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Welcome New Graduate Students

Welcome to the Pharmacological Sciences Graduate Program. As the Graduate Program Advisor, I am here to help you navigate through your graduate school career and earn your Ph.D. degree in Pharmacological Sciences.

We are in an exciting time for pharmacologists. We have at our disposal an incredible array of knowledge and techniques, from high-resolution structural analysis of drug targets, to genome-wide transcriptomics and proteomics information on diseases and the downstream effects of drugs, to high-throughput screening technologies to aid new drug discovery. As pharmacologists, we must be aware of all the approaches that biologists use to understand living systems, and the methodologies employed by chemists to create and modify small molecules, and we must bridge these disciplines to advance knowledge of the interaction of these two spheres. We in the Pharmacological Sciences Program at UC Irvine are committed to the goal of training young scientists who will one day spearhead their own pharmacological research; you have been selected to join our Program because we believe that you can achieve this goal.

Your first year serves as an introduction for you to learn about pharmacology and identify the laboratory you would like to join. You will have various core and elective classes and will also rotate through up to three laboratories. These rotations should enable you to find the laboratory environment and project(s) to which you would like to devote your graduate training years. At the end of your first year, you will be required to pass the comprehensive exam, a rite of passage that formally declares you ready for thesis work. During the second year you will begin to focus on your dissertation project.

The following years will be spent mostly in the lab, carrying out research for your Ph.D. thesis. The length, as well as the requirements, for your Ph.D. will depend on your effort and on your abilities to analyze and resolve problems. Ultimately, they will be decided by your thesis advisor and your thesis committee. As a rough guide, a Ph.D. is rarely completed in less than five years, and we expect our students to have at least two published or accepted manuscripts in high-caliber journals before defending their thesis.

One day you will stand in front of the Department, your committee and your advisor and you will defend your Ph.D. Upon that day, you will be awarded the highest degree that can be awarded, and I hope that you will not forget that Ph.D. stands for Philosophiae Doctor (Doctor of Philosophy), which means that it is awarded for the yearning and teaching of wisdom, in science but also in life.

We intend that your Ph.D. studies will be a time when you are amazed by the complexity of life, but at the same time apply the scientific method to extend and enrich our knowledge of life.

David Mobley, Ph.D.
Graduate Program Advisor
Mentorship

Currently, the Pharmacological Sciences PhD program is being administered by the Pharmaceutical Sciences Department. However, students in each concentration are encouraged to meet with their specific Program Advisor when questions about requirements, rotations, and any other program related issues arise.

Graduate Program Advisors

Pharmaceutical Sciences Concentration Advisor
David Mobley — dmobley@uci.edu

Pharmacology Concentration Advisor
Fred Ehlert — fjehlert@uci.edu

Please feel free to use the resources of the faculty advisors. They are both here to help, and you’ll find them very knowledgeable. Don’t forget, you are not limited to your advisor when it comes to finding information. We strongly encourage you to attend the New Student Reception during orientations where you will have the opportunity to meet many of the current students in the program. Make friends and be sure to ask questions about their experience. The Graduate Program Coordinator is also a wealth of information. We are all here to help and make sure that you have a positive experience during your time at UCI so be sure to reach out when you have questions!
Registration

1. Each student is required to be enrolled in a minimum of 12 units and a maximum of 16 units of graduate or upper division courses each quarter. You will need approval from the Dean of Graduate Studies for more than 16 units.

2. You are responsible for registering for courses to ensure that your fees are paid by the appropriate deadline each quarter; otherwise, you may have to pay a late fee (see Schedule of Classes for details on due dates).

3. Graduate Division has a policy that any student who is not enrolled by the end of the 3rd week of the term will be dropped from the graduate program! NO EXCEPTIONS! To continue, the student would need to re-apply following the procedures required for any new student (on-line application, application fee, letters of recommendation, GRE scores, etc.). To prevent this from happening, please ensure that you are registered before the 3rd week of the term. The reason for this policy is that campus receives funds from the UC Office of the President based on the number of enrolled students, and that number is determined by the census at the end of the 3rd week of each term, which means that students who are not registered by then do not count in the census. The policy is designed to ensure that all students who plan to continue enroll in time for the census.

4. Before registering for courses, you may need authorization codes for some courses you plan on taking. See the Student Affairs Coordinator to receive your codes.

5. Students search for courses online using UCI’s Web Schedule of Classes (WebSOC) and register in classes through UCI’s WebReg.

You will be receiving a monthly stipend from the department. If you fill out an “Earnings Disposition Form” you will receive this stipend via direct deposit.

The fees paid by the department on your behalf include mandatory Graduate Student Health Insurance (GSHIP). If you have insurance coverage from a different source, we would appreciate it if you could let us know; if you do not need UCI’s insurance coverage, we will ask you to file an insurance waiver so that the department does not pay for duplicate coverage.

If you have any other questions concerning registration, payment of fees, foreign student or non-resident problems, please see the Student Affairs Coordinator and she will be happy to answer your questions or send you to someone who can help.
Statement of Legal Residence

All students are required to complete a Statement of Legal Residence (SLR).

The Residence Deputy at UCI sends out an e-mail to all admitted students who indicate, via their Statement of Intent to Register (SIR), that they are accepting their admission offer. This e-mail note requests that you complete and submit your SLR online and provides you with both your UCI Student ID Number and your "Application ID Number" that you will need to enter to complete the SLR online. Please note that the "Application Number" is different than your "Electronic Application ID Number," so be sure to use the Application ID Number you receive in the e-mail regarding SLR. Also, please be sure that you submit your completed SIR as soon as you have made your decision, because the Residence Deputy cannot send your information about SLR completion until after your SIR has been received and processed.

All students are required to complete a Statement of Legal Residence (SLR). To complete the Statement of Legal Residence form online, please visit the Office of the Registrar's website at https://www.reg.uci.edu/navigation/residency.html.

