Environmental Genetics and Molecular Toxicology
Graduate Student Handbook
2019-2020

Revised August, 2019

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Important contacts

Department Director (interim)	Phone	Office Location
Glenn Talaska, PhD	558-5701	Kettering 130
(Assistants: Amy Itescu, Kathy McCann)		

Division Director	Phone	Office Location
Divaker Choubey, PhD	558-1014	Kettering 246

Graduate Studies Director	Phone	Office Location
Mary Beth Genter, PhD	558-6266	Kettering 144

Admissions Director	Phone	Office Location
Ying Xia, PhD	558-0371	Kettering 410

Graduate Studies Office	Phone	Office Location
Angela Riall, Rachel Meyer	558-5704	Kettering 133

Division web site: http://med.uc.edu/eh/divisions/egmt

Public Safety:
Campus Security
(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, including one near the main entrance to Kettering, off Shields Street
- 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)

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.

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 a non-matriculated graduate student at UC, up to 30 credit hours may be applied toward the 90 credit requirement, with the approval of the student's advisor. PhD students with a Master's degree will receive a reduction of 30 credit hours. Students with an unfinished Master's degree can transfer up to 30 credit hours 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

Doctoral in Environmental Genetics and Molecular Toxicology Curriculum Total of 90 Credit Hours Required			
Required Courses			
Course Title	Course Number	Credit Hours	Offered
Environmental Health Seminar	ENV7001	Required each semester throughout graduate studies	Fall / Spring
Introduction to Biostatistics	BE7022	3	Fall / Spring
Molecular and Cellular Biology	GNTD7001	4	Fall
Biochemistry and Cellular Signaling	GNTD7002	3	Spring
Ethics in Research	GNTD7003	1	Spring
Career Opportunities in the Biomedical Sciences	GNTD8003*	2	Fall
Research	ENV8091	Varies	Fall / Spring
PhD Dissertation Research	ENV9091	$\geq$ 10 credit hours required	Fall / Spring
EGMT Seminar	TOX8039	Required each year throughout graduate studies	Spring
EGMT Core Course	TOX8051	6	Spring
Survey of Toxicology**	TOX7082	2	Spring

*Required for PhD students as of Fall semester, 2016
**Required for PhD students as of Fall semester, 2017

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

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*.

Elective Courses*			
Course Title	Course Number	Credit Hours	Offered
Environmental Public Health	PH7020	3	Fall/Spring
Biology of Cancer	CB8080	4	Spring
Survey of Physiology	EIH7084	1	Fall
Human Biological Monitoring and Biomarkers	EIH8043	2	Spring
Applied Risk Assessment	EIH8078	2	Alternating Spring
Human Genetics	GC7020	3	Fall
Teratology	GC7080	2	Spring
Introduction to Functional Genomics	GNTD8001C	3	Fall
Professional Development in Biomedical Research**	MCP8001	2	Fall

*This is not intended to be an exhaustive list; consult with your advisor to select electives that will best enhance your knowledge and research skills.
**Includes grant writing tutorial.

Residency Requirement:
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 PhD students are not exempt from enrollment requirements to achieve residency.

Minimum Academic Performance:
Full-time PhD students in the Environmental Genetics and Molecular Toxicology Program will be registered for at least 10 graduate credits per semester (Fall and Spring). Students receiving a University stipend support (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, the student 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. Students will be required to re-take required courses in which a grade of at least B- is not attained, unless an alternative plan is approved by the Division Graduate Studies Director. 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 one 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.

Qualifying Examination:

Before becoming a candidate for a Doctoral degree, each student 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 research work.

Prior to the Qualifying Exam, the student must have completed essentially all required course work in the program and maintained a grade point average of B [3.0] or better in all Doctoral course work.

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 before the examination. The date 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*

   Beginning with students entering in the 2017-2018 academic year, the Qualifying Exam will consist of a written research proposal, in the style of an NIH R21 grant application, and oral defense of the proposal by the student. The student may be questioned on topics not directly addressed in the proposal to evaluate the student's ability to use critical knowledge gained in lab rotations, course work, lab meetings, and other experiences. The proposal may not be based on funded research in the mentor's lab, but may be somewhat related.

