MOLECULAR TOXICOLOGY IDP

Student Handbook

2017 - 2018
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2017/18 Molecular Toxicology IDP Schedule of Classes
**Introduction:**
The twenty-nine Faculty members of our interdepartmental program come from twenty-two different departments in the David Geffen School of Medicine, the Fielding School of Public Health and the College of Letters and Science at UCLA. Members of our faculty also participate in the activities of the UCLA Jonsson Comprehensive Cancer Center, and the California Nanosystems Institute. A major advantage of UCLA is that the above entities are all in close proximity to one another on campus, providing our students with a wide range of educational and research opportunities. Our students also participate in many of the activities of the other biomedical science doctoral programs at UCLA. Areas of particular strength in our program include chemical carcinogenesis, repair of DNA damage, air pollution toxicology, nanotoxicology, and the environmental causation of Parkinson's disease. The program is supported by a training grant from the National Institute of Environmental Health Sciences (NIEHS). Our program is now in its seventeenth year.

**Scope & Objectives:**
The mission of the UCLA Molecular Toxicology Interdepartmental Program is to train doctoral students to perform cutting edge research on the mechanisms whereby exogenous chemical and physical agents cause disease.

**Research:** Please see our website, [http://moltox.ph.ucla.edu/](http://moltox.ph.ucla.edu/) for information about research activities of our faculty, and other relevant information.

**Career Opportunities:**
One of our graduates is a Professor at a major research university (Northwestern), five are pursuing postdoctoral studies, thirteen are scientists in major biotechnology companies, and five work for government agencies.

**Academic Information:**

**Admissions Requirements:**
In addition to the [University's minimum requirements](http://www.ucla.edu/) and those listed above, all applicants are expected to submit the departmental application through the Schools of Public Health Application Service ([SOPHAS](http://sophas.org)) and a statement of purpose.

Applicants should have an excellent record, perform satisfactorily on the Graduate Record Examination (GRE), have completed a minimum of a four-unit undergraduate
course in statistics, and be acceptable to the admissions committee. Students who have not completed a statistics course may do after being admitted.

The ideal preparatory training is either a major in chemistry or biology and a solid background in both of these disciplines. Courses of value for toxicologists include the following: calculus, statistics, cell biology, genetics, physiology, microbiology, molecular biology, inorganic chemistry, organic chemistry, biochemistry, and physical chemistry. However, excellent students from all disciplines are considered for admission, and if admitted, there is the opportunity to make up deficiencies during their graduate study.

A master's degree is not a prerequisite for admission.

For application materials, go to the Fielding School of Public Health Student Affairs website at: http://ph.ucla.edu/prospective-students.

All application materials for the School’s graduate programs are available online for electronic submission at https://grad.ucla.edu/admissions/ and at http://www.sophas.org. Students are admitted in the Fall Quarter only.

Standards and Procedures for Graduate Study at UCLA:
General regulations concerning graduate courses, standards of scholarship, disqualifications, appeals, leaves of absence, normal progress toward degree, withdrawals and other matters can be found at: http://www.gdnet.ucla.edu/gasaa/library/spintro.htm The site also provides detailed information and sets forth general policies regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirement.

Laboratory Safety Training:
Laboratory Safety Training: Training requirements depend on the nature of work being done. Employees, students, and supervisors/Principal Investigators (PIs) should select training courses based on the types of hazards that may be encountered. Everyone must be properly trained before beginning their work, given new assignments, or when new hazards are introduced.

All laboratory personnel who work with or around hazardous materials are required to take the Laboratory Safety Fundamental Concepts (LSFC) class offered by EH&S, plus additional classes specific to the hazards of their laboratory. This requirement also applies to visiting and/or part-time researchers. Laboratory safety training from other institutions or universities does not substitute for UCLA lab safety training. The conduct of the research must meet the current UCLA regulations relative to human subjects, animal experimentation, radioactivity, and chemicals/physical/biological hazards as appropriate.
For more information or to enroll in a laboratory safety training course, visit the Environmental, Health & Safety website: [http://www.ehs.ucla.edu](http://www.ehs.ucla.edu).

**Doctoral Degree Program Requirements:**
Please refer to the [UCLA General Catalog](http://www.ucla.edu) and the [Graduate Division website](http://www.grad.ucla.edu) for more detailed information regarding the degree requirements for the Ph.D. in Molecular Toxicology.

