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The University of Georgia

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*Pharmaceutical and Biomedical  
Sciences  
Graduate Program Handbook  
2012*



**Pharmaceutical and Biomedical Sciences**

**Graduate Program Handbook**

Updated: 8/06/12

## **Preface**

The purpose of the Graduate Program Handbook is to provide information concerning the procedures and policies of graduate education within the Department of Pharmaceutical and Biomedical Sciences and the Graduate School of the University of Georgia. It supplements information contained in the Graduate School Bulletin and the UGA Graduate School website. All graduate students are expected to carefully read the policy manual, retain it for future reference, and abide by it in the interest of making graduate study in the department a successful experience.

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## **Graduate Program Objectives**

The PBS graduate program will provide the academic, research, and administrative resources necessary to meet the program goals:

- Give students breadth of knowledge in modern pharmaceutical and biomedical science disciplines and application to drug discovery and development.
- Give students depth of knowledge and technical training in their area of study.
- Develop a strong work ethic and time management skills in graduate students.
- Train students to conduct research with the highest ethical standards.
- Teach students to think critically and creatively to solve difficult scientific problems.
- Teach students to speak and write about their research clearly and convincingly and successfully compete for external research funding.
- Teach students to critically evaluate their own data and results in the scientific literature.
- Promote a rigorous academic and research environment in which students will add to the current knowledge in their fields.
- Train students to be independent scholars who will make original and important contributions to their fields.

## Program Administration and Contacts

### **Graduate Program Coordinator**

Dr. Shelley Hooks  
[shooks@rx.uga.edu](mailto:shooks@rx.uga.edu)  
338 Pharmacy South  
542-2189

### **Graduate Program Assistant**

Ms. Demetrius Smith  
[dsmith@rx.uga.edu](mailto:dsmith@rx.uga.edu)  
324 Pharmacy South  
542-5403

### **Graduate Program Committee**

Serving academic years 2011/2012 – 2014/2015:  
Shelley Hooks (chair), PhD, Associate Professor  
Brian Cummings, PhD, Associate Professor  
Tim Long PhD, Assistant Professor  
Raj Govindarajan PhD, Assistant Professor

### **Who do I contact for questions or problems with...**

- General graduate program issues and concerns, waivers, extensions, grievances, TA assignments, and coordinator signatures?
  - Shelley Hooks, [shooks@rx.uga.edu](mailto:shooks@rx.uga.edu), 542-2189
- Courses, forms, deadlines, graduate school requirements, and travel?
  - Demetrius Smith, [dsmith@rx.uga.edu](mailto:dsmith@rx.uga.edu), 542-5403
- Departmental resources, stipends, room reservations, and items to be forwarded to the department head?
  - Joy Wilson, [jwilson@rx.uga.edu](mailto:jwilson@rx.uga.edu), 542-7410
- Telephones, facilities, maintenance, keys, and access cards?
  - Ken Schroder, [kcs@rx.uga.edu](mailto:kcs@rx.uga.edu), 542-5295
- Computers and networks?
  - PBS IT helpdesk: <https://helpdesk.rx.uga.edu/>
- Office supplies and ordering?
  - Mary Eubanks, [meubanks@rx.uga.edu](mailto:meubanks@rx.uga.edu), 542-4410
- Payroll, benefits and human resources?
  - Beverly Martin, [bjm@rx.uga.edu](mailto:bjm@rx.uga.edu), 542-5877
- Fellowship submissions?
  - Chicki George, [cmg@rx.uga.edu](mailto:cmg@rx.uga.edu), 542-5291

## **PBS Graduate Admission Policies**

### **Admission Criteria**

Graduate students are admitted to the PBS department graduate program based on the graduate committee's assessment of their ability to succeed in the graduate program and on their compatibility with the research opportunities in the department. Key factors considered are: prior research experience and productivity; evidence of work ethic and commitment to biomedical research; evidence of appropriate educational background; grade point average; graduate record examination (GRE) scores; English language exam scores (for international applicants); references (particularly from laboratory supervisors); research interests of available faculty mentors; other requirements of the Graduate School and special considerations of the Departmental Graduate Program Committee. Students are not admitted directly into an individual lab, but rather into the departmental graduate program. Admitted students will select a major professor after the first year in the program based on laboratory rotations.

### **Degrees Offered**

The Department of Pharmaceutical and Biomedical Sciences offers the Master of Science (MS) and Doctor of Philosophy (PhD), although the department does not typically recruit students directly into the Master's program. Most students recruited into the graduate program are admitted as PhD students. Some students who do not complete the PhD requirements may be awarded a MS degree, when appropriate. Under special circumstances, students may be accepted directly into the MS program. The department does not offer teaching assistantships or tuition waivers to MS students.

### **Change of Degree Objective**

If after a student is initially admitted as a MS student he or she wishes to be considered as a PhD student, s/he may request a change of degree objective following one year in the program. At this time, the student's performance in coursework and research will be assessed by the admission committee. Admission to the PhD program will be determined using the same criteria applied to new students (see above). Departmental teaching assistantships will be awarded on a competitive basis for all new PhD students, whether newly matriculating or converting from MS.

### **Transfer Students**

Students wishing to transfer to the PBS PhD program from another graduate program are assessed by the same criteria as other incoming students. UGA does not allow the transfer of credits for PhD students.

## **Financial Assistance**

PBS graduate students may be awarded teaching or research assistantships from various sources. First year students are typically supported by departmental teaching assistantships or graduate school assistantships. Upon selecting a major professor and joining their laboratory, students may be supported by a research assistantship via their major professor's grants, or remain on a departmental or university assistantship. All assistantships, whether from the department, graduate school, or external funding agencies, are accompanied by a full tuition waiver and subsidized health insurance. Students are responsible for all relevant fees.

### **Departmental Teaching Assistantships.**

Departmental teaching assistantships are available to qualified students, and are awarded on a competitive basis. These assistantships may be renewed annually contingent upon satisfactory performance of TA duties, remaining in good standing in the graduate program, satisfactory research and academic progress, and availability of funds. Teaching assistantship duties are assigned by the Graduate Program Committee and may include teaching, grading, proctoring, or other support services in the classroom and laboratory. The current departmental stipend is based on up to 16 hours per week of service and on a 12-month appointment. Graduate assistants are required to carry a full course load each semester they are supported and are expected to maintain a minimum cumulative grade point average (GPA) of 3.0. The assistantship may be terminated due to academic probation, failure to make satisfactory progress toward completing degree requirements, failure to satisfactorily perform teaching duties, or termination from the graduate program for any other reason.

### **University of Georgia Graduate School Financial Assistance.**

Competition for University of Georgia Graduate School awards (Graduate School Assistantships, Presidential Fellowships, GRO Assistantships and Dissertation Completion Awards) is administered by The University of Georgia Graduate School. The departmental graduate committee nominates qualified applicants and current students for these awards. Please refer to University of Georgia Graduate School Bulletin for details. Students supported by Graduate School Assistantships and GRO Assistantships are required to perform departmental teaching assistantship assignments, but Presidential and Dissertation Completion Award Fellows are not required to perform this service.

### **Research Assistantships.**

Faculty with external funding typically support the graduate students in their laboratories with Research Assistantships. The details of these assistantships vary based on the funding agency. Research assistants are not required to perform teaching assignments in the department. The department also strongly encourages students to apply for external fellowships (e.g. NIH, PHRMA, NSF).