The Statement of Legal Residence (SLR) is an important step used to make a determination of residence classification for tuition fee purposes. All students are required to file a SLR form with the Office of the Registrar regardless of whether the student expects to be classified as a California resident or not. It is very important to complete your SLR in a timely manner. Your fees and tuition amounts are determined on the basis of your SLR information. Therefore, you can not enroll in classes before your SLR is completed, received and processed by the University.

All students must establish California residency before the start of Fall Quarter of their second year. California residents receive preferential tuition rates. If you fail to establish residency, you may be asked to pay the difference between resident and non-resident tuition rates.

The requirements for establishing California residency are included on the Petition for Resident Classification form: https://www.reg.uci.edu/residency/classification.html.
Academic Standards

Every student was chosen for graduate study in the Pharmacological Sciences graduate program after an extensive selection process. You were chosen because the faculty believes you have the motivational and intellectual qualities needed to excel in our program. We fully expect every student to perform well and to be successful in their graduate career.

The following is an excerpt from the University of California, Irvine catalog concerning the scholastic requirements for graduate students:

For a graduate student, only the grades A+, A, A-, B+, B, and S represent satisfactory scholarship and may be applied toward advanced degree requirements. However, upon petition, a UCI course in which a B- is earned may be accepted in partial satisfaction of the degree requirements if the student had a grade point average of at least 3.0 in all courses applicable to the degree. Graduate students may not apply courses graded Pass or Not Pass toward any degree or satisfactory progress requirements. A grade point average below the B level (3.0 on a 4.0 scale) is not satisfactory, and a student whose grade point average is below that level is subject to academic disqualification.

Any student who does not uphold these scholastic requirements may be subject to academic probation or disqualification.

We also take each student’s progress very seriously. If you are not making satisfactory progress toward the doctoral degree you will be notified in writing to provide you with a period of time in which to make the necessary improvement in your academic status.

The following is a list of examples that demonstrate unsatisfactory academic progress:

- An overall grade point average below 3.0; or
- A grade point average below 3.0 in two successive quarters; or
- Fewer than 24 units completed and applicable toward the advanced degree requirements in the last three quarters; or
- Failure to complete required courses or examinations satisfactorily within the period specified by the Pharmacological Sciences program; or
- Failure to pass the Comprehensive Exam in two attempts; or
- Failure to progress academically within the Normal Time to Degree framework specified; or

⇒ The appropriate faculty committee’s evaluation that there has not been satisfactory progress toward completion of the thesis or dissertation.

Additionally, the academic requirements of the program include successfully matching with a faculty advisor no later than the end of the Spring Quarter of the first year.

Remember, any graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment and may not receive fellowship support or other awards.
# Usual Timetable for Graduate Study
## Pharmaceutical Sciences Concentration

### YEAR 1

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<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
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<tr>
<td>Pharm 252 (Neuro. and Drug Receptors)</td>
<td>PharmSci 263 (Pharmacogenomics)</td>
<td>PharmSci 278 (Stem Cell Therapy)</td>
<td>Pharm 257 (Ethics in Res)**</td>
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<tr>
<td>PharmSci 298 (Seminar)</td>
<td>PharmSci 298 (Seminar)</td>
<td>PharmSci 280 (Research)</td>
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<td>PharmSci 399 (TAship)</td>
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**Offered in the summer quarter every other year (for credit in the following fall quarter)

**Comprehensive Exam**

**Establish CA Residency (Non Resident students only)**

### YEAR 2

**Commence Dissertation Research**

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<th>Fall</th>
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<td>PharmSci 280(Research)</td>
<td>PharmSci 280(Research)</td>
<td>PharmSci 280(Research)</td>
<td>Pharm 257 (Ethics in Res)**</td>
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### YEAR 3

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**Advance to Candidacy (No later than end of 3rd year)**

### YEARS 4-5

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**Complete dissertation research**

**Write and defend dissertation**
Usual Timetable for Graduate Study
Pharmacology Concentration

YEAR 1

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<tr>
<td>chem &amp; Molecular Biol)*</td>
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<tr>
<td>Pharm 254 (Intro to Pharm) Pharm 298 (JC/Seminar) Pharm 299 (Research) Physio 206A (Med Phys)**</td>
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*Requirement of the Biochem 210A course is determined by the Graduate Program Director/Advisor.
**Elective-Other courses outside of our department may be taken as your elective but require prior approval from the Graduate Program Director/Advisor.
*** Pharm 256 and 257 are offered every other year (last offered in 2014). Students must enroll to receive credit for these courses in the fall quarter following the courses held during the summer. If by year 2 you have not taken it is required that you plan to take it the very next summer it is offered. It will be offered Summer 2016

Comprehensive Exam & Establish CA Residency (Non Resident students only)

YEAR 2
Commence Dissertation Research

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<td>Pharm 298 (JC/Seminar) Pharm 299 (Research)</td>
<td>Pharm 298 (JC/Seminar) Pharm 299 (Research)</td>
<td>Pharm 256 (Exp. Design for Pharm.– aka Statistics)*** Pharm 257 (Ethics in Res)*** Pharm 299 (Research)</td>
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YEAR 3

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Advance to Candidacy (No later than end of 3rd year)

YEARS 4-5

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<td>Pharm 299 (Research)</td>
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Complete dissertation research
Write and defend dissertation
Graduate Courses in Pharmacological Sciences

Coursework Requirements - Pharmacology Concentration: New students admitted directly into the Pharmacology Concentration are subject to the coursework requirement as listed below.

Required Courses:

- **PHARM 241**: Advanced Topics in Pharmacology
- **PHARM 252**: Neurotransmitter and Drug Receptors
- **PHARM 254**: Introduction to Pharmacology
- **PHARM 255**: Chemical Transmission
- **PHARM 256**: Experimental Design for Pharmacologists
- **PHARM 257**: Ethics in Research
- **PHARM 298**: Seminar
- **PHARM 299**: Research
- **PHYSIO 206A**: Introduction to Medical Physiology
- **PHYSIO 206B**: Introduction to Medical Physiology
- **BIOCHEM 210A**: Medical Biochemistry and Molecular Biology (Requirement of this course is determined by the Graduate Program Advisor.)