*Time-to-Degree:*
The normative time for the degree is 18 quarters (six years). It is expected that required coursework and the written and oral qualifying examinations are completed within 13 quarters. Students who fail to complete the dissertation within 18 quarters are placed on probation within the program.

*Foreign Language Requirement:* There is no foreign language requirement.

*Teaching Experience:*
All students obtain instruction in teaching skills by serving as teaching assistants or readers for one quarter, typically one quarter during the second or third year. Exceptions to the timing of teaching are considered by the program's Steering Committee.

**Course Requirements:**

**Requirements for 1st Year Students:**

**Fall:**
- Molecular and Medical Pharmacology M252A & M252B
- Molecular Toxicology 211A*
- Molecular Toxicology 596 (6 units)**

**Winter:**
- Molecular, Cellular and Integrative Physiology M262A & M262B
- Molecular Toxicology 211B*
- Molecular Toxicology 596 (6 units)**

**Spring:**
- Environmental Health Sciences C240
- Microbiology, Immunology and Molecular Genetics C234
- Molecular Toxicology 211C*
- Molecular Toxicology 596 (6 units)**

*Molecular Toxicology 211 A-C: Molecular Toxicology students enroll in the internal seminar series (Mol Tox 211A, B, & C) every quarter. Your grade in these courses will...
not be available until you have completed the last course in the series (211C) in the spring quarter

**In all quarters of the first year students take a six-unit laboratory rotation (Molecular Toxicology 596) with their Faculty sponsor. The basis of grading for this course (letter grade or S/U) is determined by the advisor and should be discussed prior to enrolling.

Requirements for 2nd Year Students:
In the second year students take Molecular & Medical Pharmacology 237 in the fall quarter and Environmental Health Sciences M242 in the winter (this course can be taken in the third year if it is not offered in the second).

Starting with the second year, students spend most of their time on dissertation research. In addition to the course requirements listed here, students are expected to complete Molecular Toxicology 596, and/or 597 during quarters in which research (596) or study for written or oral examinations (597) is part of the program. Molecular Toxicology 596 is for students who have not passed their oral examinations; 599 is for those who have passed their oral examinations and advanced to candidacy. Beginning in year 2, students also must enroll in Molecular Toxicology 296 each quarter. They may enroll in their advisor’s section. If their advisor does not have a section on the schedule, then they should enroll in Dr. Hankinson’s section (Mol Tox 296B).

Additional Course Requirements to be completed by the End of Year 2:

- All students are required to take one epidemiology course, unless the student has passed a course in epidemiology while an undergraduate or Master’s student. This course can be Epidemiology 100 or another epidemiology course that is relevant to the student’s area of research interest.
- Students who have not previously taken and passed a course in Public Health at the undergraduate or graduate level are required to complete one of the following options:
  1. Complete PH 150 (Contemporary Public Health Issues)
  2. Complete HPM 242 (Determinants of Health)
  3. Attend six Grand Rounds presentations or any FSPH seminars over the course of two years. Students choosing this option must meet with the Student Affairs Officer to discuss the requirements prior to attending their first presentation and document their attendance at each seminar by either signing the sign-in form for Grand Rounds presentations or submitting a summary of 100-150 words for each seminar to their faculty adviser.
Requirements for 3rd, 4th & 5th year students:
Students take the Mol Tox 211 series, Mol Tox 296 (with their advisor), and Mol Tox 599 (after they have advanced to candidacy) each quarter during their third, fourth and fifth year. If the student has not advanced yet, then they should enroll in 596.

Molecular Toxicology Internal Seminar Series- Mol Tox 211A-C:
Students enroll in the Molecular Toxicology 211 (A-C) seminar series every year. 211A is offered each fall, 211B in the winter, and 211C in the spring. Each student must give a seminar to present their research once a year as part of the 211 requirements. Your grade is these courses will not be available until you have completed the last course in the series (211C) in the spring quarter.

Students must attain a grade of B- or better in all core courses and a B average overall and must pass all core courses (excluding courses offered every other year) within two years of entering the program, unless there are mitigating circumstances that prevent this; such cases are reviewed by the Faculty Advisory Committee

Research Credits:
The student enrolls in Mol Tox 596 for research before the Written Qualifying Examination under the Advisor during quarters acceptable to both student and Advisor. After the student has come into doctoral candidacy, the appropriate course for credit is Mol Tox 599.

The conduct of the research must meet the current UCLA regulations relative to human subjects, animal experimentation, radioactivity, and chemicals/physical/biological hazards as appropriate. Interdisciplinary research is encouraged.