In addition to these sources of full assistantships, many PBS students receive outside funding awards that provide supplements to their stipends or funds for travel and research expenses (e.g., ARCS Foundation, AFPE, Sloan Foundation). Please see the Grants and External Funding section of the Student Resources page on our website ([http://pbs.rx.uga.edu/index.php/resources/student\\_resources/](http://pbs.rx.uga.edu/index.php/resources/student_resources/)) for more information about these awards. Partial research assistantship awards can also be combined with partial departmental teaching assistantships; in such cases, the TA assignment is reduced proportionally.

# Curriculum and Program Requirements

## A. Course Requirements

### 1. Core Courses:

#### Foundations in Pharmaceutical and Biomedical Sciences:

PHRM 8020	Foundations in Pharmaceutical and Biomedical Sciences I: Molecular Basis of Disease and Therapy	3 credits
PHRM 8030	Foundations in Pharmaceutical and Biomedical Sciences II: Drug Discovery and Development	3 credits

#### Methods in Pharmaceutical and Biomedical Sciences:

PHRM 8040	Pharmaceutical and Biomedical Analysis I	2 credits
PHRM 8050	Pharmaceutical and Biomedical Analysis II	2 credits

#### Current Topics and Scientific Communication:

GRSC 7770	Graduate Teaching Seminar	1 credit
PHRM 8200	Departmental and Student Seminars	2 credits ea. sem.
PHRM 8080	Grant and Manuscript Writing	3 credits

*Seminars:* PHRM 8200 includes weekly departmental seminars and weekly student seminars. PHRM8200 is required each Fall and Spring Semester in the program. Students present a seminar once per year in different formats: journal club, research prospectus, literature review of current topic, research in progress, and exit seminar. Students are also expected to attend special departmental seminars.

### 2. Additional Language Requirements for International Students:

- LLED 7768: Required for TOEFL iBT speaking scores  $\leq 22$  or IELTS speaking scores  $< 6.5$
- LLED 7769: Required for TOEFL iBT speaking scores 23-26 or IELTS speaking scores 6.5-7

### 3. Electives:

Three 8000-level electives (9 credit hours) are chosen by the student, major professor and advisory committee. At least one elective (3 credit hours) must be a PHRM course. Options include (but are not limited to):

PHRM 8010: Biochemical Targets of Drug Design	PHRM 8930: Chemical Toxicology
PHRM 8600: Drug Targets in Signal Transduction Cascades	BCMB 8010: Advanced Biochemistry I
PHRM 8260: Pharmacokinetics	BCMB 8020: Advanced Biochemistry II
PHRM 8270: Contemporary Concepts in Pharmacokinetics	CBIO 8010: Molecular Cell Biology
PHRM 8190: Chemotherapy and Cancer	CBIO 8100: Advanced Immunology
PHRM 8100: Pharmaceutical Analysis I	CBIO 8400: Advanced Cell Biology
PHRM 8110: Pharmaceutical Analysis II	GENE 8120: Advanced Topics /Gene Expression
PHRM 8120: Mass Spectrometry	GENE 8920: Nucleic Acids
PHRM 8940: Organ Systems Toxicology	GENE 8930: Advanced Molecular Genetics
	VPHY 8010: Mammalian Cell Physiology
	VPHY 8400: Neurophysiology
	VPHY 8960: Molecular Toxicology

CHEM8110: Protein Structure-Function  
CHEM 8040: Advanced Physical Biochemistry  
CHEM 8189: NMR Spectroscopy  
CHEM 8310: Reaction Mechanisms in Organic  
Chemistry

CHEM 8320: Synthetic Organic Chemistry  
CHEM 8340: Organic Spectroscopic Analysis

#### 4. Laboratory Research:

Students should register for sufficient research credit hours to generate a total of 18 credit hours per semester.

##### First Year Research Lab Rotations:

PHRM 7800 Lab Rotations I	variable
PHRM 7900 Lab Rotations II	variable

##### Dissertation Research:

PHRM 9000 Dissertation Research (each semester after 1st year)	variable
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##### Dissertation Writing:

PHRM 9300 Dissertation Writing	3+ credits
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## B. Committees and Advisement

The **PBS Graduate Program Committee** acts as an advisory committee until the student chooses a major professor and Dissertation Advisory committee. The **Graduate Coordinator** meets with all graduate students each spring to discuss program changes or issues. At this time, each student is given a student advisory form to request a meeting to discuss progress or problems in detail and in confidence with the graduate coordinator or another member of the graduate program committee.

Students will select a **major professor** at the end of a two semester laboratory rotation sequence. The choice of the major professor will be contingent upon the mutual consent of the student, the faculty member and the Department Head. The major professor will direct the student's research and meet with the Dissertation Advisory Committee at least once per year to discuss research and academic progress of the student. It is the major professor's responsibility to seek funding for the graduate student and their research.

Each student will form a **Dissertation Advisory Committee** by the end of the third semester. This committee will approve the Program of Study and dissertation prospectus and conduct the preliminary examinations and dissertation defense. The major professor and student will keep the Dissertation Advisory Committee regularly informed of progress. The advisory committee will include at least five members, including the major professor, two additional PBS graduate faculty, and one graduate faculty member from outside of PBS. The fifth committee member can be from in the department or from outside of the department. Dissertation Advisory Committee members must be approved by the Graduate Coordinator and the Dean of the Graduate School. Once a dissertation committee is formed, members may not be removed without their written permission. Student progress in the program will be evaluated by each committee member at each annual committee meeting. If more than one committee member or the major professor gives the student an "Unsatisfactory" evaluation, the student and major professor must develop a remediation plan to

improve performance. For example, the remediation plan may include additional coursework, a more structured schedule in lab, and/or more frequent committee meetings.

The **Program of Study** is an official document listing the courses for a degree program which is to be filled out on the proper form by the student and Major Professor, and approved by the Dissertation Advisory Committee.

### **C. Fellowship Applications**

Students are required to submit a proposal for fellowship funding by the end of their third year, and must discuss their plan for submission at their third year committee meeting. In the first two years in the program, students will investigate fellowship opportunities and eligibility requirements including citizenship status and doctoral candidacy requirements; a list of fellowship opportunities, including agencies that allow international applicants, will be provided. Students will be required to identify their target agency at the beginning of the grant writing course in their second year and generate a product that is ready for submission. Proposals developed in the grant writing class and/or proposals developed for the preliminary exam may be submitted for funding. Notification of the receipt of the proposal by the UGA Sponsored program office must be submitted to the Graduate Program Assistant. Failure to submit a proposal for fellowship funding is grounds for dismissal.

### **D. First Author Manuscripts**

The department requires that the student has at least one completed manuscript as first author prior to undertaking the dissertation defense. A completed manuscript is any published, in press, or submitted paper in a peer-reviewed journal. A provisional patent application is also acceptable. Proof of the status of the manuscript must be submitted to the Graduate Program Assistant prior to the scheduling of a defense date.

### **E. Progression and Deadlines**

(Semesters include Fall, Spring, and Summer terms)

#### Major Professor Selection: End of Second Semester

A major professor is chosen, and the major professor selection form is submitted to the Graduate Program Assistant.

