Environmental Genetics and Molecular Toxicology
Graduate Student Handbook
2016-2017

Revised July, 2016
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Important contacts

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<tr>
<th></th>
<th>Phone</th>
<th>Office Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Director</td>
<td>558-5701</td>
<td>Kettering 130</td>
</tr>
<tr>
<td>Shuk-mei Ho, PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Assistants: Amy Itescu, Kathy McCann)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Director</td>
<td>558-1014</td>
<td>Kettering 246</td>
</tr>
<tr>
<td>Divaker Choubey, PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Director</td>
<td>558-6266</td>
<td>Kettering 144</td>
</tr>
<tr>
<td>Mary Beth Genter, PhD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Studies Office</td>
<td>558-5704</td>
<td>Kettering 127</td>
</tr>
</tbody>
</table>

Division web site: [http://med.uc.edu/eh/divisions/egmt](http://med.uc.edu/eh/divisions/egmt)

Public Safety

**Campus Security**
([www.uc.edu/pubsafety/](http://www.uc.edu/pubsafety/))

The Department of Public Safety is comprised of four distinct, but inter-related units – University Police, Emergency Preparedness, Parking Services, and Support Services.

**HOW TO CONTACT THE POLICE**

- Primary phone numbers are: **Emergencies 911**
- To contact UC Police 911 from a non-university phone or cell phone dial **556-3911**
- **Non-Emergencies 556-1111 OR 558-1111**
- Office 556-4900 (If long distance, the area code is 513)
- Help Phones (clearly identified by blue lights) found all across campus
- Email: **ucpd@uc.edu**
- Nightwalk is a volunteer service that operates from Sunday through Thursday from dusk until midnight. **Call 556-6110.**
Doctor of Philosophy Degree Program in Environmental Genetics and Molecular Toxicology (EGMT)

A. Advisor and Course of Study

An initial advisor is assigned by the Director of Graduate Studies in consultation with the program director. Full-time first year PhD students receiving Graduate Assistantships are expected to participate in 2-3 research rotations in EGMT faculty labs in order to identify a dissertation research advisor. A research advisor is identified at the initiation of the student’s dissertation research.

The course of study to be pursued for the Doctoral degree will be arranged by agreement between each student and his/her advisor following the guidelines specific to the program. 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 breadth of study, designed to develop competence in research, scholarship, teaching, and professional performance in toxicology.

B. Credit Hours:

PhD students must accumulate at least 90 graduate credit hours as part of their graduation requirements. The last 30 credits, exclusive of research credits, must be completed at the University of Cincinnati (UC) or under the direct supervision of UC faculty. If a student has taken courses as an unmatriculated graduate student at UC, up to 15 credit hours may be applied toward the 90 credit requirement, with the approval of the student’s advisor. A degree WILL NOT be granted solely on the basis of accumulation of the required number of credits. Doctoral degrees are conferred on the basis of sustained study and high scholarly attainment in a field of learning. In no case will the degree be granted for less than 3 years of full-time graduate study or its equivalent, of which the last year must be in residence at UC or under the University’s direction.

Required Courses for a Doctor of Philosophy Degree in Environmental Genetics and Molecular Toxicology

<table>
<thead>
<tr>
<th>Course</th>
<th>Course #</th>
<th>Credit hours</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Health Seminar</td>
<td>ENV7001/7002</td>
<td>Required throughout graduate studies</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>EGMT Seminar</td>
<td>TOX8039</td>
<td>Required throughout graduate studies</td>
<td>Spring</td>
</tr>
<tr>
<td>Molecular and Cellular Biology</td>
<td>GNTD7001</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>Biochemistry and Cellular Signaling</td>
<td>GNTD7002</td>
<td>3</td>
<td>Fall</td>
</tr>
<tr>
<td>Introduction to Biostatistics</td>
<td>BE7022 OR PH7010</td>
<td>3</td>
<td>Fall OR Spring</td>
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<tr>
<td>Ethics in Research</td>
<td>GNTD7003</td>
<td>1</td>
<td>Spring</td>
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<tr>
<td>EGMT Core Course</td>
<td>TOX8051</td>
<td>6</td>
<td>Spring</td>
</tr>
<tr>
<td>Graduate Research (pre-qualifying)</td>
<td>ENV8091</td>
<td>varies</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>Graduate Research (post-qualifying)</td>
<td>ENV9091</td>
<td>≥ 7 hr required</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td>Career Opportunities in the Biomedical Sciences</td>
<td>GNTD8003</td>
<td>2</td>
<td>Fall</td>
</tr>
</tbody>
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Elective Courses

The following is a list of courses offered in the Department of Environmental Health or in other Departments in the College of Medicine that may be useful for EGMT students. These courses can be taken as electives. The student should select electives in consultation with his/her academic advisor.