Courses from in the Pharmaceutical Sciences Concentration required course list may be substituted for some of the Pharmacology Concentration required courses with the consent of the Concentration Advisor, according to the interests of the student.

Coursework Requirements - Pharmaceutical Sciences Concentration: New students admitted directly into the Pharmaceutical Sciences Concentration are required to take three courses chosen from the list below, and three electives chosen from 1) the same list, 2) from the Pharmacology Concentration required courses above, and/or 3) from the MCP electives list. Electives must be approved by the Pharmaceutical Sciences Concentration Advisor. Coursework must also include training in the ethical conduct of research (e.g., PHARM 257 or equivalent).

Choose three of the following plus three electives:

- **PHARM 254**: Introduction to Pharmacology
- **PHARM 255**: Chemical Transmission
- **PHRMSCI 223**: Biological Macromolecules
- **PHRMSCI 263**: Pharmacogenomics
- **PHRMSCI 272**: Special Topics in Pharmaceutical Sciences
- **PHRMSCI 274**: Nanomedicine
- **PHRMSCI 277**: Medicinal Chemistry
- **PHRMSCI 278**: Stem Cell Therapy
- **PHRMSCI 280**: Graduate Research
- **PHRMSCI 298**: Research Seminar

Students who complete all requirements of the one-year INP or MCP gateway programs qualify to transfer into either Concentration at the end of their first academic year. These gateways have different first year requirements. Students entering the concentration from a gateway are required to pass the Comprehensive Exam. In addition, MCP students who have passed fewer than the six courses required for the concentration during the first-year must bring the total up to six by the end of the second year (the full year of PHRMSCI 250A-PHRMSCI 250B-PHRMSCI 250C may be counted as one course for this purpose).
Graduate Courses in Pharmacological Sciences (Cont.)

Research Seminars

Graduate student must be enrolled in Research Seminar (Pharm Sci 298 or Pharm 298) each quarter until they defend their thesis. Attendance at Seminars is mandatory, even if your lab is located at the Medical Center.

Journal Club (Pharmacology Concentration Students ONLY)

Part of the Journal Club experience is an informal presentation of your research data and presentation of a research paper. The paper is chosen by the student and must be a paper that the student believes represents the most important significant findings in its field in the last 12 months. The purpose of this course is to develop critical and analytical skills. All students must read these papers and be prepared to discuss them during the presentation. The presentation should allow time for general discussion of the paper. It is the student's responsibility to provide enough background information for the audience to understand the author's rationale for doing the experiments and the place this particular paper occupies in the greater realm of pharmacology (this information can be found by reading some of the other papers included in the reference section of the paper). Students will receive critical feedback from faculty and students after the presentation.

Attendance at Journal Club and Seminars combined make up your grade. Each student may miss only 1 Journal Club or Seminar session without prior approval. All other absences must be approved in writing by the Course Director (not the Student Affairs Coord.) to be considered an excused absence. For excused absences, a copy of the e-mail approval must be forwarded to the Student Affairs Coordinator, or your absence will be counted as unexcused. First year students are not required to present a paper.

Journal Club format:

**Fall Quarter:** Data Presentations (3rd year + students) - the Program Director will attend.

**Winter Quarter:** Students are required to register for Pharm 298 or Pharm Sci 298 for credit but attend Pharm Sci 277 in lieu of the normal JC.

**Spring Quarter:** Paper presentations around pharmacological themes (2nd & 3rd year students) - the Program Director will attend.
Graduate Courses in Pharmacological Sciences (Cont.)

Departmental Seminars
Departmental seminars are given by invited speakers and occasionally by our own faculty and post-docs. These seminars are not only a great opportunity to see and hear scientists talk about their work, but they are also **mandatory**. A sign-in sheet will be available for the first 15 min. of each seminar. In order to receive credit for your attendance you must be present and have signed in. Arrival after 15 minutes of the scheduled start time is considered an absence. **Signing in and leaving in the middle of the seminar is simply prohibited.** If you must leave during a seminar, the course director must be notified before you’re excused.

Research Rotations

You will be devoting the majority of your professional time over the next few years to laboratory research. It is most important that you spend that time in an environment that is stimulating and of personal interest to you. Rotations are set up to aid you in choosing this environment. The rotation programs consist of a series of short research projects in selected faculty members’ laboratories. Two rotations are required, during the Fall and Winter quarter of your first year. A third rotation during the Spring quarter is optional if the student has not decided on a faculty mentor. The amount of time spent in the laboratory working on your rotation research should be negotiated with the faculty member whose lab you are rotating through. (If you wish to change your lab rotations you are required to notify the Graduate Program Director/Advisor and the Chief Administrative Officer prior to making the change). You should be able to make adequate progress in the lab as well as complete your course work.

The purpose of this program is to obtain exposure to several areas of research and techniques. To obtain the maximum benefit from this program, it is best to familiarize yourself with each faculty member’s research and then consult with that faculty member about available space and a proposed project. It is advisable that this be done as soon as possible after arriving on the campus.

After the rotations, students must consult with the faculty member with whom they wish to pursue their dissertation research. Many factors will influence your decision such as the exciting research conducted in a particular lab, funding availability, and availability of positions. In order to officially be placed in a lab, a Departmental/Research Advisor Choice Form must be completed and filed with the Pharm Sci department. You may obtain this form by asking the Graduate Program Coordinator for a copy. This form ensures that funding availability has been confirmed with both the selected research advisor and the department.