Representative Electives:
Neuroscience M201: Cell, Developmental, and Molecular Neurobiology (6): (Same as Molecular, Cell, and Developmental Biology M220 and Neurobiology M200B.) Lecture, six hours. Fundamental topics concerning cellular, developmental, and molecular neurobiology, including intracellular signaling, cell-cell communication, neurogenesis and migration, synapse formation and elimination, programmed neuronal death, and neurotropic factors. Letter grading.

Epidemiology 100: Principles of Epidemiology (4)
Lecture, two hours; discussion, four hours. Preparation: one full biological sciences course. Not open for credit to students with credit for course 200A, 200B, or 200C. Introduction to epidemiology, including factors governing health and disease in populations. Letter grading.

Pathology and Laboratory Medicine 294- Basic Concepts in Oncology (4): Lecture, three hours. Fundamental biological, genetic, and molecular process involved in genesis and

**Qualifying Exams:** Academic Senate regulations require all doctoral students to complete and pass University written and oral qualifying examinations prior to doctoral advancement to candidacy. Also, under Senate regulations the University oral qualifying examination is open only to the student and appointed members of the doctoral committee. What follows in this section is how students are required to fulfill all of these requirements for the Molecular Toxicology doctoral program.

**Written Qualifying Exam:**
This examination will usually typically be taken towards the end of the student's second year at UCLA. Both a written and oral qualifying examination is required. The format for the written qualifying examination will consist of a NIH-style research proposal on a topic which is approved by members of the Thesis Committee. The Thesis Committee will consist of four faculty members including the student's advisor, who will serve as the Chair.

The written proposal will be an original research proposal consisting at a minimum of the following sections:

1. **Statement of the Proposal:** A concise statement should be given regarding the aims and goals of the proposal. This will provide the committee with a clear understanding of the proposed studies and rationale (approximately 1 page).
2. **Background and Significance:** This section will cover the background and significance of the research topic. This should not be a comprehensive review of the research area. It should, however, provide enough background on the subject to allow the committee to evaluate the relevance and novelty of the proposal. Key references should be included (approximately 4 pages).
3. **Methods:** In this section, the student should state the specific questions being asked and describe experimentally how these questions will be addressed. Sufficient experimental detail should be provided such that the committee can evaluate the student's understanding of the techniques. A brief discussion of the legitimacy and appropriateness of the proposed methods (versus others) should be provided, and the merits and limitations of the methods are should be discussed (this may not be necessary for routine or widely utilized techniques). This section should also include a discussion of the interpretation of the possible results of the proposed experiments (approximately 5 pages).

**Conclusion:** A brief discussion of how the results of the proposed studies may further the field of Molecular Toxicology should be provided (approximately 1 page).
Minimum Standards for Doctoral Committee Constitution:

1. All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).

2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).

3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.

4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:
   - UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
   - Parameters for service as a Co-Chair
   - Minimum academic credentials of an additional member

5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.

6. All committee members read, approve, and certify the dissertation. Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.

7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.

8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the
dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]

In addition to the university’s minimum standards for the nomination of the Doctoral Committee, the Molecular Toxicology IDP will require the following:

At least three of the four doctoral committee members must hold an appointment in the Molecular Toxicology IDP.

Oral Qualifying Exam:
The oral examination of the written proposal will allow the Thesis Committee to fully evaluate the ability of the student to discuss the subject matter in a scholarly fashion. The student must be able to defend the validity and importance of the proposed research as well as the experimental approaches taken. The oral qualifying examination also provides the Thesis Committee the opportunity to specifically address perceived weaknesses in the student's educational background as well as evaluate the student's communication skills. Thus, it is expected that students will be able to both write about and verbally discuss his/her research proposal and experiments in a manner commensurate with someone receiving a Ph.D. in Molecular Toxicology.

Advancement to Candidacy:
After successful completion of coursework and written and oral examination requirements, students are advanced to candidacy and begin work on a dissertation based on original research.

Final Oral Examination (Defense of Dissertation):
A final oral examination is required of all candidates.