For course descriptions, refer to the University of Cincinnati Course Descriptions Bulletin.

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<td>3</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Human Biological Monitoring and Biomarkers EIH8043</td>
<td>2</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Applied Risk Assessment EIH8078</td>
<td>1</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Introduction to Medical Informatics BE8062</td>
<td>2</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>Gene Regulation MG8001</td>
<td>3</td>
<td>Molecular Genetics, Biochemistry, Microbiology and Immunology</td>
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</tr>
<tr>
<td>Introduction to Functional Genomics GNTD8001C</td>
<td>3</td>
<td>Graduate Medicine Interdepartmental</td>
</tr>
</tbody>
</table>

C. Residency

Prior to admission to doctoral candidacy, all doctoral students shall complete a residency requirement by enrolling in 10 graduate credit hours (12 if funded by a Graduate Assistantship) per semester for two out of three consecutive semesters of study (including summer). Part-time students are not exempt from enrollment requirements to achieve residency.

D. Minimum Academic Performance

Full-time PhD students in the Environmental Genetics and Molecular Toxicology Program will be registered for 10 graduate credits per semester (Fall and Spring). Students receiving a UGS must be registered for 12 graduate credit hours for each semester for which they are receiving support. If a student is registered for at least one graduate credit, he or she maintains graduate student status throughout the entire academic year, Fall through Summer. All students must maintain an overall B average [3.0] and to obtain grades of A or B in all required courses. Failure to do so will result in students’ moving to Probation status, and failure to reconcile the issue within one academic year will result in dismissal of the student from the program. Students on academic probation can lose funding from their mentor and/or the University. Students on probation are expected to develop a plan to improve their studies with input from their advisor(s). Students on probation for more than 1 semester may be asked to leave the program if there is no measurable improvement.

Students must also satisfactorily complete laboratory rotations and be accepted into a lab for his/her dissertation research by the beginning of the second academic year. Failure to do so can result in the dismissal of the student from the program.

E. Annual Graduate Student Progress Review

The Graduate School requires an annual review or some other formal evaluation of progress throughout a student’s program. Division faculty will receive the annual review form from the Division Head in the Spring of each academic year, with a request that all forms be completed and returned prior to the end of the semester. 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.
F. Language Requirement

All individuals for whom English is not his/her first language must take the oral English proficiency test (OEPT), 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.

The Division policy on language holds that all students speak English when communicating with faculty, staff and other students. The overwhelming majority of scientific literature is communicated in English, so it is to the individual’s benefit to become competent to convey scientific studies by speaking and writing in the English language.

G. Qualifying Examinations

Before a student becomes a candidate for a Doctoral degree, he/she is required to take an examination for candidacy, i.e., the Qualifying Exam. The purpose of the exam as a whole is to determine the candidate’s potential for PhD work.

Prior to the Qualifying Exam, the student must have completed essentially all required course work in his/her respective program and maintained a grade point average of B [3.0] or better in all Doctoral course work. The student should also have met all formal requirements (required courses, OEPT, annual progress reports).

The Qualifying Exam is scheduled by the Division’s Graduate Study Director for each student after all required coursework has been completed. Students are encouraged to be involved in research activities, if possible, before the examination. The dates for the Qualifying Exam will be announced at least 6 months in advance of the exam date each academic year.

1. Overview of the Qualifying Examination

The Qualifying Exam consists of both a written and an oral portion. The written portion of the exam consists of questions submitted by the division faculty and approved by the Qualifying Exam Committee (QEC, below). The exam is intended to be comprehensive and to evaluate the student’s ability to use knowledge gained in lab rotations, course work, lab meetings, and other experiences.