Once students have been placed in a lab, while it is obviously advantageous to remain in the same lab for the duration of their graduate school tenure, they are free to change labs at any time as long as they can find a mentor who is willing to take them and fund them.
Funding

Funding, i.e., stipend, graduate student fees (which include health insurance) and non-resident tuition for domestic students in year 1 only, will be guaranteed to students for a period of 5 years as long as they maintain good academic standing (see pg. 7). Funding beyond 5 years is not guaranteed. Tuition for foreign students is not guaranteed. Information on fellowships is available at: http://www.grad.uci.edu/funding/fellowships-awards/index.html

Fellowships

Why would you want to waste your valuable time (when you could be studying for all those hard classes and performing research) applying for an extramural fellowship? The first reason is that it is MANDATORY for all students in the department to apply for one extramural fellowship at some time in their graduate career. Another reason is that it is great experience to write a grant or fellowship and figure out early in the game exactly what it takes to become funded. After all, upon receiving a Ph.D., many of us won’t be able to do research unless we can obtain one or more of these elusive grants. A third reason is that it looks great for the department if many of the students are funded by outside agencies. Another reason is that it is a nice feeling to know you have your own money - not to mention that it is a wonderful addition to your now short, but ever growing curriculum vitae (CV). And finally, the more students are funded by outside sources, the better chance you have to petition the department for raises in your stipends!

All eligible first year students are encouraged to apply for an NSF, Howard Hughes and Office of Naval Research Fellowship. So if you are eligible, talk to your mentor about how to apply. You do not need to know what your thesis dissertation will focus on in order to apply for the three above-mentioned fellowships. However, students who do have a thesis dissertation project should apply for a National Institute of Health (NIH) or PhRMA fellowship based on their project. Almost all of these applications can be found online. Just visit the website of the Office of Research, http://www.research.uci.edu.

Another great link to look into regarding funding is http://sciencecareers.sciencemag.org/funding. Use this as a resource for an extensive list of funding opportunities.

In addition to the Office of Sponsored Projects Administration, and the fellowships mentioned above, here is a list of reference works for other sources of support located in the Langson Library on the main campus:

- Grants Register
- Grants for Graduate Students
- Directory of Financial Aid/Minorities
- Directory of Financial Aid/Women
- Peterson’s Grants for Graduate Students
Fellowships (Cont.)

Procedures for Proposal Submissions

1. Notify the Pharmaceutical Sciences Department’s Contracts and Grants administrative office of any planned proposal submissions no less than 4 weeks prior to the Agency deadline. If the submission is an electronic one, you must share your login and password with the administrative staff so that they can complete the administrative pages of the proposal (see specifics below). You cannot submit your own proposals even if the agency allows for this. This procedure ensures all Institutional policies are being adhered to.

2. The department will work with you to prepare a budget (even if the Agency does not require one). UCI requires a budget for all proposal submissions.

3. The administrative staff will work with you to complete the following internal and/or Agency forms for you: Kuali Coeus. Financial Disclosures, Agency Face Page or Summary form, Budget pages (if required by the Agency), Ongoing and Completed Research for either Section D. of the BioSketch (if NIH format) and/or Other Support (if required by the agency).

4. It is your responsibility to work with your faculty mentor on the submission of your proposal. You should not be altering information on your mentor’s BioSketch or Other Support pages as this information belongs to the faculty member and should only be altered by them. You are responsible for ensuring any Letters of Recommendation submitted prior to institutional review.

5. All proposals must go through the internal signature process 10 full business days prior to the Agency deadline. The process is as follows: submit to the Department Chair for signature. Then, the proposal is sent to the Dean. A draft version of the science may be submitted to the Dean’s Office, but all pieces of the proposal must be present, i.e., The Dean’s Office will accept a draft version but not an incomplete version. Finally, the proposal will go to UCI’s Sponsored Project Administration (SPA). All documents must be FINAL form to be submitted to SPA one (1) business day before Sponsor’s deadline. Only after SPA has approved and signed off can the proposal be submitted to the Agency via SPA or department administrators.
Nomination and Selection Guidelines for the Annual Henry Wood Elliott Memorial Award

The Henry Wood Elliott Memorial Award is given to one outstanding graduate student every year who is working with a primary faculty member or joint faculty member of the Department of Pharmacology. Graduate student candidates may belong to any of the UC Irvine graduate programs but must actively participate in the Pharmacology graduate program by attending Pharmacology journal clubs and seminars during their entire Ph.D. studies.

- Graduate student candidates must have advanced to candidacy.
- Nominees will be judged principally on the basis of their excellence in basic research. Their publication record will be used as the primary criteria for evaluation, which will only include manuscripts published or accepted for publication (Impact factors will be taken into consideration).
- Nominations may be submitted by any primary faculty member or joint faculty member of the Department of Pharmacology who will act as the nominee’s sponsor. Graduate students can also self-nominate, but written justification for their lack of sponsorship is required.
- Nominations shall be due on March 31st of each year and addressed to the Administration of the Department of Pharmacology.
- Nomination shall consist of: A letter from the sponsor of the nominee describing the nominee’s research and its impact in the field of Pharmacology, the nominee’s C.V., and a list of the nominee’s publications, published or accepted for publication (with the corresponding journal impact factors).

The Henry Wood Elliott Memorial Award will be presented to the recipient during a special ceremony of the Department of Pharmacology. The award will consist of a certificate, the student’s name on a permanent plaque in the Pharmacology Department and a monetary award equal to the accumulated annual interest in the Henry W. Elliott Endowment Fund, which may change from year to year.
Comprehensive Exam

After completion of first year courses (whether in the concentration itself or one of the gateways), each student must pass a Comprehensive Exam covering first year coursework subjects. It will be offered once per year during the summer and normally will be taken prior to the second year. It may be deferred to the following year only under unusual circumstances and with the prior approval of the Graduate Advisor.

There will be a single Comprehensive Exam offered, covering subjects appropriate for students in either concentration. Each candidate for the Ph.D. degree must pass the Comprehensive Exam or equivalent no later than the end of their second year.

