

Program in Toxicology

PROCEDURE FOR PhD RESEARCH PROPOSAL AND DISSERTATION COURSE WORK TIMELINE

Year 1-2:

Complete Courses- 30 Credits Required

Three Rotations

Select Mentor: Start your thesis work with the selected Mentor.

Complete Qualifying Exam

Qualifying Exam Procedure:

Set up Graduate Committee consisting of five-six faculty members. The mentor and track director (Molecular & Mechanistic or Environmental) are automatically selected members of the committee. One member has to be outside the home department. Mentor serves as chair.

Take Qualifying Exam

Write Abstracts for three non-thesis proposals

Submit to the Track Co-Director who will take a committee vote. Abstract with maximum votes will be selected for student to write full-length proposal (Maximum 15 Pages including figures and references).

Student submits the detailed proposal at least 15 days before the date of qualifying exam.

Set a date for qualifying exam. Student presents the proposal before the committee. Student will be tested on the proposal and other questions related to courses taken and the current affairs in science.

Grades will be PASS, MARGINAL PASS and FAIL. Complete requirements of changing MARGINAL PASS to PASS. Retake a second and final time exam in case of FAIL.

Year 03-Until Completion

After admission to candidacy, a student should assemble a thesis committee in consultation with their mentor. The committee will be the same as their qualifying examination committee in case of students who joined the toxicology program after 2008 or different in case of students joined the program before 2008. The mentor and track director (Molecular & Mechanistic or Environmental) are automatically selected members of the committee. The student will need to select 3-4 additional members to serve on the committee, including at least one from outside the mentor's department. The mentor will serve as chair of the committee. The names of the faculty members on the committee should be given to Linda Horne, Program Coordinator. The Graduate School form "Nomination of Members of Final Doctoral Examining Committee" should also be completed and turned into the Graduate School.

The student should then:

- Organize their research proposal meeting with members of their thesis committee no longer than six months after completing their qualifying exam.
- Finish writing their research proposal.
- Fix a date to meet with their committee to present and defend their proposal.
- Submit their research proposal to their committee members at least two-weeks before the proposal defense meeting.
- Finalize their research plan based on the discussions with their committee members at the proposal defense.
- Complete their research, meeting on a regular basis with their committee (at least every 6 months). In addition, after each 6 month committee meeting, the student's mentor should submit a report summarizing the student's progress to the program coordinator with signatures from the committee members.
- When the student and mentor agree that the student is close to completing their research plan, a committee meeting should be held to develop a plan for finishing the project.
- Write their dissertation, working closely with their mentor.
- Schedule a date for their dissertation defense.
- Submit their dissertation to the designated readers on their committee at least 4 weeks prior to their defense date. When approved by the readers, the student

should obtain their signatures on the graduate school form “Certification of Completion of the Doctoral Dissertation” and submit this to the Graduate School. The thesis, revised if necessary, should then be submitted to the remaining members of their committee at least 2 weeks prior to their defense date.

- Present their research at their dissertation defense as a formal seminar open to the public, the UMB research community and their committee members, followed by a closed door meeting/evaluation with their committee. All committee members must be present and sign the final document.
- Complete the final dissertation, incorporating revisions discussed by the committee at the student’s dissertation defense and following graduate school guidelines.