   The exam time is limited to 2 hours for each student, and is administered by a Qualifying Exam Committee, consisting of division faculty and one external member. The same Qualifying Exam Committee will evaluate all students taking the Qualifying Exam at the same time.

   After completion of defense of the proposal, a majority decision specifying *pass, conditional pass, re-examination,* or *failure* is agreed upon by a majority of the Qualifying Exam Committee. In arriving at this decision, the committee will take into account the student's performance on the exam, as well as pertinent academic considerations other than the performance on the examination.

2) *Qualifying Exam Committee*

   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 Qualifying Exam Committee.

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.

Candidacy:
1) Registration Requirements
After the student has completed the required course work and the language requirements, passed the Qualifying Examination, and convened the first meeting of the student's Dissertation Committee, the student 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 of each year are required for the student if candidacy is not to lapse.

2) Time Limitations
a) The Doctoral degree WILL NOT be granted for 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, or after all required courses are satisfactorily completed. The exam MUST be passed within 2 years of initiation of graduate studies.
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 names of the proposed Dissertation Committee members are submitted to the Graduate Studies Office via the "Proposed Thesis/Dissertation Committee Request Form" (detailed below).

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.

- Students must notify the Graduate Studies Office of their intended Committee members via the "Proposed Thesis/Dissertation Committee Request Form" which is located on the Student Resources tab on each Division's portion of the Department's website. Advisors and students should read this form carefully, particularly regarding Committee members from outside of the University and/or individuals who have not previously served on a Dissertation or Thesis committee.
- Students must meet with the Dissertation Committee **AT LEAST** twice yearly, and documentation of the meetings must be on the Doctoral Committee Meeting Report Form (DEH website→EGMT Division→Student Resources: http://med.uc.edu/docs/default-source/Environmental-Health/meetform4EFEEDCDE440.pdf?sfvrsn=2
- 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 Graduate Program Director, 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 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:
   • 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 yearly;
   • 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.

Final Defense of Dissertation:
The student's Dissertation Committee will decide when sufficient work has been completed, and set a date for receipt of the written 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 candidate is excused, and the Committee makes a decision with regard to the acceptability of the dissertation and its defense, and reports their decision 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. Per the University's rule, at least 75% of the voting members of the Dissertation Committee must approve the dissertation. The Dissertation Committee may request that the student make changes to the written dissertation prior to submission to the Graduate School.

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.

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 ETD website. Some journals consider a dissertation that is published electronically 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.

EGMT Doctor of Philosophy Degree Checklist

☐ Admission to the PhD program

☐ Course work required for PhD Degree completed satisfactorily

☐ All international students who serve as teaching assistants must pass the OEPT prior to beginning teaching assistant responsibilities.

☐ Residency requirement met.

☐ All required course work is completed.

☐ Qualifying examination passed.

☐ Form attesting that Qualifying exam was passed submitted by Examining Committee Chair to Graduate Studies Office.

☐ Dissertation Committee members submitted to Graduate Studies Office. Meetings with Dissertation Committee at least twice per year, with written progress reports submitted Graduate Studies Office and division graduate studies director.

☐ Publication requirement met.

☐ Dissertation written.

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

☐ Complete "On-Line Graduation Application" at: www.grad.uc.edu; Graduation tab.

☐ 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

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 MS 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.

Credit Hours:
To graduate with a MS 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 research is required for the MS degree. Students must complete a minimum of three Thesis Research credit hours (26ENV7091).

Students transferring to the MS program from a MS program in another institution may transfer up to one-third 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 20 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.

MS Required Courses:
Students seeking an MS in EGMT generally take the same courses required for PhD students. Additional courses can be selected by the student in consultation with the advisor. 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

Masters in Environmental Genetics and Molecular Toxicology Curriculum Total of 30 Credit Hours Required			
Required Courses			
Course Title	Course Number	Credit Hours	Offered
Environmental Health Seminar	ENV7001	Required each semester throughout graduate studies	Fall / Spring
EGMT Seminar	TOX8039	Required each year throughout graduate studies	Spring
Survey of Toxicology	TOX7082	2	Spring
Introduction to Biostatistics	BE7022	3	Fall / Spring
Molecular and Cellular Biology	GNTD7001	4	Fall
Biochemistry and Cellular Signaling	GNTD7002	3	Spring
Ethics in Research	GNTD7003	1	Spring
EGMT Core Course	TOX8051	6	Spring
MS Research	ENV7091	≥3 credit hours required	Fall / Spring

MS 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*.