The comprehensive exam will be coordinated by the current Graduate Program Advisor for students in both concentrations.
Graduate Council Policy on Ph.D. Time to Degree

Graduate Programs are required to establish written measures defining normal progress toward a Ph.D. degree. The Graduate Council Policy has established a Time to Degree policy for all entering and prospective students. The Expected Time to Degree for UCI Doctoral students can be found at: http://www.grad.uci.edu/forms/academics/time_to_degree.pdf

The Pharmacological Sciences Ph.D. program has the following standards:

A normal time to Advancement to Candidacy (A) = 3 years

A normal time to degree (N) = 5 years

A maximal time to degree (M) = 7 years

Students not making normal progress according to the written departmental standards, or who do not meet the normal time to Advancement to Candidacy, shall be notified in writing, and given one year to resume normal progress or file a petition to the Dean of Graduate Division (see below).

If, by the end of this period, a student has neither resumed normal progress, nor had their petition approved, the Dean of Graduate Division shall block their registration. A student exceeding the maximal time to degree (M), shall not receive non-instructional University resources (financial aid, TA-ships, housing, etc.). Graduate programs may also propose stronger sanctions (including blocking registration) for students who exceed maximal time to degree.

Up to one additional year may be applied to these time limits for students on an approved leave of absence, or who require remedial work at the time of their enrollment. Upon petition, the Dean of Graduate Division may relax these regulations in exceptional circumstances. Petitions for such exceptions will require full documentation and will rarely be granted.
Advancement to Candidacy

By the end of your 3rd year, you MUST advance to candidacy. If the student waits until after their 3rd year to advance, the student will NO LONGER BE IN GOOD ACADEMIC STANDING.

Conflict of Interest
The Student, the Graduate Program Director/Advisor, and the Departmental Chair must complete the Conflict of Interest statement, which is included in the Ph.D. Form I packet. More information about Conflict of Interest in graduate education is available on the Graduate Division website.

At least four weeks prior to convening a student committee for Advancement to Candidacy examination, you must complete the Conflict of Interest form and meet with the Graduate Director/Advisor to discuss if a conflict exists. The student must bring a signed copy of a letter from the thesis advisor stating whether or not there is a conflict of interest relating to the research. If a positive conflict of interest is disclosed, a non-voting oversight member will be appointed by the Dean of the Graduate Division to the student’s thesis committee. The student and their advisor should submit the names of three suitable members to the Graduate Program Director/Advisor.

Advancement Exam
The advancement consists of two parts, the first is a written proposal of your thesis research and the second is an oral defense of this proposal before your candidacy committee. Satisfactory completion of this defense is required in order to continue on in the Ph.D. program.

You must complete and submit Ph.D. Form I: Report of the Ph.D. Candidacy Committee to the Graduate Dean. Complete Ph.D. Form I pages 1-2 to obtain the requested signatures. The Conflict of Interest Form on page 3 must be signed by the Graduate Program Director/Advisor. Relevant deadlines are posted on the Graduate Division website.

Candidacy Committee Membership
There is often confusion about the requirements for committee membership. Unfortunately, sometimes a student completes the Advancement exam, only to find that she/he needs to retake the exam because the Candidacy Committee was not appropriate. So, please be sure that your committee meets the requirements well before your examination date. The Candidacy Committee is comprised of five faculty who are voting members of the University of California Academic Senate (1 Chair, 3 general members and 1 outside member). If you want to include a faculty member who does not belong to the Academic Senate, a special request must be made to the Graduate Dean for an exception to policy. One (at most) non-voting member of the Academic Senate will be considered by the Graduate Dean for general membership on the committee on an exception only basis. The majority of the committee must be affiliated with your program. For more information on Advancement to Candidacy: http://www.grad.uci.edu/academics/advancement-to-candidacy/index.html.
Advancement to Candidacy (cont.)

Candidacy Committee Membership (cont.)
One member of the committee, the “Outside Member,” must be a voting member of the Irvine Division of the Academic Senate, and may not hold a primary or joint appointment in your department or academic unit. The outside member's role is to serve as an unbiased and independent judge of both the quality and fairness of the advancement exam. If there is a conflict of interest relating to the research, a sixth “Oversight Member” of the committee will be appointed.

Grad Division must approve the members of the committee before advancement. Provided that Grad Division gives the approval, bring the Form I into the exam with you. All committee members must sign this form after the exam and state whether you have passed.

The Written Proposal
It should include specific aims, background information, preliminary data, and the rationale and experimental design for achieving the specific aims. One copy must be given to each committee member two weeks prior to the oral exam.

Oral Exam
In addition to the written proposal, you must give a short talk at the beginning of the oral examination. This should be approximately 20 minutes in length and should be an overview of the proposal. Once the talk is over, the questioning begins. Each committee member will ask you questions that mainly focus on your proposal, but can relate to anything you have learned in the program. You may be asked to leave the room after the first round of questioning, but don’t be concerned, as this is normal. At the end of the examination, you will be asked to leave the room so your proposal can be discussed. If everything went well, they will call you back into the conference room with smiles on their faces.

Choosing the Thesis Committee
Once your advancement committee has signed Form I, you will need to choose your thesis committee (see Graduate Advisors Handbook). The final three members of the thesis committee must be identified with asterisks placed next to their names. The majority of the voting members of the thesis committee must be affiliated with the program.