For detailed information on how to prepare and file your dissertation, visit: http://www.gdnet.ucla.edu/gasaa/etd/index.html.
### Required Forms and Timing:

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<td>Report on Written Qualifying Exam &amp; Completion of PhD Coursework</td>
<td>See Department SAO</td>
<td>After completion of exam</td>
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<td>Nomination of Doctoral Committee</td>
<td>Nomination of Doctoral Committee</td>
<td>Submit to SAO a minimum of 4 weeks before oral exam</td>
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<td>Report on Oral Qualifying Exam &amp; Advancement to Candidacy</td>
<td>See Department SAO</td>
<td>Request from SAO at least 2 weeks prior to exam. Submitted by SAO to Grad Division after completion of exam</td>
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<tr>
<td>Report on Final Oral Examination</td>
<td>See Department SAO</td>
<td>Request from SAO at least 2 weeks prior to defense.</td>
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<td>File Dissertation</td>
<td>See Graduate Division Website</td>
<td>By last week of May/first week of June to participate in Commencement. See SAO for exact date.</td>
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### Financial Support and Funding:

The Molecular Toxicology IDP is responsible for providing the stipend and fees for all incoming students for the first nine months of their first year. Students will receive a stipend (currently $32,500/year) plus fees. The Molecular Toxicology IDP payments for the first nine months will come from Graduate Division funds, the NIEHS training grant, and certain other funds. From month 10 onwards, the stipend and fees for each student are the responsibility of the student’s thesis mentor, and will be obtained from training grants, teaching assistantships, grants to the mentor, and other sources.

If during the first nine months, a student does not receive his/her monthly stipend, he/she should pursue the following process in an attempt to get the problem resolved.
(i) He/she should first speak to the Mol Tox SAO (Rebecca Greenberg) to ascertain whether a lack of payment is due to an administrative glitch.

(ii) If this does not solve the problem he/she should discuss the matter with the Molecular Toxicology Graduate Student Advisor (currently Professor. Michael Collins) and/or the Chair of Mol Tox (Professor Oliver Hankinson).

(iii) If this does not solve the problem, he/she should go to the Chair of EHS (Professor Michael Jerrett).

Academic Apprentice Personnel:
“Academic apprentice personnel” are academic student employees (Readers, Tutors, and Teaching Assistants) and Graduate Student Researchers (GSRs). These apprenticeships are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research and to augment limited resources from within the University for graduate student support. As a matter of University policy, academic apprentice personnel are considered primarily as students being professionally trained, and graduate student status takes precedence over University employment.

Many students obtain part time academic personnel positions as Special Readers, Teaching Assistants or Graduate Student Researchers with faculty either at the Fielding School of Public Health or elsewhere on campus. Students who are appointed to academic personnel positions for at least 25% time and enrolled in a minimum of 12 units may be eligible to receive fee remissions.

Please refer to the Academic Apprentice Personnel Manual or the following site for detailed information on employment opportunities, policies and benefits, including fee remissions: https://grad.ucla.edu/funding/working-at-ucla/.

ASE opportunities can also be found through the following sites:

- Teaching Assistantship Positions (TA Marketplace)
- Summer Teaching Assistant Opportunities
  Available through Summer Sessions
- Additional Academic Year & Summer Tutor Opportunities
  Available through the College

Working over 50% time:
Graduate Students must have approval from the Department to work over 50% time. Students will need to coordinate with the Department Student Affairs Officer to file the appropriate paperwork. A letter of support from the Faculty Advisor is required to work over 65% time. Approval from the Graduate Division is required to work over 75% time.
**It is the student’s responsibility to inform the Department of any campus positions that they have accepted and any funding that they are receiving. You must provide this information to the Department’s Student Affairs Officer**

Additional Funding Resources:

- [Funding for Continuing Students](#)
- [Academic Student Employees Appointments & Union Contract](#)
- [Funding Opportunities Resources](#)
- [Graduate Work-Study Program](#)
  
  Federal work-study grants are available to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding.

- [Bruin Direct Deposit](#)
  
  Authorization form for direct deposit of stipend payments.

- [Tax Information & Forms for Fellowship Recipients at UCLA](#)

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**Student Affairs:**

**Student Services/Advising:**

An academic adviser is assigned to each new student. The adviser meets with the student each quarter to discuss academic progress. Once the student is accepted into the laboratory of one of the participating faculty within the program, that faculty member then becomes the student's adviser.

- **Molecular Toxicology IDP:** Rebecca Greenberg is the Student Affairs Officer for the Molecular Toxicology IDP. Her contact information is as follows:

  Office: 56-085 CHS  
  Phone: (310) 206-1619  
  Email: rgreenberg@ph.ucla.edu

- **Faculty Advisor:** Dr. Michael Collins is the Faculty Advisor for those students who have not been assigned to a lab.
Official Materials from the University:
You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc.