Elective Courses*			
Course Title	**Course Number**	**Credit Hours**	**Offered**
Introduction to Medical Informatics	BE8062	2	Fall
Biology of Cancer	CB8080	3	Spring
Human Biological Monitoring and Biomarkers	EIH8043	2	Spring
Applied Risk Assessment	EIH8078	1	Alternating Spring
Human Genetics	GC7020	3	Fall
Teratology	GC7080	2	Spring
Introduction to Functional Genomics	GNTD8001C	3	Fall
Career Opportunities in the Biomedical Sciences	GNTD8003	2	Fall
Professional Development in Biomedical Research**	MCP8001	2	Fall

This is not intended to be an exhaustive list; consult with your advisor to select electives that will best enhance your knowledge and research skills.

**Includes grant writing tutorial

Minimum Academic Performance:

In order to obtain a MS Degree, a student must maintain a B average [3.0] or better and achieve a grade of at least B- in required courses. Students will be required to re-take required courses in which a grade of at least B- is not attained, unless an alternative plan is approved by the Division Graduate Studies Director. 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.

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, prior to beginning teaching assistant duties.

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.

Candidacy:

Students are not required to submit formal applications for MS 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.

Time Limitations:

A student pursuing a program leading to a MS 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's Graduate Program Director 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.

MS 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. Proposed committee members names (and CVs if they have not previously served on a thesis or dissertation committee) are submitted to the Graduate Studies Office using the form found on the EGMT division portion of the Department's website under Student Resources.

Thesis:

The MS 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.
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 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.

Submission of Thesis:

Thesis submission is accomplished by using the Graduate Graduation Checklist. After a dissertation has been approved by the Thesis Committee, the candidate for the MS degree must submit the 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.

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 consider a thesis that is published online 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 MS degree. See your advisor of you have any questions regarding the embargo of your work.

MS Degree Graduation Checklist

☐ 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 Graduate Studies Office.

☐ 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.

☐ Complete "On-Line Graduation Application" at: www.grad.uc.edu at Main Menu side bar select "Graduation." Graduation paperwork filed with Graduate Studies Office and University Officials [see official dates on the Graduate School website].

☐ 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) 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 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 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 in Kettering Room 125. Badges and keys must be returned upon completion of or dismissal from any DEH degree program.

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
- Graduate Housing Options: 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

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:

Blackboard https://canopy.uc.edu/ 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.

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. **Please note that the University will only communicate with you using your UC email address. You are responsible for monitoring that account for important and time-sensitive information.**

Printing Procedures, Photocopying, and Charges:

Students may activate their UC ID badge as a Bearcat Campus Card and add value to it using a personal credit card via the Bearcat Campus Card web site. Students may also visit the East Campus Bookstore and add value to card with cash, credit card, or check, or by use a Value Transfer Station on the West Campus. For questions, contact the Bearcat Campus Card office at 556-2000.

You may also print at the WEPA printing station in the Kettering Lab Building, located near Room 159.

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 has a knowledgeable staff 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 these websites:

www.libraries.uc.edu/help/instruction

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, near the CARE/MSB entrance across from the Eden Parking Garage. Visit the Health Sciences Library website at: http://libraries.uc.edu/hsl/.
Contact information: 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/date TBA each year). Awards are given to the students with the most outstanding poster presentations.

The Organization of Health Sciences Graduate Students (OHSGS):

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 may assist 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 all required actions by the deadline provided.

Graduate students enrolled in **less than six credit hours** in any semester (Fall or Spring) are **required** to complete and submit a **Health Insurance Enrollment Form** (www.uc.edu/uhs/student_health_insurance.html) for that semester by the deadline in order to maintain student health insurance.

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 at 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 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.

1) **Cap and Gown** - may be purchased or rented at the University Bookstore.
2) **I** and **NG Grades** - Notification of removal of all **I** and **NG** grades must be submitted prior to the student's graduation.
3) **Credit Hours** - Completion of the required Semester credit hours for the degree.
4) **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 Graduate Studies Office 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 7/10/2019.

Wireless LANS at UC:

For complete information regarding wireless connectivity, please visit http://www.uc.edu/ucit/services/online.html