The oral portion of the Qualifying Exam will be administered approximately 2 weeks after completion of the written portion of the exam. The exam time is limited to 2 hr for each student, and is administered by the QEC. The material covered can cover any topic that the Committee believes to be reasonable based on knowledge gained in lab rotations, course work, lab meetings, and other experiences.

After completion of both portions of the exam, a majority decision specifying pass, conditional pass, re-examination, or failure is to be formulated by the QEC. In arriving at this decision, the committee will take into account the student’s performance on both parts of the exam as well as pertinent academic considerations other than the performance on the examination.

2. Qualifying Exam Committee (QEC)

The Qualifying Exam Committee for each student shall consist of 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 member of that student’s QEC.

3. Retaking Qualifying Examination: In the Department of Environmental Health, one retake of the qualifying exam is permitted. The division director or graduate studies director will reschedule the examination.

H. Candidacy

1. Registration Requirements

After the student has completed the required course work and the language requirements, and passed the Qualifying Examination, he/she is considered a candidate for the PhD degree. After admission into candidacy for the Doctoral degree, registration and fee payment for at least one semester credit hour in the Fall semester 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 credit during each semester 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 years of full-time graduate study.
   
b. All program requirements must be completed within 9 years of matriculation.
   
c. Normally, the Qualifying Examination is taken after the first year of full-time study. The exam MUST be passed within 2 years of initiation of graduate studies. Dissertation work and the student’s defense MUST be completed within four years after achieving candidacy. A period of at least seven months must elapse between admission to Doctoral candidacy and receipt of the degree.
   
d. 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.

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, the student, with the guidance of the advisor, must identify a Dissertation Committee. Rules of the Graduate School require that at least the advisor or otherwise two other members of the committee be from the Graduate Faculty of the University. The EGMT division strongly recommends a minimum of five faculty on each Dissertation Committee. These individuals must of professional rank (including full tenured, research track, field service or clinical track, assistant, and associate professors; **not** adjunct, visiting, retired, or emeriti). At least one committee member must be from outside the Department. The proposed Dissertation Committee members are submitted to the Degrees Committee with the Statement of Intent for approval (below).

I. **Statement of Intent**
   
   This should be a brief description of the proposed thesis, not to exceed three single-spaced pages excluding references and time table. It is recommended by the Degrees Committee that all members of your Dissertation committee review your Statement of Intent before submission. The following headings should be used when writing the statement.

   **Title**, followed by
   
   A. Background
   
   B. Objectives
   
   C. Hypothesis
   
   D. Specific aims
   
   E. Methods, including data analysis
   
   F. Significance/relevance to environmental health
   
   G. Time table for completion
   
   H. Institutional Review Board (IRB; for studies involving human subjects) and/or Institutional Animal Care & Use Committee (IACUC; for studies involving experimental animals) approval
   
   I. References

   The statement should indicate that the work will demonstrate the student’s powers of critical evaluation. The statement should be submitted to the Graduate Studies Office (GSO) for distribution to the Degrees Committee.

J. **Dissertation Research**
   
   1. Dissertation research should be part of the ongoing research affiliated with the department 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.
   
   2. 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.
      
      - The student must meet with the Dissertation Committee AT LEAST twice per year, and documentation of these meetings must be documented on the Doctoral Committee Meeting Report Form (DEH website, EGMT Division;

-At least 75% of the Dissertation Committee members should be convened by the student at no longer than 6 month intervals after passing the qualifying exam. Reports of these meetings should be submitted to the committee members, the Graduate Studies Program Coordinator, and the Director of Graduate Studies and will be part of the student’s permanent file.

3. 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 Committee.

4. 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. Dissertation research should be published with the student as first author.

5. Students must write their own dissertation. Use of hired writers to prepare the dissertation document is NOT allowed.

6. After the departure of the student, the dissertation 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 unless prohibited by confidentiality arrangements.

7. 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:

- Approval by the Department Degrees Committee based on a written statement of justification;
- A departmental faculty advisor who has expertise in the field of research;
- Appointment of the external supervisor to the Dissertation Committee;
- 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;
- Adherence to the same rules and governance procedures used for Dissertation 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. The student and Dissertation Advisory Committee must meet at least twice each year;
- 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.