For the most current deadlines, go to the online schedule and calendar at http://www.registrar.ucla.edu/calendar/.

Registration:
Registration consists of paying fees and enrolling in classes.

1. Registration fees and other University charges are due the 20th of each month. BAR (Billing and Receivable) accounts can be viewed through www.my.ucla.edu.

2. Enrollment in classes is completed via MyUCLA at www.my.ucla.edu.

Students must complete both processes by the established deadlines to be officially registered and enrolled for the term.

Graduate students must be either registered & enrolled or on an official leave of absence every term until their degrees are awarded. As an exception, certain graduate students may be eligible to pay the filing fee (see below). Failure to register or be on an official leave of absence for any term constitutes withdrawal from UCLA.

Paying Fees:
Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by September 20 (Fall quarter), December 20 (Winter quarter) and March 20 (Spring quarter). Credit card payments may be made online using MyUCLA online. If registration fees are not paid in full by the payment deadline, a $50 late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the $50 late registration fee and a $50 late Study List fee are assessed.

Details on fee payments, miscellaneous fee charges, enrollment procedures, and deadlines can be found at: http://www.registrar.ucla.edu/Fees-Residence/Overview.

Enrollment/ MyUCLA:
Students enroll in classes through MyUCLA, which is accessed at http://www.my.ucla.edu. MyUCLA gives students real-time access to their University academic, personal and financial records. Enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the wait list for a class, checking waitlist status, or changing the grading basis for a class can also be done through MyUCLA.
Enrollment Deadlines:
The deadlines are always on Friday of the following weeks of every quarter:

Week 2: Enrollment in all coursework.
Week 3: Fee charged for course changes, such as adding courses, dropping courses, and changing the grading basis for courses.
Week 10: Additional fee charged for adds, drops and grading basis changes.

UCLA Student Accounts:
UCLA Student Accounts oversees billing and collections for all student and various non-student accounts for the campus. They offer a variety of services, including customer service and support to billing customers via phone, email and in-person; billing and collections for all student registration fees, campus charges including Housing and Transportation fees; billing and collections for various non-student and sponsorship accounts; disbursement oversight including refunds with approved disbursement amounts by Financial Aid; management of 1098t tax reporting.

Study List:
UCLA refers to your class schedule as a “study list”. All UCLA students are required to have a “study list on file”, which mean that you must be enrolled in at least one unit by the end of the 2nd week of classes. Any student who is not enrolled in at least one unit by the end of the 2nd week of classes will be assessed a $50 late study list fee when they attempt to enroll. Please be aware that this fee will be charged even if you paid the $50 late registration fee. After the 2nd week of classes, your student record will be “locked” out of enrollment, and you will have to (1) go to the Student Affairs Office to pick up a form, (2) get written instructors’ permission to enroll in each class at this late date and (3) submit the from, in person, to the Registrar’s Office in Murphy Hall. You will not be able to process any enrollment activities until your student record is unlocked. You can go to MyUCLA online to view your study list. Note: you can print your study list to provide proof of enrollment in class. You should check your study list each quarter to make sure that you are enrolled in classes.

Normal Progress/Full-time Graduate Program:
A normal load is 12 units per quarter; a minimum of 8 and maximum of 17.5 units are permitted. Students can request permission to take additional units by filing a blue petition. Students are directed by the department to enroll full time whenever possible. Academic student employees (ASEs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load. Graduate students holding special fellowships must be enrolled in at least twelve units, both before and after advancement to candidacy. The twelve units required
per quarter may include, among others, courses in the 500 series (individual study or research).

**Filing Fee:**
Graduate students who meet the criteria can apply for a Filing Fee and pay a nominal fee of $188 in lieu of standard tuition and registration fees. Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive exam. During the Filing Fee Usage Period, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services. For detailed information on the filing fee requirements and to access the Filing Fee application, visit: https://grad.ucla.edu/academics/graduate-study/filing-fee-application/.

Students may only pay the filing fee one time.

**Leave of Absence:**
Continuing graduate students in good academic standing (3.0 GPA or above) who have completed at least one quarter of academic residence at UCLA, may petition to take a leave of absence. The leave must be approved by the student’s home Department and the Graduate Division. Graduate students are allowed a maximum of three quarters of official leave of absence.

International students who do not have permanent residency must obtain approval from Dashew Center for International Students and Scholars prior to submission of the form.