#### Advisory Committee and Preliminary Program of Study: End of Third Semester

An advisory committee is chosen, and the student, major professor, and advisory committee will work together to develop a preliminary Program of Study. Both the advisory committee selection form and the preliminary Program of Study form must be submitted to the Graduate Program Assistant.

#### Committee Meetings: Annually, Beginning in Second Year

Students admitted into the program in August will have annual committee meetings starting in the Fall semester of their second year. Students admitted in January will have annual committee meetings starting in the Spring semester of their second year. Each committee member will complete and sign a committee advisement form at each committee meeting, and forms are submitted to the Graduate Program Assistant.

### Qualifying Exams: End of Second Year

In the last semester of the second year (Summer for students who started in August; Fall for students who started in January), students must complete their written and oral preliminary examinations. If a second attempt is required, this must be successfully completed by the end of the first semester of the third year. See detailed descriptions of exam procedures below.

### Dissertation Defense and Graduation

The time required to complete the PhD program varies depending on the student's background and the nature of the dissertation project. Students typically graduate in approximately 5 years. See detailed descriptions of dissertation procedures below.

## **F. Preliminary/Qualifying Examinations**

The Preliminary/Qualifying examinations are held at the end of the second year and serve to demonstrate students' scholastic and research competence. Specifically, the exams will assess the depth and breadth of knowledge and students' ability to think critically about scientific research in general and their own project. A member of the Dissertation Advisory Committee other than the major professor is chosen by the student, in consultation with the major professor, to serve as **examination chair**, and will facilitate the written exams and serve as chair of the oral exam session. Following successful completion of the written and oral exams, students are admitted to PhD candidacy. There are three components to the qualifying exams:

### **1. Written Comprehensive Exam**

The written comprehensive exam is designed to assess whether students have an adequate command of knowledge in the field of pharmaceutical and biomedical sciences to successfully complete a dissertation in the field. The written comprehensive examination consists of questions submitted from each committee member. The format and content of the questions is left to the discretion of the committee, and students are encouraged to discuss content with each committee member prior to the exam.

The examination chair solicits questions from committee members, administers the exam, distributes the exam to the committee for grading, and convenes a meeting to discuss the student's performance on the exam. Each committee member will assign a grade of "pass", "pass with revisions", or "fail" based on the student's overall performance on the exam. If requested revisions are not submitted and approved by the requested deadline, grades of "pass with revisions" are converted to "fail". If the major professor or more than one other committee member assigns a grade of "fail" on the written comprehensive exam, the student must retake the exam within six weeks. The scope of the second exam is determined by the committee, and may include new questions from all or a subset of the committee members. The examination chair administers the second written exam and solicits a grade of "pass" or "fail" from each committee member based on the student's overall performance on the exam. If a student receives a grade of "fail" from either the major professor or more than one other committee member on the second attempt at the written exam, he or she is either dismissed from the program or may be allowed to complete a terminal Master's degree at the discretion of the Dissertation Advisory Committee.

### **2. Research Proposal**

A written research proposal is required prior to the oral exam, and is designed to assess students' understanding of the rationale for their project and the various strategies and approaches necessary to achieve the research goals. The research proposal should be based on the student's project in their major professor's laboratory, but should be independently written and developed by the student. The proposal should answer the following questions:

What do you intend to do?	Why is the work important?
What has already been done?	How are you going to do the work?

A minimum of two weeks prior to the oral examination, the student submits his or her research proposal to the Dissertation Advisory Committee. The research plan should be written based on the current NIH F31 predoctoral proposal format ([http://grants.nih.gov/grants/funding/424/SF424\\_RR\\_Guide\\_Fellowship\\_VerB.pdf](http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_Fellowship_VerB.pdf)), unless the student plans to submit the proposal for fellowship funding to another agency. In that case, students should provide the committee with a copy of the format guidelines for approval prior to submitting the written proposal.

### **3. Oral Qualifying Exam**

The oral qualifying examination will assess the student's ability to discuss and debate, in a professional manner, a range of scientific topics related to his/her current and future research. The student is expected to demonstrate scientific maturity and the ability to organize, synthesize, and articulate thoughts in a clear and precise manner. The student should also be able to argue and defend his/her points of view in discourse with committee members. The oral examination can only proceed once the student has passed the written comprehensive examination and submitted the research proposal. The oral exam **MUST** be scheduled with the graduate school at least two weeks in advance to generate the required forms. Students are required to notify the Graduate Program Assistant three weeks before the oral exam to validate the information required for the required forms. During this examination, the candidate presents a review of their research progress and a detailed plan for the completion of their dissertation project. After the presentation, the Dissertation Advisory Committee thoroughly questions and evaluates the student in the selected research area and general topics.

After the examination, the committee will discuss the student's performance and each committee member will assign a grade of "pass" or "fail". The committee can also require revisions or rewrite of the research proposal. If the major professor, or more than one other committee member, assigns a grade of "fail" on the oral comprehensive exam, the student is allowed to retake the examination within six weeks. If the oral examination is passed and revisions of the research proposal (if requested) are accepted, the student is admitted to candidacy. If a student receives a grade of "fail" from either the major professor or more than one other committee member on the second attempt, he or she is dismissed from the program or allowed to complete a terminal MS at the discretion of the Dissertation Advisory Committee. The oral preliminary examination, including all retesting, must be completed by the end of the first semester of the student's third year in residence. Failure to complete the preliminary exams by this time will require the approval of the Graduate Program Committee to prevent the student being dismissed from the graduate program.

### **4. Application for Admission to Candidacy**

The necessary forms approving the written and oral exams and Admission to PhD Candidacy must be signed by the Dissertation Advisory Committee and submitted to the Graduate Program Assistant to be forwarded to the Graduate School. It is the responsibility of the student to file for Admission to Candidacy with the Dean of the Graduate School through the Graduate Program

Assistant. This application certifies that the student has demonstrated the ability to do acceptable graduate work in the chosen field and that departmental requirements have been fulfilled. After admission to candidacy a student must register for a minimum of two semesters prior to completion of the degree program.

## **G. Dissertation Defense:**

### **Before the Defense**

The student must meet all departmental graduation requirements prior to dissertation defense, including all coursework on the Program of Study, a final year seminar and a complete first author manuscript. The student and/or major professor must notify the Graduate Program Assistant of the scheduled date, time and location for the dissertation defense at least two weeks in advance. It is the student's responsibility to apply for graduation, perform dissertation format checks, and submit all required paperwork with the UGA Graduate School by the posted deadlines.

Forms: [http://www.grad.uga.edu/forms&publications/currentstudent\\_forms.html](http://www.grad.uga.edu/forms&publications/currentstudent_forms.html)

Deadlines: <http://www.grad.uga.edu/academics/deadlines.html>

### **The Dissertation**

The dissertation is the final component of a series of academic experiences, which culminate in the awarding of the post baccalaureate degree. The dissertation fulfills the following major objectives; a) it represents original research and scholarship; b) it demonstrates the student's ability to understand and critically evaluate the literature of the field; c) it reflects the student's mastery of appropriate research methods and tools; and d) it shows that the student can address a major problem, arrive at successful conclusions, and report these results in a literate fashion. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. The dissertation must demonstrate unity and purpose. All parts of the dissertation must contribute to stated objectives of the research. Methods used in the research must be described adequately to permit an independent investigator to repeat the work.