8. Publication requirement: PhD students in the EGMT graduate program are expected to publish at least two first author papers before their graduation. In certain cases (when justified) one published first author paper and a second manuscript under favorable revision would be sufficient to graduate. The quality and impact of the two publications by the student should be in line with the research quality and impact from the graduate student’s advisor’s laboratory in the subject area of research. Further, the final requirements concerning the number and quality of publications to graduate will be determined by student’s dissertation committee.

K. 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 UC Graduate School must have two weeks’ notice in order to make notification of defense on University website. Failure to meet this deadline can delay graduation until the next semester.

Under the standard procedure, the candidate will answer pertinent questions asked by members of the audience following an oral presentation of the dissertation research. After audience questions have been answered, the audience is dismissed, and the Dissertation Committee has the opportunity to ask additional questions. At the conclusion of the Defense, the Committee will withdraw, make a decision 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 75% of the voting members of the Dissertation Committee must approve the dissertation.
L. Submission of Dissertation

This is accomplished by using the Graduate Graduation Checklist. After a dissertation has been approved, the candidate for the doctoral degree must submit his/her electronic dissertation by following the most current detailed instructions found at http://grad.uc.edu/student-life/graduation.html. Current and complete instructions are available on-line at www.grad.uc.edu.

M. Embargo of Dissertation

If you plan to submit your dissertation in part or whole for publication, it is vital that you embargo your work for a period of time after electronic submission to the Office of Graduate Studies. Some journals still consider a dissertation that is published on the internet a “publication.” In order to avoid the fact or appearance of “duplicate” publication, it is important to embargo your document. You can embargo your work for a period of up to three years. You must also provide a reason for the embargo such as patent pending or publisher restrictions. The Office of Graduate Studies website www.grad.uc.edu has the Electronic Theses and Dissertations Embargo Form that you can print. You and your advisor must sign this form. As a further protection, you should acknowledge in any submitted manuscripts based upon your graduate research that the work was completed in partial fulfillment of the requirements for your PhD degree. See your advisor if you have any questions regarding the embargo of your work.
EGMT Doctor of Philosophy Degree Checklist

☐ 1. Admission to the PhD program

☐ 2. Course work required for PhD Degree completed satisfactorily.

☐ 3. Oral English Proficiency Test (OEPT) requirement met for international students (OEPT must be taken by the end of your first academic year). All international students who serve as teaching assistants must pass the OEPT prior to beginning teaching assistant responsibilities.

☐ 4. Residency requirement met.

☐ 5. Qualifying Examination Committee approved by Degrees Committee.

☐ 6. Qualifying examination passed.

☐ 7. Form (obtain from GSO) attesting that Qualifying exam was passed submitted by Examining Committee Chair to GSO.

☐ 8. Dissertation Committee members and Statement of Intent approved by Degrees Committee. Meetings with Dissertation Committee at least twice per year, with written progress reports submitted to GSO and division graduate studies director.

☐ 9. Publication requirement met.


☐ 11. Successful defense of dissertation and form signed by Dissertation Committee members.


☐ 13. Electronic Dissertation submission and dissertation advisor approval by the stated dates each semester (found on the Graduate School website and in the Departmental Graduate Studies Office).
Master’s Degree (MS) Program

A. Advisor and Course of Study: MS students generally are admitted to the program after an agreement between a research advisor and the student is reached. The course of study for the Master’s degree will be planned in consultation with the student’s advisor. The student’s program is subject to approval by the program faculty and must show a reasonable degree of concentration on interrelated subjects.

B. Credit Hours: To graduate with a Masters Degree from the EGMT Division, students must complete a minimum of 30 graduate credit hours. In addition to the successful completion of course work, a Thesis based upon laboratory, field, or clinical research is required for the MS degree. Students must complete a minimum of 3 Thesis Research credit hours (26ENV7091).

Students transferring to the MS program from a MS program in another institution may transfer up to one-half of the credits required for their degree at UC. The transferable credits for each student are determined by the EGMT faculty. Eligibility for graduation requires a minimum of 30 graduate credits, the final 50% of which must be completed while in residence at UC.

