dean of the College of Medicine:

David Stern, M.D.
Medical Science Building, E-251 K
558-7333

University Student Conduct Officer:

Daniel Cummins
745 Steger Student Life Center (West Campus)
556-6812

Director of Graduate Education:

Charles R. Buncher, Sc.D.
G39 Kettering Laboratory
558-5704

D. Timetable for Action

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

IX. CONDUCT AND ETHICS: POLICY FOR INVESTIGATION OF RESEARCH MISCONDUCT

A. Major Institutional Goal

A major institutional goal of the University of Cincinnati shall be the furthering of research. As defined by the University Research Council, research shall include not only intellectual activity designed to expand knowledge and understanding of the environment, but also activities in any of the creative and performing arts aimed at interpreting and enhancing that environment. The University shall uphold the scientific method in the conduct of research and shall be unequivocally committed to the ethical conduct of research by its personnel. Individuals charged with supervision of research, as well as all individuals directly engaged in research, and collaborators of investigators outside their own laboratories shall bear responsibility for the quality of the data and/or the conditions of obtaining the data which can be verified, either by scrutiny of accurate records made at the time of experimentation or by repetition of the experiments.

See current policy regarding investigation of research misconduct on line in the Graduate School Handbook at: www.grad.uc.edu

B. Conduct

Conduct, inconsistent with the ethical conduct of research and considered to be misconduct, shall include:

1. serious deviation, such as fabrication, falsification, misrepresentation, or arbitrary or biased selection of data, from commonly accepted practices in proposing or conducting research or in reporting the results of research; and
2. plagiarism or appropriating the data of another individual and presenting it as if it were one's own.

C. Misconduct

Misconduct which has been established may constitute grounds for administrative actions including termination of the individual's appointment at the University. It shall be recognized that accusations of falsifying or misrepresenting data or authorship shall be among the most serious charges that may be lodged against an investigator. Any person contemplating such accusations shall fully consider the gravity of the accusation and its consequences and shall make every reasonable effort to avoid lodging charges that shall prove to be devoid of a substantial element of truth. Frivolous or false accusations may also constitute grounds for administrative action. Likewise, it shall be the policy of the University of Cincinnati that no individual who, in good faith, shall have reported apparent scientific misconduct of research shall be subject to retaliation by the University or any member of the University community. Impermissible retaliation shall be subject to University discipline.

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

D. Reaching Valid Conclusions

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

E. Inquiry and Investigations

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

F. Administrative Action

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

G. Committee Guidelines

See current policy on line in the Graduate School Handbook at: www.grad.uc.edu

APPENDIX A

Seven Steps to the Master's Degree

- 1. Admission to a M.S. program
- 2. Course work required for M.S. Degree completed satisfactorily (Check with your program director for number of credit hours, courses and time requirements).
- 3. English Proficiency requirement met for international students (OEPT is to be taken by the end of your first academic year). Letter attesting to satisfactorily completed OEPT submitted by examiner to program director, and Graduate Studies Office (GSO).
- 4. Statement of intent and proposed master's thesis committee members submitted to Degrees Committee for approval [cover letter should be signed by both student and advisor]. (Submittal of the Statement of Intent can be made before all course work has been completed.)
- 5. Thesis written by student and approved by thesis committee members.
- 6. Complete "On-Line Graduation Application" at: www.grad.uc.edu at Main Menu side bar select "Graduation". Graduation paperwork filed with GSO and University Officials [see official dates in GSO]. *NOTE: PLEASE BE SURE TO COMPLETE THE LAST STEP FOR THE ON-LINE GRADUATION APPLICATION. FAILURE TO CHECK/SUBMIT THE LAST STEP "FINALIZE GRADUATION APPLICATION" BY THE DEADLINE WILL PREVENT YOU FROM GRADUATING IN THIS QUARTER.*
- 7. Electronic Thesis and approval forms turned in to The Graduate School, 110 Van Wormer Hall [see official dates in GSO or on-line]. Current information regarding thesis and electronic submission can be obtained at: www.grad.uc.edu at Main Menu side bar select "Graduation."

APPENDIX B

Ten Steps to the Environmental Health Ph.D. Degree*

- 1. Admission to a Ph.D. program [**step 7 should be completed in two years by full time students**]
- 2. Course work required for Ph.D. Degree completed satisfactorily. (Check with your program director for number of credit hours, courses and time requirements[GPA \geq 3.0]).
- 3. English Proficiency requirement met for international students (OEPT must be taken by the end of your first academic year). Letter attesting to satisfactorily completed OEPT submitted by examiner to program director, and Graduate Studies Office (GSO).
- 4. Qualifying Examination Committee and three preliminary proposals approved by Degrees Committee (DC).
- 5. Qualifying examination passed [**dissertation and degree must be completed within four additional years**]
- 6. Form (obtain from GSO) attesting that Qualifying exam was passed submitted by Examining Committee Chair to GSO
- 7. Dissertation Committee members and Statement of Intent approved by DC
Interim: committee meetings with candidate (written yearly progress reports to GSO).
- 8. Dissertation written, and successful defense of dissertation and signed by members [and Residency requirement completed].
- 9. Complete "On-Line Graduation application at: www.grad.uc.edu at Main Menu side bar select "Graduation." Graduation paperwork filed with GSO and University Officials. [see official dates in GSO.] **NOTE: PLEASE BE SURE TO COMPLETE THE LAST STEP FOR THE ON-LINE GRADUATION APPLICATION. FAILURE TO CHECK/SUBMIT THE LAST STEP "FINALIZE GRADUATION APPLICATION" BY THE DEADLINE WILL PREVENT YOU FROM GRADUATING IN THIS QUARTER.**
- 10. Electronic Dissertation and approval forms turned in to The Graduate School, 110 Van Wormer Hall [see official dates in GSO or on-line]. Current information regarding dissertation and electronic submission can be obtained at: www.grad.uc.edu at Main Menu side bar select "Graduation."

*Individual Divisions within the Department of Environmental Health may have additional requirements--check with your Division's graduate student representative.