Students are referred to the UGA Graduate School's procedural guide for University regulations concerning the preparation and distribution of the dissertation. The latest information concerning preparation, style, copyright issues, format, binding and distribution of the dissertation are available on the Graduate School website. The Department of PBS requires that each member of the Dissertation Advisory Committee receive a final copy at least three weeks before the final defense. The Department of PBS also requires that a final copy be placed in the Graduate Program Assistant's Office at least two weeks prior to the final defense for review by other members of the department. The department requires one bound copy of the final, approved dissertation.

Dissertation Guidelines: <http://www.grad.uga.edu/academics/thesis/>

### **Oral Defense of the Dissertation**

The final defense will consist of a seminar presentation by the candidate of his or her research, which is open to all members of the department and University community. This presentation will be followed by an oral examination from the faculty covering the substances of the research and other relevant subjects. Only the faculty may be present during this part of the examination. The Dissertation Advisory Committee will determine the success or failure of the candidate and inform him or her of their decision immediately following the defense. In order for the student to pass the examination, the advisory committee must approve both the written dissertation and the oral defense of the dissertation. The major professor must vote to approve the dissertation and defense. If the major

professor or more than one other committee member do not vote to approve either the written dissertation or the oral defense, the student will have one additional opportunity. If successful, the student is awarded a PhD degree upon completion of the remaining Graduate School degree requirements. If the final written dissertation or oral examination is unsatisfactory the second time, the student is dismissed or allowed to pursue an MS degree at the discretion of the Dissertation Advisory Committee.

## **H. Waivers, Extensions and Grievances:**

Students may appeal to the Graduate Program Committee to have a core course requirement waived. The student must be able to document that they have previously taken and are knowledgeable in the subjects contained in the course under appeal. Appeals of first semester courses must be made, in writing, within two weeks of the student entering the graduate program.

Graduate program policies, course requirements, exam deadlines, and other program requirements are subject to well-justified requests for waivers/exemptions submitted beforehand, and to appeals submitted after a decision has been made. In the first year, before the student has a major professor, the student may submit written requests for waivers, extensions, or appeals to the graduate program committee. After a major professor and advisory committee have been formed, waiver requests initiated by either the student or the major professor should be first discussed by the advisory committee, and--if approved by the advisory committee--the request should be forwarded to the graduate committee by the major professor.

University of Georgia students have the right to appeal academic decisions. An appeal must be made within 30 days after the student receives the grade or ruling in dispute. Usually the appeal goes first to the unit responsible for the decision (for example, grades or departmental graduate program policies are appealed to the department; graduate school policies are appealed to the graduate school; university policies to the Educational Affairs Committee). An unfavorable ruling at one level is appealed to successive levels. For example, a department ruling can be appealed to the College in which the institutional unit is located; a college ruling can be appealed to the University Council Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and the President's ruling can be appealed to the Board of Regents).

## **I. Academic Performance and Dismissal**

University of Georgia graduate students must maintain an average of 3.0 or higher on all graduate courses taken. Grades below 3.0 are not acceptable for courses on the Program of Study, which includes all required core courses. In the first semester that the cumulative GPA falls below 3.0, students are placed on academic warning by the University of Georgia Graduate School, and are required to meet with the graduate coordinator to develop a plan to improve their academic performance. If the cumulative GPA is below 3.0 for a second consecutive semester, the student is placed on academic probation and cannot receive an assistantship stipend. If the student receives a GPA below 3.0 in any semester while on probation, they are dismissed from the Graduate School.

PBS graduate students may be dismissed from the program at the end of any semester if they have not made sufficient academic progress to warrant continuation of study, have not met their responsibilities, have not met their admittance stipulations, or have not maintained accepted standards

of conduct. This would apply to: students who spend two consecutive semesters with a cumulative GPA below 3.0; students who make a “U” or a grade below a “C” in a core course; students who fail to pass the preliminary examination or the final oral examination; students who fail to make acceptable progress in their dissertation project; students who fail to gain approval of their thesis or dissertation; or ethical violations. Failure to make acceptable progress in the dissertation project may be demonstrated by unsatisfactory grades in dissertation research courses (PHRM 9000) or by more than one poor annual committee evaluation. Ethical violations that warrant dismissal from the program include but are not limited to: violation of ethical principles concerning treatment of animals; violation of ethical principles concerning teacher-student relationships; falsification of data or records; plagiarism; and academic dishonesty – including incorporation of materials into papers, theses, dissertations, etc. without appropriate attribution.

## Example Timelines

### **Students Entering PBS Graduate Program in Fall Semester**

#### Year 1

##### Fall

PHRM 7800	Lab Rotations I	7-10	
PHRM 8020	Foundations in Pharmaceutical and Biomedical Sciences I: Molecular Basis of Disease and Therapy	3	
PHRM 8040	Pharmaceutical and Biomedical Analysis I	2	
PHRM 8200	Departmental and Student Seminars	2	
GRSC 7770	Graduate Teaching Seminar	1	
LLED 7768	<i>Language Development Seminars for International Students</i>		3

##### Spring

PHRM 7900	Lab Rotations II	8-11	
PHRM 8030	Foundations in Pharmaceutical and Biomedical Sciences II: Drug Discovery and Development	3	
PHRM 8050	Pharmaceutical and Biomedical Analysis II	2	
PHRM 8200	Departmental and Student Seminars	2	
XXXX xxxx	<i>Elective?</i>	3	

- Submit Major Professor Selection Form

##### Summer

PHRM 9000	Dissertation Research	18	
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- Submit Dissertation Advisory Committee Selection Form and signed Preliminary Program of Study

#### Year 2

##### Fall

XXXX xxxx	Elective 1	3	
XXXX xxxx	Elective 2	3	
PHRM 8200	Departmental and Student Seminars	2	
PHRM 9000	Dissertation Research	10 (var)	

- Hold first committee meeting and submit Annual Committee Advisement Form

##### Spring

XXXX xxxx	Elective 3 (one of three electives must be PHRM course)	3	
PHRM 8080	Grant Writing	3	
PHRM 8200	Departmental and Student Seminars	2	
PHRM 9000	Dissertation Research	10 (var)	

##### Summer

PHRM 9000	Dissertation Research	18	
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- Submit Final Program of Study Form\*
- Complete Written Comprehensive Exam
- Submit Research Proposal to committee
- Complete Oral Defense of Research Proposal\*
- Submit Application to Candidacy Form

\* Final Program of study must be submitted to the Graduate Program Assistant before the oral exam is scheduled. The oral exam must be scheduled with the Graduate Program Assistant at least three weeks in advance.

### **End of Second Year: Admission to Ph.D. Candidacy**

#### **Years 3-5**

##### **Fall**

PHRM 9000	Dissertation Research	16
PHRM 8200	Departmental and Student Seminars	2

- Hold annual committee meeting and submit Annual Committee Advisement Form

##### **Spring**

PHRM 9000	Dissertation Research	16
PHRM 8200	Departmental and Student Seminars	2

##### **Summer**

PHRM 9000	Dissertation Research	18
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- Submit at least one first author manuscript

##### **Final Semester**

PHRM 9300	Dissertation Writing	16
PHRM8200	Departmental and Student Seminars	2

- Apply for Graduation and submit forms according to UGA Graduate school deadlines and policies.
- Submit and defend dissertation. Final defense must be scheduled with the Graduate Program Assistant at least 3 weeks in advance.