If a student is registered for at least one graduate credit, he or she will maintain graduate student status throughout the entire academic year, Fall through Summer.

C. Courses required

Students seeking an MS in EGMT generally take the same courses required for PhD students. While the Environmental Genetics and Molecular Toxicology course, Ethics course, and the EGMT Seminar are required, students and their advisor can develop the best course of study to meet the student’s needs and goals. In addition to the agreed-upon course work, at least three credit hours of MS Research (26ENV7091) must be completed.

**Required Courses for a Master of Science Degree in Environmental Genetics and Molecular Toxicology**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course #</th>
<th>Credit hours</th>
<th>Offered</th>
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<td>GNTD7001</td>
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<td>GNTD7003</td>
<td>1</td>
<td>Spring</td>
</tr>
<tr>
<td>EGMT Core Course</td>
<td>TOX8051</td>
<td>6</td>
<td>Spring</td>
</tr>
<tr>
<td>MS Research</td>
<td>ENV7091</td>
<td>≥ 3 hr required</td>
<td>Fall, Spring</td>
</tr>
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Elective Courses

The following is a list of courses offered in the Department of Environmental Health or in other Departments in the College of Medicine that may be useful for EGMT students. These courses can be taken as electives. The student should select electives in consultation with his/her academic advisor.

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<td>Introduction to Functional Genomics GNTD8001C</td>
<td>3</td>
<td>Graduate Medicine Interdepartmental</td>
</tr>
</tbody>
</table>

D. Minimum Academic Performance
In order to obtain a Master’s Degree, a student must maintain a B average [3.0] or better. In addition, at least 2/3 of the minimum graduate credits necessary for the degree must be at a level of B or higher. Students cannot graduate with I or NG grades on their records. Student progress will be assessed annually using a form distributed by the Division Head and conducted by the faculty advisor.

E. Language Requirement
All individuals for whom English is not his/her first language must take the English proficiency exam administered by the University by the end of their first academic semester. In case of failure, the student may take the examination again after an academic semester has elapsed, for a total of two attempts per year. The student will not be awarded a degree until the examination is passed.

The Division policy on language holds that all students speak English when communicating with faculty, staff and other students. The overwhelming majority of scientific literature is communicated in English, so it is to the student’s benefit to become competent to convey scientific studies by speaking and writing in the English language.

F. 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 credit each academic year. A student must be a candidate for at least one semester before the degree is granted.

G. Time Limitations
A student pursuing a program leading to a Master’s degree must complete all requirements no later than five years from the date of matriculation in the degree program. Under extenuating circumstances, students may petition the Dean of the Graduate School, 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. 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.
H. Thesis Advisory Committee: Two full time faculty (minimum) serve in this capacity for each MS student. The student’s research advisor will generally be chair of the committee. At least one faculty member must be a member of the graduate faculty, and neither can be emeritus at the time they join the advisory committee.

I. Thesis: The Master’s Thesis is intended to demonstrate the student’s ability to conduct research and communicate and evaluate data critically. The Thesis needs to be the result of independent research. Information concerning the Thesis form and mechanics of preparing the final draft and abstract can be located on-line at www.grad.uc.edu. Students must write their own thesis. Use of hired writers to prepare the thesis document is NOT allowed.

1. 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.
2. 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 must confirm that the student’s work is not, to a large extent, carried out by technical assistants or other personnel.
3. A thesis may be written in the form of a publishable research paper, conforming to the publication guidelines of the student’s journal of choice. This option must be approved by the student’s thesis advisor and Thesis Committee. The research must be conducted while the student is enrolled in the program and the student should be the first author of the manuscript. The manuscript should not be submitted for publication until approved by the Thesis Committee. The student should place an embargo on the thesis prior to submission of a manuscript for publication (see section 5 for further instructions).
4. 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.
5. 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 unless prohibited by confidentiality arrangements.

J. Submission of Thesis
This is accomplished by using the Graduate Graduation Checklist. After a dissertation has been approved, the candidate for the doctoral degree must submit his/her electronic dissertation by following the most current detailed instructions found at http://grad.uc.edu/student-life/graduation.html. Current and complete instructions are available on-line at www.grad.uc.edu.