Students on approved leave of absence are not permitted to use faculty time or make use of University facilities for more than 12 hours since their last registration and are not eligible for apprentice personnel employment or other services normally available to registered students. There is no need to apply for readmission, since the approved leave is for readmission to a specific term. The Registrar’s Office notifies students about registration information for the returning term.

To petition for a leave of absence, students must fill out a “Leave of Absence Request” form, obtain the appropriate signatures, and submit it to the FSPH Student Affairs Office. For more details on the University’s leave of absence requirements and to access the request form, visit: http://www.gdnet.ucla.edu/gasaa/library/loa.htm

**Establishing California Residency (US Citizens & Permanent Residents only):**
Domestic students who are not California residents will need to establish residency to avoid assessment of nonresident tuition. In order to establish residency, certain requirements must be met. Please refer to the Registrar's web page: (http://www.registrar.ucla.edu/Fees-Residence/Residence-Requirements) or call the Residence Deputy at (310) 825-3447 for complete details on establishing California
Residency. This is very important. Otherwise, you may have to pay non-resident tuition during your second year.

**Transfer of Credit:**

Through petition, courses completed in graduate status on other UC campuses may apply to master’s programs at UCLA, provided they were not used toward a previous degree. Such courses may fulfill up to one-half of the total course requirement, one-half of the graduate course requirement, and one-third of the academic residence requirement.

A maximum of two courses completed with a minimum grade of ’B’ in graduate status at institutions other than UC may apply to UCLA master’s programs. Two courses would be the equivalent of eight quarter units or five semester units. They may not fulfill the minimum five graduate- course requirement or the academic residence requirement. The approval of the Graduate Division and the student’s major department is required on a petition for transfer of credit.

Courses taken for any other degree previously awarded at UCLA or another institution, and courses taken before the award of the Bachelor’s degree may not be applied toward a graduate degree at UCLA. Correspondence courses are not applicable to graduate degrees.

**Grading:**

UCLA grades for graduate students are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an “A”, 3 points for a “B”, 2 points for a “C”, and 0 points for an “F”. Only courses in which a grade of C- or better is received may be applied toward the requirements for a master's degree.

Once an Incomplete (I) grade is assigned, it remains on the transcript along with the passing grade students may later receive for the course. The instructor may assign the “I” grade when work is of passing quality but is incomplete for a good cause (such as illness or other serious problem). It is the student's responsibility to discuss with the instructor the possibility of receiving an “I” grade as opposed to a non-passing grade.

If an “I” grade is assigned, students may receive unit credit and grade points by satisfactorily completing the coursework as specified by the instructor. Students should not reenroll in the course; if they do, it is recorded twice on the transcript. If the work is not completed by the end of the next full term in residence, the “I” grade lapses to an F, NP, or U as appropriate.

**Standard of Scholarship/Probationary Status:**

UCLA requires at least a ‘B’ (3.0) average in all courses taken in graduate status at the University, and in all courses applied toward advanced degrees. This standard applies to all graduate students, including candidates in graduate-level certificate programs. In
courses graded on an S/U basis, a grade of S (Satisfactory) shall be awarded only for work which would otherwise receive a grade of `B’ or better.

A student is considered in probationary status and subject to dismissal if the cumulative scholarship in all work attempted in graduate status falls below a 'B’ (3.0), or if the student’s work in any two consecutive terms falls below a 'B’ (3.0) average. The Dean of the Graduate Division determines a student’s eligibility to continue graduate study. If allowed to continue in probationary status, the student is required to make expeditious progress toward improvement in scholarship. If a student is allowed to continue as a graduate student, this action does not constitute an exception to policies governing any other situation in which a minimum cumulative grade point average of 3.0 is required (e.g., an apprentice personnel appointment).

**English as a Second Language Placement Exam (ESLPE):**
The ESLPE (English as a Second Language Placement Examination) is required of all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the ESL requirement. The “Graduate Admissions Checklist” that comes with the acceptance letter gives a link to information on whether a student needs to take the exam or contains a paragraph instructing the student to take the exam. For more information, visit: [http://www.internationalcenter.ucla.edu/home/handbook/181/226/eslpe](http://www.internationalcenter.ucla.edu/home/handbook/181/226/eslpe).

**Test of Oral Proficiency (TOP):**
Students who plan to work as a teaching assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-citizens are considered international students. This includes permanent residents. However, international students who have earned a bachelor’s degree from a U.S. university are exempt from taking the TOP. If you believe that you should receive an exemption from taking the TOP for any other reason (e.g., native speaker of English), please contact your home departmental Student Affairs Officer/Academic Advisor directly to request an exception from the Graduate Division. For more information, visit: [http://www.oid.ucla.edu/training/top](http://www.oid.ucla.edu/training/top).