## Students Entering PBS Graduate Program in Spring Semester

### Year 1

#### Spring

PHRM 7800	Lab Rotations I	7-10
PHRM 8030	Foundations in Pharmaceutical and Biomedical Sciences II: Drug Discovery and Development	3
PHRM 8050	Pharmaceutical and Biomedical Analysis II	2
PHRM 8200	Departmental and student seminars	2
LLED 7768	<i>Language Development Seminars for International students</i>	3

#### Summer

PHRM 7900	Lab Rotations II	18
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- Submit Major Professor Selection Form

#### Fall

PHRM 8020	Foundations in Pharmaceutical and Biomedical Sciences I: Molecular Basis of Disease and Therapy	3
PHRM 8040	Pharmaceutical and Biomedical Analysis I	2
PHRM 8200	Departmental and Student Seminars	2
GRSC 7770	Graduate Teaching Seminar	1
PHRM 9000	Dissertation Research	9

- Submit Advisory Committee Selection Form and signed Preliminary Program of Study.

### Year 2

#### Spring

XXXX xxxx	Elective 1	3
PHRM 8080	Grant Writing	3
PHRM 8200	Departmental and Student Seminars	2
PHRM 9000	Dissertation Research	10

- Hold first committee meeting and submit Annual Committee Advisement Form.

#### Summer

PHRM 9000	Dissertation Research	18
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#### Fall

XXXX xxxx	Elective 2	3
XXXX xxxx	Elective 3 (one of three electives must be PHRM course)	3
PHRM 8200	Departmental and Student Seminars	2
PHRM 9000	Dissertation Research	10

- Submit Final Program of Study\*

- Complete written comprehensive exam
- Submit research proposal to committee
- Complete oral defense of research proposal\*
- Submit Application to Candidacy Form

\* Final Program of study must be submitted to the Graduate Program Assistant before the oral exam is scheduled. The oral exam must be scheduled with the Graduate Program Assistant at least three weeks in advance.

### **End of Second Year: Admission to Candidacy**

#### **Years 3-5**

##### **Spring**

PHRM 9000	Dissertation Research	16
PHRM 8200	Departmental and Student Seminars	2

- Hold annual committee meeting and submit Annual Committee Advisement Form

##### **Fall**

PHRM 9000	Dissertation Research	16
PHRM 8200	Departmental and Student Seminars	2

##### **Summer**

PHRM 9000	Dissertation Research	18
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- Submit at least one first author paper

##### **Final Semester**

PHRM 9300	Dissertation Writing	16
PHRM8200	Departmental and Student Seminars	2

- Apply for Graduation and submit forms according to UGA Graduate school deadlines and policies.
- Submit and defend dissertation. Final defense must be scheduled with the Graduate Program Assistant at least three weeks in advance.

## **Master's Program**

Students are rarely accepted directly into a Master's degree program in the PBS department. MS students are not eligible for departmental assistantships. The course requirements, committee structure, and procedures are the same for the Master's program as for the PhD program, with the following exceptions:

### **Thesis Committee**

This committee consists of the major professor as chairman plus two additional faculty members. The major professor and at least one of the other members of the committee must be appointed graduate faculty members of the Department of Pharmaceutical and Biomedical Sciences. Faculty from outside of the department are allowed, but not required.

### **Final Program of Study**

The final Program of Study must be submitted by the end of the third semester in the program.

### **Thesis and Defense**

Students write and defend their thesis at the end of the second year. Students are referred to the University of Georgia Graduate School website for details on format and procedures for submitting a thesis (<http://www.grad.uga.edu/academics/thesis/>). The student distributes copies of the thesis to the major professor, each of the Thesis Committee members, and the PBS Graduate Program Assistant's office. The candidate for a Master's degree must defend his or her thesis at the final oral examination given by the student's Major Professor and Thesis Committee no sooner than three weeks after submission of the thesis to the committee. All University faculty members are invited to attend and participate in the examination. At the conclusion of the thesis presentation, the candidate is questioned by faculty in attendance. At the end of questioning, the candidate's performance will be evaluated by the committee, and a pass or fail grade is determined. In the case of a candidate's failure, the oral exam can be re-administered at a later date. A second failure results in dismissal of the student from the graduate program. The signed forms for approval/disapproval of thesis defense are prepared and forwarded to the Graduate School. MS candidates are required to submit one bound copy of their final approved thesis to the Department.

## Graduate Student Travel

### **Guidelines**

Graduate students are eligible for departmental travel funds to attend conferences where they are presenting their research once per year beginning in the second year in the program. Before receiving departmental travel funds, students must demonstrate that they have applied for travel awards offered by the meeting organizers, sponsoring professional organizations, and/or the University of Georgia Graduate School. Students receiving travel funds from the UGA Graduate School are typically not eligible for departmental funds.

Students must receive full approval before their travel begins. Travel authorities should be submitted to the departmental Graduate Program Assistant at least 4 weeks before travel is scheduled to begin to allow sufficient time for routing through the university business offices. Applications for travel funding from the University of Georgia Graduate School may require earlier submission. Students will not be permitted to travel or receive travel reimbursement if the travel authority, signed by the Department Head, has not been returned to the departmental office with full university approval.

### **Procedures**

1. A rough draft of the travel authority must be submitted to departmental Graduate Program Assistant at least 4 weeks prior to travel. Copies of the submitted conference abstract, proof of abstract acceptance, and submitted application(s) for additional travel awards must accompany the travel authority.
2. The student's major professor must sign the travel authority indicating approval of the travel and authorizing other means of support for travel, i.e. grant funds.
3. Graduate students are responsible for arranging their airline reservations. Airfare can be direct billed to the department through a local travel agency once the travel authority has been approved. Direct billed airfare prices are based on the State of Georgia contract rates and are refundable if the trip is canceled. **Tickets purchased online or at other locations cannot be direct billed and are non-refundable. If the trip is canceled, the student cannot be reimbursed for the airline ticket.**
4. Students may pay for conference registration directly and submit these charges for reimbursement, or they may see Mary Eubanks to pay registration fees via P-card.
5. Students should pay for their own food, lodging, and transportation costs during travel, and retain receipts for reimbursement. Students travelling together should purchase tickets separately, and student sharing a hotel room should request that the bill be divided and charged evenly. Hotel receipts must show a zero balance. If claiming per diem for reimbursements, check the allowable rates for the location visited.

## Safety and Security

The following is not a comprehensive list of safety requirements or expectations. See the various documents that are outlined in the following list for more details. *It is your responsibility to understand how to handle the chemicals and equipment associated with your research projects.* Links to some lab safety resources and College of Pharmacy lab safety guidelines can be found at <http://rx-web.rx.uga.edu/main/home/cmomany/safety/safety.htm>.

**Laboratory Safety Manual** – The University of Georgia publishes a laboratory safety manual (<http://www.esd.uga.edu/chem/pub/Ismanual.pdf>) that contains guidelines for laboratory safety, chemical storage, waste disposal and other important information. Familiarity with the fundamental concepts outlined in this document is considered essential for working in the departmental laboratories.