K. Embargo of Thesis
If you plan to submit your dissertation in part or whole for publication, it is vital that you embargo your work for a period of time after electronic submission to the Office of Graduate Studies. Some journals still consider a dissertation that is published on the internet a “publication.” In order to avoid the fact or appearance of “duplicate” publication, it is important to embargo your document. You can embargo your work for a period of up to three years. You must also provide a reason for the embargo such as patent pending or publisher restrictions. The Office of Graduate Studies website www.grad.uc.edu has the Electronic Theses and Dissertations Embargo Form that you can print. You and your advisor must sign this form. As a further protection, you should acknowledge in any submitted manuscripts based upon your graduate research that the work was completed in partial fulfillment of the requirements for your PhD degree. See your advisor of you have any questions regarding the embargo of your work.
Master's Degree Graduation Checklist

☐ 1. 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).

☐ 2. Course work required for MS Degree completed satisfactorily, and all grades from previous terms have been confirmed (no outstanding “I” or “NG” grades). Confirm academic status with GSO.

☐ 3. Thesis written and approved. You should give the draft to your Thesis committee members at least one month before the deadline (www.grad.uc.edu) to give them ample time to review and comment. Committee members must approve the thesis and sign the Committee Approval form found at www.grad.uc.edu.

☐ 4. 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].

☐ 5. Thesis submitted electronically following the instructions found at www.etd.uc.edu. Current information regarding Thesis and electronic submission can be obtained at: www.grad.uc.edu. At Main Menu side bar select “Graduation.”
Academic Resources

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. The Student Code of Conduct ([www.uc.edu/conduct/Code_of_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html)) defines behavior expected of all University of Cincinnati students. It is each student’s responsibility to know and comply with the University’s Student Code of Conduct. Disciplinary procedures are explained in a step-by-step manner, and the procedures for appeal of decisions are stated.

Parking
All students are eligible to purchase a parking decal. To park on campus, one must display a Parking Services-issued decal or use a parking garage and pay the hourly rate. Decals are most easily purchased through the Parking Services’ web site during priority registration prior to the start of each semester. The priority registration dates coincide with those for priority class registration. Internet access for priority registration is available in the Parking Offices and in some computer labs on campus. Contact the Parking Office at 556-2283 Edwards Four, or visit [www.uc.edu/parking](http://www.uc.edu/parking) for further information.

Shuttle Bus
The University of Cincinnati offers a shuttle bus service that transports students, staff and faculty across campus. Presentation of a valid UC identification badge is required. Buses run every 7-10 minutes Monday through Friday year round (except holidays). The nearest stop to Kettering is behind Eden Garage. For information on shuttle routes and bus stops, visit their website at [www.uc.edu/facmgmt/shuttle.asp](http://www.uc.edu/facmgmt/shuttle.asp) or call 556-4424.

Mail boxes / ID Badges / Keys
Students are required to wear photo ID badges. Badges are authorized for new students at new student orientation and may be picked up at 4 Edwards (East Campus). Kathy McCann (DEH Business Office, Room 130) orders keys upon authorization of the student’s advisor. Keys are similarly picked up at 4 Edwards Center. For both key and badge pickup, park in the Edwards Garage (free 30 minute parking). Note that keys that are ordered but not picked up are subject to a $20.00 fee, as are lost keys or keys not returned upon leaving DEH. Mail boxes for all students are located on the first floor of the Kettering Laboratory (Room 125). Badges and keys must be returned upon completion of or dismissal from any DEH degree program.
[https://www.uc.edu/parking.html](http://https://www.uc.edu/parking.html)
4 Edwards Center
51 Corry Boulevard
Cincinnati, OH  45221-0624

Housing
As a student of the University of Cincinnati you may need to locate housing in the surrounding university or Cincinnati areas. It is important to remember that the Graduate Studies Office does not directly handle any housing request or student placement in housing and that locating, as well as any and all associated costs with student housing are the primary responsibility of the student once they arrive in Cincinnati. Below is a list of helpful links where you can find more information regarding housing:

- Off Campus Graduate and Family Housing: [https://www.uc.edu/uchousing/graduate_housing.html](http://https://www.uc.edu/uchousing/graduate_housing.html)
- Graduate Housing Options: [https://grad.uc.edu/student-life/campus_life/grad_housing.html](http://https://grad.uc.edu/student-life/campus_life/grad_housing.html)
- International Student Temporary housing: [https://www.uc.edu/uchousing/international-student-temporary-housing.html](http://https://www.uc.edu/uchousing/international-student-temporary-housing.html)
International Students
All of the necessary information required by international students can be located on the UC international Services webpage at this link: http://www.uc.edu/international/services.html. Information and frequently asked questions regarding the I20 can be located at this link: https://www.uc.edu/international/services/students/prepare/i-20_faq.html

Canopy & Blackboard
https://canopy.uc.edu/
Blackboard is extremely versatile software that not only allows instructors to easily place course materials online, but also contains multiple communication tools that allow instructors and students to collaborate in new and exciting ways, and acts as a portal to other web services at the University of Cincinnati. There is a “Students Getting Started” link on the Canopy website that can assist you.

How to Register for Classes
Catalyst www.catalyst.uc.edu is the UC Web site where you can register for classes, accept your aid award, pay your bill, check your grades, request a transcript, and more. Questions can be answered by contacting the One Stop Student Service Center located on the second floor of the University Pavilion.
Phone: 513-556-1000  Office hours: Monday - Thursday, 8-5 and Friday 9-5.

University Bookstores
The University of Cincinnati Bookstore is your source for all of your textbook, apparel and supply needs. They have the largest selection of used textbooks in the community. Students need to shop early, as used books, which retail at 25% less than the new retail price, sell quickly. Contact the Bookstores: (513) 556-1400 or www.uc.edu/bookstore.
Graduate assistants who present their ID badges receive a 10% discount on general merchandise.

For Textbooks: www.uc.edu/bookstore/bktextbks.asp.
Subscribe online at www.uc.edu/bookstore and you will receive a link to the monthly specials and the opportunity for discounts and coupons, exclusively for members of the UC Bookstores e-List.

Computer Account and Printing Services
The University provides all students computer accounts free of charge. The Bearcat Online system is a client-server system that allows you to exchange electronic mail (e-mail) with other computer users on campus and around the World, and access the diverse resources of the Internet. You may access your Bearcat Online account from your home, office or a campus computer lab. To request an account, go www.ucit.uc.edu/email.

Computer Printing Procedures and Charges: The College of Medicine subsidizes printing for its full-time medical and graduate students (typically approximately $100/year). Students may purchase additional printing by activating their UC ID badge as a Bearcat Campus Card and adding value to it using a personal credit card via the Bearcat Campus Card website, or by visiting the East Campus Bookstore and adding value to card with cash, credit card, or check, or by using a Value Transfer Station on the West Campus, or calling the Bearcat Campus Card office at 556-2000.

Wireless LANS at UC: The current wireless LAN environment at UC is 802.11b and 802.11g compliant. For complete information regarding wireless data communications, please visit www.ucit.uc.edu/online/wireless_comm.asp.

Health Science Library
University of Cincinnati Libraries offer access to an outstanding research library collection of 2.8 million volumes and a wide range of services to help students with their research needs. Students have access the University of Cincinnati Libraries’ online library catalog and information about resources and services through these main web portals: University Libraries (www.libraries.uc.edu) or the Medical Center AIT&L (www.aitl.uc.edu/). The libraries' Web sites serve as local gateways to OhioLINK, which includes a statewide library catalog of over 38 million items from 83 other academic libraries across Ohio as well as over 4700 electronic journals.
Each University of Cincinnati library is home to a knowledgeable staff eager to assist students, faculty, and staff with their research and service needs. Among the most important services provided by our staff are instruction in library research, assistance with the appropriate use of electronic resources, and help creating electronic dissertations and theses. For more information about these instruction sessions visit: www.libraries.uc.edu/help/instruction and www.aitl.uc.edu/reference/edutrain.cfm. Hours of libraries vary. For information and current library hours, consult the University Libraries’ web site at www.libraries.uc.edu/information/hours.html.