For more information regarding the degree requirement and related policies and procedures please visit the Graduate Division website: http://www.grad.uci.edu/academics/degree-completion/index.html

Advancement Fee
When you submit the completed Form I to Graduate Division, you will have to pay the Advancement to Candidacy Fee at the Cashier’s Office. The cashier will stamp this form to indicate receipt of payment. This completed form, including the cashier’s stamp indicating payment and a completed Conflict of Interest form, constitutes an application for Advancement to Candidacy. The student’s official date of advancement is the day the completed Ph.D. Form I is received in Grad Division. A copy of this must also be provided to the department.
Dissertation Defense

The Office of Graduate Division’s webpage: http://www.grad.uci.edu/academics/degree-completion/electronic-submission.html includes some basic information about theses and dissertations, as well as links to a page listing various relevant deadlines, and to the UCI University Archives Thesis and Dissertation Manual. Among other things, the Manual includes a section on manuscript preparation, as well as the Ph.D. Dissertation Checklist. The dissertation must be approved by a Library Archivist to ensure, among other things, that the dissertation is formatted according to standards.

When you have completed all your research and are in the process of writing your dissertation, it is time to schedule your dissertation defense. Your committee has already been selected at the time you advanced to candidacy, so you need to check with all committee members and set up a time for your defense. Once you have done this, you need to make sure a room is available and a notice goes out to all members of the department. This notice should be sent out at least 7 working days before your defense date. The Graduate Program Coordinator can help you with this.

You also need to finish the final draft of your thesis and this should be distributed to your committee members at least two weeks before your defense.

Ph.D. Dissertation Required Forms
http://www.grad.uci.edu/academics/degree-completion/electronic-submission.html

Ph.D. Submission Checklist
Ph.D. Form II/Signature Page - Report on Final Examination for the Ph.D. Degree serves as the official signature page. All signatures must be original and in permanent ink.
- Final approval notification e-mail from the Proquest/UMI website

Survey of Earned Doctorates
- Upon completing the survey, students are given the opportunity to enter up to two e-mail addresses to which a confirmation e-mail will be sent. In the second box, please enter GradServices@rgs.uci.edu - the first e-mail entered should be the student's email address. The student will bring in the confirmation e-mail when submitting final degree paperwork.

UCI Exit Survey
Degree Certification Request form (optional)

The Office of Graduate Division websites:

Ph.D. Resources: Obtaining a Ph.D. - Dissertations:
http://www.grad.uci.edu/academics/degree-completion/electronic-submission.html
Advisement/Doctoral Committee Meetings and Individual Development Plans

Individual Development Plan (IDP)

Students are required to complete a yearly IDP (http://www.pharmsci.uci.edu/graduate/documents/IDP_form.pdf) with their advisors, beginning in their 2nd year. This is to help get both the student and advisor on the same page in terms of pursuing the student's career goals and achieving intermediate milestones in order to achieve those goals. You should complete your IDP, go over it with your advisor, and then discuss the plan with your Advisement or Doctoral Committee during your annual meeting. Your committee will need to sign off that you have discussed the form with them, and a copy should then be submitted to the Graduate Advisor and the Graduate Program Coordinator.

Advising Prior to Advancement

Advisement Meetings must take place before the end of the Spring Quarter during your 2nd year and every year from then on, until you Advance to Candidacy. For these meetings, each student is required to assemble an Advisement Committee charged with the responsibility of providing general oversight and guidance on the student’s progress towards Candidacy. The Advisement Committee, which will eventually become the Doctoral Committee, is chaired by the student’s thesis advisor and consists of three faculty members, the majority of whom have appointments in the Department of Pharmacology or Pharmaceutical Sciences. An Annual Advisement Committee Meeting Report must be signed by the Committee members and the student and given to the Graduate Program Coordinator to be kept on file.

Doctoral Committee Meeting

After a student advances to candidacy, they are required to continue meeting with his/her Doctoral Committee each year before the beginning of Spring Quarter to discuss the report and evaluate progress towards graduation. An Annual Doctoral Committee Meeting Report must be signed by the Doctoral Committee members and the student and given to the Graduate Program Coordinator to be kept on file.

IDP Form: http://www.pharmsci.uci.edu/graduate/documents/IDP_form.pdf
A completed and signed copy of the Individual Development Plans should be submitted annually to the Graduate Advisor and Graduate Program Coordinator. This is our means of tracking that the requirement for the annual meeting have been met.
Required Forms for Advancement and Defense

For up-to-date details on Advancement to Candidacy, Final Examination, Thesis/Dissertation/Doctoral Committees and Degree Conferral please refer to the website at the Office of Graduate Division.

Please click on this link to access all Graduate Division forms: http://www.grad.uci.edu/forms/

Commonly used forms for Graduate Students:
- Change of Degree Level
- Change of Major
- Ph.D. Form I - Advancement to Candidacy Ph.D. Degree
- Conflict of Interest Form

Note: Student must file the Conflict of Interest Form two weeks in advance if there is a perceived conflict.

- Filing Fee Petition or Filing Fee Petition - Summer
- Ph.D. Dissertation Submission Checklist for Electronic Filing
- Ph.D. Form II - Signature Page / Report on Final Examination for the Ph.D. Degree
- Dissertation-Thesis Approval Form
- Degree Certification Letter Request

When the student is ready for his/her defense, they should notify the Graduate Program Coordinator promptly. A defense announcement will be prepared and distributed to our faculty and students. Remember to take all required forms, i.e. Ph.D. Form I, Conflict of Interest, and Form II to the Graduate Director/Advisor for signatures on behalf of the department.

Beginning July 1, 2009, UCI must be in compliance with the registration requirement for graduate students when filing their theses or dissertation and being awarded their degree. Students must either be registered (enrolled and fees paid) during the academic term in which they file and/or the degree is conferred; or they must pay the Filing Fee, which is one-half of the quarterly Registration fee. Therefore, students who file their thesis/dissertation and are awarded their degree during the Summer term must either pay the Filing Fee, or be enrolled and registered through Summer Session. Since the Pharmacological Sciences Graduate Program does not offer summer classes for credit, paying the Filing Fee is the only option. For the summer quarter only, a graduate student can continue to receive stipend payments while on a Filing Fee. This is not the case during the academic year.