**Required Yearly Training** – All graduate students are required to complete Right-to-Know (<http://www.esd.uga.edu/rtkcs/>) and Hazardous Materials Management Training (<http://www.esd.uga.edu/hazmat/training.htm>). These certificates must be filed with the laboratory's RTF forms. This training must be updated on a yearly basis. Additional training is necessary for specialized experiments that include the use of respirator masks, radioactive materials and radiation, and high-risk biohazards.

**Personal Safety** – Safety glasses or goggles and laboratory coats are worn for most experiments and are required when handling hazardous materials. Appropriate laboratory attire includes low-heeled, closed-toe shoes and clothing that protects the body. Sandals, shorts, and tank tops are not allowed in the laboratories. No eating, smoking, or drinking is allowed in laboratories.

**Waste Disposal** – No hazardous wastes are to be poured down the sink drains or placed in the trash. These substances are to be placed into containers labeled “Hazardous Wastes” along with the identity of contents and % compositions (be knowledgeable of the wastes you are mixing). When these containers are full, complete the forms in CHEMATIX for pickup (<https://chematix.uga.edu/Chematix/>).

**Radioactive** – Radioactive compounds require a special license which requires training in proper handling and disposal procedures. These are explained in Radiation Safety Procedures of the University of Georgia. The license can be revoked if food is eaten in the laboratory.

**Biohazards** – Some laboratories work with biohazards of differing degrees. It is the student's responsibility with the P.I. to understand how to properly handle biological samples. Generally, most wastes can be autoclaved then disposed of in the regular trash.

**Visitation** – In the interest of security, students should not admit guests to laboratory areas. Students should be aware of and abide by any restrictions concerning hazardous laboratory restrictions.

**No Gloves in the Hallways** – Laboratory workers are not to wear gloves outside the laboratory. This is a departmental policy.

## **Additional Policies and Helpful Information**

### **Graduate School Bulletin**

All graduate programs at the University of Georgia are administered through and governed by the UGA Graduate School. Details of programs, policies, requirements, and procedures for graduate studies are described and annually updated in the Bulletin (<http://www.uga.edu/gradschool/bulletin/>). Students should become familiar with the current regulations, policies and schedules contained in this publication, and are responsible for meeting all requirements and deadlines for his or her degree program.

### **OASIS: Schedule of Classes and Online Registration**

Complete registration instructions for each semester including the list of course offerings, class dates, registration schedules, payment of fees, and drop/add policies are available on OASIS, the online access to student information system. Information can be assessed and students may register for classes online at <https://oasisweb.uga.edu/>. All students are required to consult with their major professor prior to registration for each semester.

**Internships** – Students interested in internship opportunities should discuss opportunities with their major professor and the Graduate Coordinator. Contact information for internship programs at multiple pharmaceutical and biomedical companies and contact information of previous PBS interns and their supervisors is available. Students participating in summer internship programs must obtain prior approval of their major professor and the Graduate Coordinator. Internships are typically only approved if the student is in good academic standing and after a student is admitted into candidacy. Students are not awarded a UGA stipend during an external internship. If an internship is approved, students must notify the Graduate Program Assistant with all details (company, dates (if paid), and location).

**Teaching Experience** – All graduate students are given the opportunity to acquire teaching experience and assist in the teaching of professional courses. This experience provides valuable insight into the efforts required to teach a successful course. TA assignments may take the form of contact with students in the lab, lecture presentations, conduction of discussion groups, grading papers, preparing laboratory demonstrations, or any aspect of instructional activity. Students who have performed well in TA assistantships and meet UGA requirements may be given more independent teaching assignments if they wish to gain more experience. Proper attire and appearances are expected of graduate students while fulfilling their teaching obligations.

**Academic and Scientific Honesty** – Students in the PBS graduate program are held to the highest ethical standards. There is absolutely no place in the graduate program for academic or scientific dishonesty, including all forms of plagiarism and data falsification. Academic dishonesty is grounds for dismissal from the program. See the UGA policy on academic honesty at <http://www.uga.edu/honesty/>. Each student must become familiar with these standards and regulations, and is responsible for maintaining and adhering to the strictest standards of academic and scientific integrity and honesty.

**Responsible Conduct in Research** – In addition to the basic University principles and policies governing academic integrity, students engaged in scientific research have a special obligation to adhere to the highest standards of Responsible Conduct of Research. The University of Georgia

provides several courses and seminars in the Responsible Conduct of Research that meet NIH and NSF requirements for students funded by these agencies. Students may learn more about these courses and register for the seminar series at <http://www.ovpr.uga.edu/rcr/>.

**Records of Research Data** – All research data obtained by graduate students should be properly recorded and dated in a standard laboratory data book. At the completion of study, students should turn in the data book to the major professor. All research data remains the property of The University of Georgia.

**Leave Time** – Graduate students are expected to be at work during normal hours of operation of the University throughout the calendar year. Students should notify their Major Professor of their class and work schedules, and request approval for times they will be away from campus. Graduate students do not accrue leave time.

**Desk and Office Space** – Incoming graduate students are assigned desk space in room 219 Wilson Pharmacy. Upon joining a lab, students are expected to move to desk space assigned to their major professor and turn in their keys to room 219 and their desk. If no desk space is available in their new lab, students may request to keep their desk in room 219.

**Email** – Each graduate student will be given both a UGA (MyID) and a College of Pharmacy email account. Your College of Pharmacy email account will be preconfigured to auto-forward email to your UGA account. The UGA account and the graduate student listserv will be used by the Graduate Coordinator and office staff to contact you and distribute critical information. It is the student's responsibility to check this email account daily.

**Office Materials and Supplies** – Supplies needed for research may be obtained from the departmental business office. The department does not furnish paper, notebooks, pads, postage, etc. for personal use of the graduate students.

**Telephones** – A telephone has been made available in Room 205 to graduate students for making and receiving **local calls only**. It is the responsibility of the graduate student to check with the departmental secretary for messages received.

**Photocopying** – Each student will be authorized for a certain number of copies each year. These are limited accounts. The departmental copy machines are restricted for the duplication of materials necessary for specific departmental assignments and to support student research.

**Administrative Services** – The main responsibility of departmental administrative staff is to serve the faculty. Administrative assistance is available to graduate assistants by authorization of the Department Head or major professor for work directly related to their teaching assignments.

**Computers and IT support** – There are several departmental computers and printers dedicated for graduate student use. Most of the computers have been connected to the college network, which may be accessed by logging in with a College of Pharmacy email username and password. New graduate students should contact the Graduate Coordinator for their College of Pharmacy email account credentials. In addition to email, each student is assigned a personal home directory (H: drive) which can be used for local copies of assignments or research projects. The H: drive is backed up regularly to help prevent data loss. When logged in to a College of Pharmacy computer, the H: drive can be

located in Windows Explorer under the Network Drives section. It is also recommended that students use a USB flash memory drive or a cloud service such as Microsoft SkyDrive for easy access to files offsite. On personal computers, it is highly recommended that students use anti-virus, firewall, and/or anti-spyware software to reduce the risk of data loss and malware infection. For unprotected Windows-based computers, we recommend Microsoft Security Essentials, which can be downloaded for free at the following address. (<http://www.microsoft.com/security/pc-security/mse.aspx>).