The Health Sciences Library is located on the E level of the Medical Sciences Building/CARE building. Visit the Health Sciences Library website at: http://libraries.uc.edu/hsl/. Contact information and directions follow:
Circulation Desk: 558-0127
Reference: 558-5628
Technology Support: 558-4173

**Graduate Student Research Forum**
The Annual College of Medicine Graduate Student Research Forum is another opportunity for students to gain experience in presenting research findings. The purpose of this annual event is to promote scientific communication among students and their research advisors in our various graduate divisions, as well as to inform the scientific community about current graduate student research activities at the College of Medicine. Every graduate student should consider presenting a research poster at this forum (scheduled for in Fall Semester—time TBA). Monetary awards are given to the students with the most outstanding poster presentations.

**Organizations**

The **Organization of Health Sciences Graduate Students (OHSGS)** serves graduate students in the Colleges of Medicine, Pharmacy, and Allied Health at the University of Cincinnati. OHSGS is a part of the GSGA (Graduate Student Governance Association). OHSGS activities and services are free to all graduate students, and any student is encouraged to get involved. Their web site is www.uc.edu/gsga and phone number is (513) 558-5723.

OHSGS is an important resource for UC students who want to be involved while attending the University. Staffed with full-time professionals and student paraprofessionals who are available through the year, the office provides leadership and direction for the more than 250 student organizations, as well as a full range of activities and cultural programs for students at the University. A limited number of travel awards are available, primarily for students presenting at conferences. For more information and to receive a copy of the Travel Award Guidelines for Individual Travelers, contact the Graduate Student Governance Association, 683 Steger Student Life Center at 556-6101 or www.uc.edu/gsga/. All awards are subject to availability of funds.

**University Health Insurance**
All students are required to be covered by health insurance, either the Student Insurance Program or another policy, which must be at least as comprehensive as the University policy. Full-time, co-op, and part-time students taking six or more credit hours are eligible for coverage and will be automatically charged unless they have previously waived coverage during the current academic year. Contact for U.C. Student Health Insurance Office for the latest in health care information: www.med.uc.edu/uhs/

The UC Graduate School often assists with a credit to offset the cost of student health insurance. Watch your UC email account to learn the details of any potential health insurance assistance and be sure to do required actions by the deadline provided.

Graduate students enrolled in **less than 6 credit hours** in any semester (Fall or Spring) are **required** to complete and submit a Health Insurance Enrollment Form for that semester by the deadline in order to maintain student health insurance. For a link to the enrollment form and the submission deadlines, visit www.uc.edu/uhs/student_health_insurance.html.
Mental Health Services
The UHS Mental Health Clinic provides professional, confidential mental health services for UC students with Student Health Insurance. Students can find a list of services provided on the website: [http://www.uc.edu/uhs/mental_health.html](http://www.uc.edu/uhs/mental_health.html). Services include counseling for situational stress, anxiety, depression, relationship issues, grief and loss, sexual abuse, bipolar disorders, and personality disorders.

Graduation
Any student intending to receive a graduate degree is responsible for completing “On-line Graduation Application” at: [www.grad.uc.edu](http://www.grad.uc.edu) and ensuring that the procedures are carried out and the indicated forms are submitted electronically to the Graduate School. Please check the Graduate School website for deadlines for applying to graduate and submitting a thesis or dissertation each semester.

a. **Cap and Gown** - may be purchased or rented at the University Bookstore.

b. **I and NG Grades** - Notification of removal of all I and NG grades must be submitted prior to the student’s graduation.

c. **Credit Hours** - Completion of the required Semester credit hours for the degree.

d. **Departmental Requirements** – Students must complete all departmental requirements for the degree. Any graduate student who expects to receive a degree at any of the three University commencements must make a formal application for the degree. As a general rule, On-Line Graduation Application is accessible for approximately four weeks prior to the end of each semester and steps on the application itself may be read and completed only incrementally upon completion of each preceding step. The GSO will complete and submit a “Checklist” form to the Graduate School Office.

Note: The information contained in this handbook is subject to change. It should be verified before making any important decisions based on this information. Please report any omissions or inaccurate information to the Graduate Studies Office. This handbook was last updated 7/1/2016.