⇒ Students may only pay the Filing Fee in lieu of registration once during their academic career.
⇒ Students must be registered in the academic term immediately preceding the term in which they pay the Filing Fee. Students cannot be on Leave of Absence during the academic term immediately preceding the payment of the Filing Fee.
Graduate Student Representation

Although your primary goals in graduate school are academic in nature, meeting the personal needs of graduate students can sometimes be overlooked. Ensuring that your experience here is rewarding is, in part, your own responsibility. This means involvement and active participation!

Representation in the department - The Pharmacological Sciences Graduate Program is administered by the Graduate Committee that consists of three faculty and one Student Representative. While all departmental policies must finally be voted on by the full faculty, this committee provides a forum for discussions of such diverse topics as student recruitment, appropriate course requirements, course evaluations, stipends, etc. It is a chance for students, through their representative, to have real input to the running of the graduate program. This representative is elected each Summer by the students to begin in the following Fall and anyone is eligible to run.

Representation on campus - The Associated Graduate Students (AGS) is the campus-wide graduate student government (http://www.ags.uci.edu/). Each academic school (ours is Medical Academics) on campus is allotted one representative per 100 students. These are elected by the members of the school in the spring for the coming year. Through the efforts of AGS, graduate students now have mandatory, comprehensive health insurance, lower fees, quarterly parties, student negotiated food service contracts and a graduate student run pub! AGS is your main source of information regarding all issues affecting graduate students on this and all UC campuses. As a graduate student you can, through AGS, be a voting member on many campus-wide committees which influence the direction of university policy.
Policies and Procedures

The following are the policies and procedures of the Graduate Program in Pharmacological Sciences. Under exceptional circumstances one or more of these policies may be waived with approval of the graduate program director/advisor.

General

1. If you are accepted into our program with funding, your guaranteed financial support (see offer letter) is for up to 5 years as long as you are in good academic standing. (see Academic Policies and Procedures to determine what our department and the university consider good academic standing)

2. Even though you are guaranteed funding by our department, it is still mandatory that you apply for independent funding. If fellowship funding is received the department funding will be reduced or eliminated, depending on the amount of the award, in order to maintain equitable stipend levels for all students.

3. Students are not allowed to have concurrent employment while they are enrolled in the Graduate Program.

4. In order to be issued keys to the different labs and rooms in the department, you must obtain permission from the P. I. Keys are then checked out to you by the Personnel Analyst in the administrative office.

5. Each student is required to pick-up mail from their mail box and read their e-mail every day and be responsible for any information sent out. The administrative staff uses ONLY uci.edu e-mail addresses for correspondence! Mailboxes are located in 142 Bison Modular (Building #515)

Academic

1. Each student must adhere to the following:

   A. GPA of 3.0 or higher. Graduate Division policy states that any student falling below a 3.0 GPA will lose their stipend as well as their GSR appointment.

   B. Any student that receives a grade of B- or lower will be required to retake the course.

2. Each student is responsible for knowing when each class starts. For example, the medical courses do not follow the traditional quarter system. Please be aware of all of your class start times before the actual quarter starts.
3. If a student is admitted under provisional status, they have until the end of their first academic year to clear that provisional status, i.e. turn in final transcripts, GRE scores, etc.

4. Policies within a particular course are to be determined by the Course Director.

5. All course waivers need to be approved by the Graduate Committee.

6. Student electives are to be approved by the Graduate Program Director/Advisor before enrollment.

7. Once major course work has been completed, students are required to take the Comprehensive Exam.

8. The Pharmacology Ph.D. program has the following Time to Degree standards:
   - A normal time to Advancement to Candidacy (A) = 3 years
   - A normal time to degree (N) = 5 years
   - A maximal time to degree (M) = 7 years

9. Students are expected to Advance to Candidacy by the end of their 3rd year. If the student waits until after his/her 3rd year to advance, the student will NO LONGER BE IN GOOD ACADEMIC STANDING.

10. Two weeks prior to convening a student committee for an advancement to candidacy exam, the students must complete the Conflict of Interest form and meet with the Graduate Advisor to discuss if a conflict exists.

11. Complete Ph.D. Form I pages 1-2 to obtain the requested signatures and the Conflict of Interest form in page 3, must be signed by the Graduate Program Director/Advisor.

12. Each student is required to form a five-member Advancement to Candidacy Committee with at least one member who is not affiliated with the Pharmacological Sciences Graduate Program. Review Advancement to Candidacy procedures at the following website: http://www.grad.uci.edu/academics/advancement-to-candidacy/index.html.

13. The student must obtain an approved Exception Letter from the Graduate Program Director/Advisor and the Dean of Graduate Division for a non-voting senate member and an oversight member appointment. File the request with Graduate Division two weeks prior to the committee meeting and a copy must be given to the Graduate Program Coordinator in the Pharmaceutical Sciences administrative office.
Policies and Procedures (cont.)

**Academic (cont.)**

15. Upon advancement, students must pick 3 members for their Doctoral Committee. This is specified on Ph.D. Form II. Students should meet with the Doctoral Committee every year after advancement.

16. The current Graduate Program Advisor, not the Department Chair, must sign and approve the Conflict of Interest Form. For 2015-16 through 2017-18, this will be the Pharmaceutical Sciences Concentration Advisor.

17. All students must be enrolled in Seminar each quarter until they defend their thesis. Pharmacology concentration students must also take Journal Club each quarter.

18. Dissertation must be submitted to the Doctoral Committee at least two weeks prior to the scheduled date of the defense.

19. You are responsible for adhering to the UCI Graduate Division guidelines for graduating and submitting your dissertation. For more information on these, please visit the following websites:

   A. Graduation- [http://www.commencement.uci.edu](http://www.commencement.uci.edu)
   B. Dissertation help - [http://www.lib.uci.edu](http://www.lib.uci.edu) or
Frequently Asked Questions

- How many units of 299/280 Research should I take?
  - There is no set amount of Research that you are required to take. Usually students will take any amount of units left over from the required courses that they have to take. For example if you are taking 10 units of required courses, you can take 2 units of 299 Research to hit your minimum amount of units per quarter (12). Third year and above students will take 10 units of 299/298 Research since their 298 Seminar is 2 units.