Use of all UGA computer and/or network resources is limited by the “University of Georgia Policies on Use of Computers” ([https://infosec.uga.edu/policies/documents/UGA\\_AUP.pdf](https://infosec.uga.edu/policies/documents/UGA_AUP.pdf)). Please be sure to read these policies so that you understand your legal obligations. As noted, certain violations may constitute a crime, potentially resulting in prosecution. Other violations may result in disciplinary action including, but not limited to, a revocation of your network/email accounts. If you have questions regarding any of these policies, please contact the college IT staff for assistance.

Support - If you require technical assistance or have other related inquiries, you are encouraged to submit a ticket at <https://helpdesk.rx.uga.edu> (UGA MyID required). Please remember to check your ticket status for any updates or questions that our IT staff may post in response.

**Departure Procedures** – BEFORE departing, it is the student’s responsibility to:

- 1) Submit new or forwarding contact information to PBS Graduate Program Office: email, mailing address, and Linked In accounts are all requested
- 2) Turn in keys to PBS Graduate Program Office
- 3) Insure laboratory space and equipment are cleaned and ready to be reallocated
- 4) Submit one hardbound copy of a thesis/dissertation to the Admission Counselor’s Office

Failure to fulfill these requirements may result in the withholding of the students final paycheck until these items have been satisfied.

## PBS Departmental Directory

**Faculty (List Serve: [pbs\\_fac@rx.uga.edu](mailto:pbs_fac@rx.uga.edu))**

<b>Name</b>	<b>Title</b>	<b>Ofc#/ Phone#</b>	<b>Lab #/ Phone#</b>	<b>Email</b>
Bartlett, Michael	Professor, Director BS Program	353 WP 542-5390	153/331/339 542-5981	<a href="mailto:bartlett@rx.uga.edu">bartlett@rx.uga.edu</a>
Beach, Warren	Associate Professor	375 WP 542-5382	207 WP	<a href="mailto:wbeach@rx.uga.edu">wbeach@rx.uga.edu</a>
Beedle, Aaron	Assistant Professor	340 PS 542-6422	315 PS 542-6494	<a href="mailto:abeedle@rx.uga.edu">abeedle@rx.uga.edu</a>
Bruckner, James	Professor	356 WP 542-5405	332 WP 542-5401	<a href="mailto:brucner@rx.uga.edu">brucner@rx.uga.edu</a>
Capomacchia, A.C.	Associate Professor	216 WP 542-5339	204 WP 542-3868	<a href="mailto:tcapomac@rx.uga.edu">tcapomac@rx.uga.edu</a>
Cummings, Brian	Associate Professor	336 PS 542-3792	310 PS 542-9721	<a href="mailto:bsc@rx.uga.edu">bsc@rx.uga.edu</a>
Elder, Deborah	Clinical Associate Professor	222F PS 542-7306		<a href="mailto:dstrong@rx.uga.edu">dstrong@rx.uga.edu</a>
Franklin, James	Associate Professor	357 WP 542-5399	342B WP 542-1102	<a href="mailto:jfranklin@rx.uga.edu">jfranklin@rx.uga.edu</a>
Govindarajan, Raj	Assistant Professor	359 WP 542-5759	201 WP 542-3865	<a href="mailto:rgovinda@rx.uga.edu">rgovinda@rx.uga.edu</a>
Greenspan, Phillip	Associate Professor	340 WP 542-5309	340 WP 542-5306	<a href="mailto:greenspn@rx.uga.edu">greenspn@rx.uga.edu</a>
Hooks, Shelley	Associate Professor, Grad. Coordinator	338 PS 542-2189	310 PS 542-7856	<a href="mailto:shooks@rx.uga.edu">shooks@rx.uga.edu</a>
Kennedy, Eileen	Assistant Professor	342 PS 542-6497	315 PS 542-5516	<a href="mailto:ekennedy@rx.uga.edu">ekennedy@rx.uga.edu</a>
Liu, Dexi	Professor and Department Head	450 PS 542-7385	415 PS 542-4310	<a href="mailto:dliu@rx.uga.edu">dliu@rx.uga.edu</a>
Long, Timothy	Assistant Professor	371WP 542-8597	335 WP 542-0832	<a href="mailto:tlong@rx.uga.edu">tlong@rx.uga.edu</a>
Momany, Cory	Associate Professor	372 WP 542-5370	300/301/302 WP 542-5378	<a href="mailto:cmomany@rx.uga.edu">cmomany@rx.uga.edu</a>
Murph, Mandi	Assistant Professor	334 PS 583-0216	310 PS 542-5200	<a href="mailto:mmurph@rx.uga.edu">mmurph@rx.uga.edu</a>
Nair, Vasu	Professor, Assoc. Dean of Research	320A WP 542-5610	321-326 WP 542-2241	<a href="mailto:vnair@rx.uga.edu">vnair@rx.uga.edu</a>
Øie, Svein	Professor and Dean, College of Pharmacy	Main Office 542-8166		<a href="mailto:soie@rx.uga.edu">soie@rx.uga.edu</a>
Roberts, Arthur	Assistant Professor	414 PS 542-7787	410 PS 542-5979	<a href="mailto:aroberts@rx.uga.edu">aroberts@rx.uga.edu</a>
Thomson, Michael	Part-Time Assistant Prof.	. 318 PS 542-5119	415 PS	<a href="mailto:mthomson@rx.uga.edu">mthomson@rx.uga.edu</a>
Weng, Han-rong	Assistant Professor	322 PS 542-8950	315PS/305 WP 542-3368	<a href="mailto:hrweng@rx.uga.edu">hrweng@rx.uga.edu</a>
White, Catherine	Associate Professor	215 WP 542-5762	342E WP 542-5406	<a href="mailto:cwhite@rx.uga.edu">cwhite@rx.uga.edu</a>
Zastre, Jason	Assistant Professor	222 WP 583-0290	202 WP 542-5121	<a href="mailto:jzastre@rx.uga.edu">jzastre@rx.uga.edu</a>

## Adjunct Faculty

Doug Boudinot, Virginia Commonwealth Univ.    Laura Tambrallo-Easley,  
Larry Hendry, Med. Coll. Georgia                Ron Riley, Russell Research Center  
Ken Voss, Russell Research Center                Rick Irvin, Registry Consultants