**Student Complaints and Academic Grievances:**
A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the school or division.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.
Academic Dishonesty:
Some students may incorrectly assume that academic dishonesty is a minor infraction. It is a serious matter that must be dealt with by instructors aggressively. For more information, visit our university’s Academic Dishonesty website: http://www.oid.ucla.edu/programs/facultydev/teachersguide/academicdishonesty

Ordering Transcripts:
Official academic and verification transcripts can be ordered by mail, in person or online through MyUCLA. For more information on ordering transcripts, visit: http://www.registrar.ucla.edu/forms/.

Change of Name or Address:
Students who wish to change their name on official University records should fill out a UCLA Legal Name Change or Correction form and submit it with the required supporting documentation to the Registrar’s Office Student Services. All name changes are recorded on the transcript. If students change their address, they should update their address through MyUCLA.

Student Life & Resources:

2017-18 Academic Calendar:

**Fall Quarter 2017**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Quarter begins</td>
<td>Monday, September 25</td>
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<tr>
<td>Instruction begins</td>
<td>Thursday, September 28</td>
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<tr>
<td>Study List deadline (becomes official)</td>
<td>Friday, October 13</td>
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<tr>
<td>Veterans Day holiday</td>
<td>Friday, November 10</td>
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<tr>
<td>Thanksgiving holiday</td>
<td>Thursday-Friday, November 23-24</td>
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<tr>
<td>Instruction ends</td>
<td>Friday, December 8</td>
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<tr>
<td>Common final exams</td>
<td>Saturday-Sunday, December 9-10</td>
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<tr>
<td>Final examinations</td>
<td>Monday-Friday, December 11-15</td>
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<tr>
<td>Quarter ends</td>
<td>Friday, December 15</td>
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<tr>
<td>Christmas holiday</td>
<td>Monday-Tuesday, December 25-26</td>
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<tr>
<td>New Year’s holiday</td>
<td>Friday-Monday, December 29- January 1</td>
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<tr>
<td>Winter campus closure</td>
<td>TBD</td>
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**Winter Quarter 2018**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Quarter begins</td>
<td>Wednesday, January 3</td>
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</tbody>
</table>
Instruction begins  Monday, January 8
Martin Luther King, Jr. holiday  Friday, January 15
Study List deadline (becomes official)  Monday, January 19
Presidents’ Day holiday  Monday, February 19
Instruction ends  Friday, March 16
Common final exams  Saturday-Sunday, March 17-18
Final examinations  Monday-Friday, March 19-23
Quarter ends  Friday, March 23

Spring Quarter 2018
Quarter begins  Wednesday, March 28
Cesar Chavez holiday  Friday, March 30
Instruction begins  Monday, April 2
Study List deadline (becomes official)  Friday, April 13
Memorial Day holiday  Monday, May 28
Instruction ends  Friday, June 8
Common final exams  Saturday-Sunday, June 9-10
Final examinations  Monday-Friday, June 11-15
Quarter ends  Friday, June 15

BruinCard (Student ID):
BruinCard is the official campus identification for UCLA, and is required for all students, faculty, and staff. Your BruinCard also serves as your library card, recreation card, door access card, and much, much more! (www.bruincard.ucla.edu)

MyUCLA:
MyUCLA is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.
www.my.ucla.edu

Student Mailboxes:
Each student has their own mailbox in the EHS Student Room (56-081). This is to be used for educational and University purposes only.
Student Lockers:
Lockers are available for EHS students in the EHS Student Room (56-081). They are assigned on a first come, first served basis. Students can reserve a locker through the Department’s Student Affairs Officers. Students are required to provide their own combination lock and must give the Department’s Student Affairs Officer the combination number (for emergency use only). Students are prohibited to store food in their lockers.

Graduate Writing Center:
The Graduate Writing Center offers free writing consultation to graduate and professional school students at all levels and in all disciplines, as well as writing workshops on a variety of topics. Meet with a trained and experienced writing consultant to work on writing issues ranging from style and argumentation to grammar and syntax. The graduate writing consultants will work with you to develop your writing confidence and your writing skills. http://gsoc.ucla.edu/gwc/

Additional Writing Resources for FSPH Students:
Strong communication skills, including the ability to write clearly and concisely for different audiences, are essential tools for all public health professionals. Click here for a list of writing resources for FSPH Graduate Students and PH/EHS Minors.