- How do I get a letter of exception?
  - All letters of exception must first be cleared through the Graduate Program Director/Advisor. Once the director/advisor approves that a letter can be written, the Student Affairs Coordinator will draft the letter. Please provide the Graduate Program Coordinator all details for the letter required. Examples of a letter of exception can be for a change in units, grade, status, defense, and conflict of interest.

- How do I reserve a Conference Room?
  - We have 2 conference rooms available for reserve on a first come, first served basis. Visit the Pharm Sci website for contact information ([http://www.pharmsci.uci.edu/faculty-resources.php](http://www.pharmsci.uci.edu/faculty-resources.php)). One exception to this rule is if the room is needed for any Pharmaceutical Sciences related courses, these take priority over all other reservations.

- What is a Filing Fee Petition and when should I complete one?
  - In a special circumstance, a student who has completed all course requirements for their degree may find that they will not finish their dissertation before the quarter ends. In that situation, the student may elect to use some time the following quarter to complete their dissertation without taking courses. This is when a Filing Fee Petition is completed: to have the department avoid paying student stipend, tuition and fees for a quarter in which they will only be working on their dissertation. For more information on the Filing Fee Petition, please visit: [Filing Fee Petition](http://www.pharmsci.uci.edu/faculty-resources.php) or [Filing Fee Petition - Summer](http://www.pharmsci.uci.edu/faculty-resources.php).

- Where do I register for courses?
  - After searching the Schedule of Classes online at WebSOC ([http://websoc.reg.uci.edu/perl/WebSoc](http://websoc.reg.uci.edu/perl/WebSoc)), students can register for courses online at WebReg ([http://www.reg.uci.edu/registrar/soc/webreg.html](http://www.reg.uci.edu/registrar/soc/webreg.html)). Remember to also obtain authorization codes for some courses in Pharmacology from the Student Affairs Coordinator.

- How do I apply for a fellowship?
  - Please refer to pages 11-12 for more information on applying for fellowships. If you have any additional questions, please contact the Graduate Program Coordinator.
Frequently Asked Questions (cont.)

♦ How often should I meet with the Graduate Program Advisor?
  ➞ All first year students should arrange a meeting with the Graduate Program Director/Advisor every quarter to discuss their progress in the program. All other students can arrange a meeting as necessary to discuss their progress and any issues they may have.
  ➞ Students in each concentration should meet with the specific program advisor for questions/concerns about program requirements, research rotations, and any other program related concerns.

♦ Who do I go to for questions about paperwork and/or requirements for Advancement, Thesis, or other administrative issues?
  ➞ All students may go to the Graduate Program Coordinator for questions or concerns regarding administrative issues with enrollment, normal progress, Advancement, Thesis Defense, fellowships, etc.

♦ Who do I go to if I have questions about my stipend payment and/or student employment?
  ➞ Contact Human Resources Coordinator, Tracy Calvert, at (949) 824-5365 or tclavert@uci.edu.

♦ I am a foreign student and need help acclimating to UCI and U.S. culture, to whom do I go?
  ➞ A great resource for all foreign students is the UCI International Center (http://www.ic.uci.edu). The UCI International Center, “counsels and assists international students, faculty, researchers, staff and scholars with immigration, orientation, employment and adjustment needs throughout their stay at the University of California, Irvine. In addition, the IC staff brings together international and American members of the UCI community for a variety of cultural, educational, social and recreational activities.”
  ➞ The UCI Cross Cultural Center is another great resource to meet various organizations and clubs that focus on making transitions to UCI life easier as well as getting involved on campus. Please visit http://www.ccc.uci.edu/ and click on Organizations to learn more.

♦ Does UCI offer child care services?
  ➞ Yes, you can contact UCI Child Care Services at (949) 824-2100 or visit their website at: http://www.childcare.uci.edu/. Contact them as soon as possible, as there may be a waitlist to enroll your child for child care.

♦ I am feeling stressed and overwhelmed and having trouble focusing on my studies. Is there someone I can talk to?
  ➞ Yes, you are encouraged to contact the UCI Counseling Center at (949) 824-6457 or visit their website at: http://www.counseling.uci.edu/. Contact them to schedule an appointment or visit their office Mon-Fri 8am - 5pm.
Important Contacts

Graduate Program
David Mobley - Graduate Program Advisor (Pharmaceutical Sciences)  
Fred Elhert—Pharmacology Concentration Advisor  
(949) 824-6383  
dmobley@uci.edu  
(949) 824-6208  
fjehlert@uci.edu

Whitney Patapoff - Grad Program Coordinator  
Geneva Lopez-Sandoval– Back-up GPC  
(949) 824-9708  
patapoff@uci.edu  
(949) 824-0878  
lopezg@uci.edu

Department of Pharmaceutical Sciences Administration
Ellen O’Bryant - Vice Chair  
(949) 824-1385  
eobryant@uci.edu

Trinh Tran - Director of Finance  
(949) 824-5630  
ttran4@uci.edu

Tracy Calvert - Human Resources Coordinator  
(949) 824-5365  
tclavert@uci.edu

Lillian Lawrence– Purchasing & Operations Coordinator  
(949) 824-1239  
lillian@uci.edu

Campus Resources
Office of Graduate Studies  
(949) 824-4611  
http://www.grad.uci.edu

Graduate Student Health Insurance (GSHIP)  
Mary Jo Gallegos - GSHIP Coordinator  
(949) 824-2388

UCI Career Center  
(949) 824-6881  
http://www.career.uci.edu

UCI Counseling Center  
(949) 824-6457  
http://www.counseling.uci.edu