## Staff

<b>Name</b>	<b>Title</b>	<b>Rm #/Phone #</b>	<b>Email</b>
Eubanks, Mary	Adm. Associate I	436 PS 542-4410	<a href="mailto:meubanks@rx.uga.edu">meubanks@rx.uga.edu</a>
Blankert, Erin	Lab. Tech Dr. Roberts' Lab	410 PS	<a href="mailto:eblankert@rx.uga.edu">eblankert@rx.uga.edu</a>
Blankert, Sean	Lab. Tech Dr. Roberts' Lab	410 PS	<a href="mailto:sblankert@rx.uga.edu">sblankert@rx.uga.edu</a>
Brown, Kim	Lab. Tech Dr. Momany's Lab	300 WP	<a href="mailto:kbrown@rxuga.edu">kbrown@rxuga.edu</a>
Fugett, Ryan	Assistant to Dept. Head	442 PS 542-7385	<a href="mailto:rfugett@rx.uga.edu">rfugett@rx.uga.edu</a>
Jia, Wei	Lab. Tech Dr. Murph's Lab	312 PS 542-3030	<a href="mailto:wjia@rx.uga.edu">wjia@rx.uga.edu</a>
Lewandowski, Megan	Lab. Tech Dr. Kennedy's Lab	337 PS 542-5516	<a href="mailto:mlewandowski@rx.uga.edu">mlewandowski@rx.uga.edu</a>
Manoharan, Radhika	Lab. Helper	372A WP 542-5393	<a href="mailto:rmanoharan@rx.uga.edu">rmanoharan@rx.uga.edu</a>
Muralidhara, Srinivasa	Res. Coordinator II	332 WP 542-5401	<a href="mailto:smurali@rx.uga.edu">smurali@rx.uga.edu</a>
Rice, Olivia (Libby)	Adm. Assistant II	440 PS 542-5397	<a href="mailto:orice@rx.uga.edu">orice@rx.uga.edu</a>
Smith, Demetrius	Admissions Counselor I PBS Grad. Program	324 PS 542-5403	<a href="mailto:dsmith@rx.uga.edu">dsmith@rx.uga.edu</a>
Wilson, Joy	Adm. Manager I	434 PS 542-7410	<a href="mailto:jwilson@rx.uga.edu">jwilson@rx.uga.edu</a>
Zhang, Guisheng	Lab Coordinator Dr. Liu's Lab	439 PS 542-8922	<a href="mailto:gzhang@rx.uga.edu">gzhang@rx.uga.edu</a>

**Current Graduate Assistants (List Serve: [pbs\\_grad@rx.uga.edu](mailto:pbs_grad@rx.uga.edu))**

<b>Name</b>	<b>Year/Major Prof.</b>	<b>Lab #/Phone #</b>	<b>Email</b>
Babak Basiri	First Year		
Parisa Darkhal Gandomani	First Year		
Kaitlyn Ledwitch	First Year		
Tanzir Mortuza	First Year		
Nhat Quach	First Year		
Fazlur Rahman	First Year		
Melissa Young	First Year		
Ahmed, Hishameldin	Sixth Year Capomacchia	204 WP 542-3868	ahmedh@rx.uga.edu
Al Hamhoom Yahya	Third year Liu	415 PS 542-4310	yalhamhoom@hotmail.com
Al Saggarm Mohammad	Second Year Liu	415 PS 542-4310	alsaggarm@rx.uga.edu
Ali, Mourad	Fifth year Hooks	310 PS 542-7856	alim@rx.uga.edu
Alsanea, Sary	First year Liu	415 PS 542-4310	alsaneas@rx.uga.edu
Altman, Molly	Fourth year Murph	310 PS 542-5200	altmanmk@uga.edu
Elrod, Susan	Fourth Year Greenspan	340 WP 542-3868	elrods@rx.uga.edu
Eneh, Juliet	Third Year Hooks	310 PS 542-7856	enehc@rx.uga.edu
Foltz, Steven	Second Year Beedle	315 PS 542-6494	foltzs@rx.uga.edu
Hanberry, Brad	Third Year Zastre	202 WP 542-5121	hanberry@rx.uga.edu
Hanold, Laura	Third Year Kennedy	315 PS 542-5516	hanoldl@rx.uga.edu
Hung Sau Wai	Fourth Year Govindarajan	200 WP 542-3865	hungsw@rx.uga.edu
Kang, Jeong	Sixth Year Zastre	202 WP 542-5121	kangj@rx.uga.edu
Li, Dawei	Sixth Year White	342E WP 542-5406	lid@rx.uga.edu
Li, Pei	Third Year Bartlett	153/331/339 WP 542-5981	lipe@rx.uga.edu
Maixner, Dylan	Second Year Weng	315 PS 542-3368	maixnerd@rx.uga.edu
McGinnis, Cary	Fifth Year Bartlett	153/331/339 WP 542-5981	carymcginnis@gmail.com
Mody, Hardik	Second Year Govindarajan	310 PS 542-9721	modyh@rx.uga.edu
Nguyen, Ha	Fourth Year Murph	310 PS 542-5200	nguyenh@mail.rx.uga.edu

Sun, Hao	Second Year Liu	415 PS 542-4310	sunh@rx.uga.edu
Sweet, Rebecca	Fourth Year Zastre	202 WP 542-5121	sweetr@rx.uga.edu
Wang, Geoffrey	Third Year Liu	415 PS 542-4310	wangg@rx.uga.edu
Wang, Yuxiao	Second Year Kennedy	315 PS 542-5516	wangy@rx.uga.edu
Yadav, Ruchi	Second Year Weng	315 PS 542-3368	ruchiyadav41@gmail.com
Yan, Linna	Second Year Liu	415 PS 542-4310	yanl@rx.uga.edu

**Annual Graduate Student Advisement Form**

Graduate students are offered the opportunity to meet with the Graduate Coordinator and the Graduate Program Assistant on an annual basis. The purpose of this meeting is to allow the student to discuss situations or potential situations that may impact their Program of Study. These meetings are voluntary and confidential.

There may be cases where a student would be more comfortable meeting with someone other than the Graduate Coordinator. In this case, the student should meet with the Graduate Program Assistant and arrange to meet with another member of the Graduate Program Committee.

Students are required to sign and return this form to the Graduate Program Assistant each year.

Student Name: \_\_\_\_\_

\_\_\_\_\_ I do not have any concerns that need to be addressed by the Graduate Program Committee and therefore do not request a meeting.

\_\_\_\_\_ I would like to schedule a meeting. The Graduate Program Assistant will arrange a time and location for such a meeting.

My choice for member to meet with is: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Annual Advisory Committee Assessment Form**

**Student Name:** \_\_\_\_\_

**Committee Member Name and Signature:** \_\_\_\_\_

The student shows appropriate progress in each of the following training standards, given his/her position in the program (1: strongly disagree ... 5: Strongly agree):

Breadth of knowledge in modern pharmaceutical and biomedical sciences disciplines and application to drug discovery and development.

1      2      3      4      5      Unable to rate

Depth of knowledge and technical training in their area of study.

1      2      3      4      5      Unable to rate

Strong work ethic and time management skills.

1      2      3      4      5      Unable to rate

Ability to conduct research to the highest ethical standards.

1      2      3      4      5      Unable to rate

Ability to think critically and creatively to solve difficult scientific problems.

1      2      3      4      5      Unable to rate

Ability to speak and write about their research clearly and convincingly and successfully compete for external research funding.

1      2      3      4      5      Unable to rate

Ability to critically evaluate their own data and results in the scientific literature.

1      2      3      4      5      Unable to rate

Potential to significantly add to the current knowledge in their field.

1      2      3      4      5      Unable to rate

Potential be an independent scholar who will make original and important contributions to their field.

1      2      3      4      5      Unable to rate

Overall progress in the program is:      Satisfactory\_\_\_\_\_      Unsatisfactory\_\_\_\_\_

Completed by all committee members

Completed only by major professor

Remediation Plan Required? Y/N (If yes, attach document)

\_\_\_\_\_  
Graduate Student Signature, date

\_\_\_\_\_  
Major Professor Signature, date