Dashew Center for International Students & Scholars:
Federal regulations governing policy and procedure of visa issuance and maintenance for international students and scholars make it especially important for these individuals to maintain contact with international student and scholar counselors and advisers following their arrival on campus. UCLA students, postdoctoral fellows, and visiting scholars from abroad are encouraged to visit the UCLA Dashew Center for International Students and Scholars. The Dashew Center for International Students and Scholars provides a mandatory orientation program that helps international students and scholars pursue their goals while at UCLA.

The Dashew Center also provides specialized services, counseling, and programs for all international students and scholars, from the time of their arrival to their departure. They offer services, such as orientation, for new students, help in locating affordable housing, English conversation classes, programs for the families of international scholars, assistance with questions regarding immigration issues, employment, financial aid, tax matters, and cultural adjustment, as well as a number of other topics.

Arthur Ashe Student Health and Wellness Center:
The Arthur Ashe Student Health and Wellness Center (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women’s Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture & Massage. Students can schedule
appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, the Same-Day Access Plan (ASAP Clinic) is available during business hours. After hours, students can access our 24/7 Nurseline for advice and information by phone.

Center for Accessible Education (CAE):
The UCLA Center for Accessible Education (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with documented permanent and temporary disabilities. Accommodations are designed to promote successful engagement in the UCLA academic experience.

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310)825-1501 or in person at Murphy Hall A255. When possible, students should contact the CAE within the first two weeks of the term as reasonable notice is needed to coordinate accommodations. For more information visit: www.cae.ucla.edu.

Health Insurance Requirement:
Health Insurance is a mandatory condition of enrollment for all UCLA registered students. As such, the UC Student Health Insurance Plan (UC SHIP) is a comprehensive medical insurance program offered to UCLA students. All registered students are automatically enrolled in UC SHIP, but if you have comparable insurance and you do not want to keep UC SHIP as dual coverage, you must submit a request to waive enrollment by the specified deadline. For more information, visit: http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx.

UCLA Counseling and Psychological Services:
CAPS professionals provide a safe, confidential place to discuss concerns or problems interfering with personal growth and academic achievement. They offer a range of counseling and clinical services designed to meet students’ varied mental health needs throughout the year. For more information, visit: http://www.counseling.ucla.edu/.

FSPH Career Services Office:
The mission of the Career Services Office is to facilitate the career development process for Fielding School of Public Health students through individual counseling sessions, workshops, employer presentations, career fairs and online job postings. For more information, visit their website at: http://ph.ucla.edu/current-students/career-development or contact:

Kristy J. Sherrer
Career Services Office
UCLA Fielding School of Public Health
Box 951772
Los Angeles, CA 90095-1772
Phone: 310-826-1020
Email: ksherrer@ph.ucla.edu

**UCLA Career Center:**
The UCLA Career Center provides a wide range of programs and services exclusively for UCLA students. Your academic studies are based upon the career you want to develop, so discussing options when you arrive will give you the edge in the competitive job market. The Career Center provides services such as: individual career counseling, workshops, and online resume critique. For more information, visit: [http://career.ucla.edu](http://career.ucla.edu).

**Bruin OnLine (BOL):**
Bruin OnLine (BOL) is a collection of services that provides UCLA students, faculty, and staff with e-mail, web hosting services, network connectivity (including wireless), and free software and support. For more information, visit: [www.bol.ucla.edu](http://www.bol.ucla.edu)

Walk-in Consulting: Kerckhoff Hall, Suite 124
Telephone Technical Support: (310) 267-HELP (4357)

**BruinTech:**
The purpose of BruinTech is to help faculty, students, and staff navigate the diversity of UCLA information technology (IT) services and organizations. The web site reflects the dynamic nature of IT on campus by spotlighting current views and events.

**Borrowing a CLICC Laptop:**
The Campus Library Instructional Computing Commons (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of instructional software. For more information, visit: [http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library](http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library).

**2017-18 Molecular Toxicology IDP Schedule of Classes:**
To view real-time courses offerings, including enrollment counts and official course descriptions, visit the [Schedule of Classes](http://www.library.ucla.edu/powell/clicc-laptop-lending-powell-library).

**Molecular Toxicology IDP Faculty:**
For a complete list of the Molecular Toxicology IDP faculty members, including their bios and contact information, visit: [http://moltox.ph.ucla.edu/](http://moltox.ph.ucla.edu/).