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Welcome New Graduate Students

Welcome to the Pharmacological Sciences Graduate Program (previously known as the Pharmacology and Toxicology Program). As the Graduate Program Director/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 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. During the second year you will begin to focus on your dissertation project. At the end of that year you will be required to pass the comprehensive exam, a rite of passage that formally declares you ready for thesis work.

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 during which you will reflect on life’s complexity, while applying the scientific method to extend and enrich our knowledge of it.

Geoffrey W. Abbott, Ph.D.
Graduate Program Director/Advisor
The Mentor/Buddy Program

In order to help our new students get acclimated to life in the Department of Pharmacology, each student is assigned a graduate student buddy. The faculty mentor can help with questions about rotations, class requirements and, of course, research. Your assigned buddy will be a fellow graduate student who is usually in their second or third year. Buddies will help new students learn the nuances of life at UC Irvine, from things like where the library is, to deadlines for course registration, to the location of campus eateries.

Please feel free to use the resources of both the faculty mentor and graduate student buddies. They’re both here to help, and you’ll find them quite knowledgeable! Don’t forget, you are not limited to your faculty mentor or student buddy, so go ahead and make some new friends. The Student Affairs Coordinator also has a wealth of information. I’m sure that you will learn an incredible amount and have a great time.

<table>
<thead>
<tr>
<th>New Student</th>
<th>Faculty Mentor (1st year)</th>
<th>Graduate Student Buddy</th>
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<tbody>
<tr>
<td>Derek Greene</td>
<td>Abbott, Geoffrey</td>
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</tr>
<tr>
<td>Steve Lui</td>
<td>Abbott, Geoffrey</td>
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Menglu Yuan
Registration

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 Division for more than 16 units.

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 for tuition, fees, etc.).

Effective Winter Qtr. 2009, Graduate Division has indicated 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.

Before registering for courses, you must receive **authorization codes** for courses you plan on taking. See the Student Affairs Coordinator to receive your codes.

Students register for courses using UCI’s Web Schedule of Classes (WebSOC).

You will be receiving a monthly stipend from the department. Please pick up an “Earnings Disposition Form” from the Department of Pharmacology office. This form provides for a direct deposit of your stipend to your bank account.

Part of the fees paid each quarter is for the **mandatory Graduate Student Health Insurance Program (GSHIP)**. If you have comparable or superior coverage from a different source, you can obtain a waiver from these fees. This saves the department from paying for duplicate coverage. You must obtain and turn in this waiver or else the health insurance will be included in the total amount due, regardless of whether or not you are already covered. Be sure to obtain a waiver if you already have health insurance.

If you have any other questions concerning registration, payment of fees, foreign student or non-resident problems, please ask the Graduate Program Director/Advisor, your Graduate Student Buddy, Faculty Mentor, Student Affairs Coordinator, or CAO and they 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).

To complete the Statement of Legal Residence form online, please visit the Office of the Registrar's webpage at http://www.rgs.uci.edu/grad/newadmits/slr.htm. For further information, contact the Residence Deputy at (949) 824-6129.

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. The Residence Deputy at UCI sends out an e-mail to all admitted students who also indicated, via their Statement of Intent to Register (Statement of Intent to Register), that they accept the 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 Statement of Intent to Register as soon as you have made your decision, because the Residence Deputy can not send your information about SLR completion until after your SIR has been received and processed.

All students must become a California resident before the start of Fall Quarter of their second year.
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.

**NOTE:** Unsatisfactory academic progress may be determined based on the above criteria or the professional judgment of the faculty.

Remember, any graduate student who has not demonstrated satisfactory academic progress is not eligible for any academic appointment/employment and may not receive fellowship
## Usual Timetable for Graduate Study

### YEAR 1

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<th>Fall</th>
<th>Winter</th>
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<tr>
<td>Biochem 210A (Med Biochem &amp; Molecular Biol)*</td>
<td>Pharm 252 (Exper Pharm)</td>
<td>Pharm 241 (Adv Topics in Pharm)</td>
<td>Pharm 256 (Exp. Design for Pharm.–aka Statistics)***</td>
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<tr>
<td>Pharm 254 (Intro to Pharm)</td>
<td>Pharm 298 (JC/Seminar)</td>
<td>Pharm 255 (Neuropharm)</td>
<td>Pharm 257 (Ethics in Res)***</td>
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<tr>
<td>Pharm 298 (JC/Seminar)</td>
<td>Pharm 299 (Research)</td>
<td>Pharm 298 (JC/Seminar)</td>
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<td>Pharm 299 (Research)</td>
<td>Physio 206B (Med Phys)**</td>
<td>Pharm 299 (Research)</td>
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<td>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 2012). 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 2014

### Comprehensive Exam

#### YEAR 2

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

#### Advance to Candidacy

**YEARS 4-5**

### Complete dissertation research

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### Write and defend dissertation
Graduate Courses in Pharmacological Sciences

**Required Courses** (Numbers in parentheses indicates number of units)

*Biochem 210A Medical Biochemistry and Molecular Biology (12) F.* Covers the following topics from a biomedical perspective: protein and nucleic acid biochemistry, carbohydrates, lipids, amino acids, purines and pyrimidine’s, genome structure, molecular mechanisms of development, and signal transduction.

**Pharm 241 Advanced Topics in Pharmacology (2) S.** Lecture, two hours. Application of pharmacological principles in disease therapy. Advanced pharmacological mechanisms and in-depth study of drug action. Disease states and their reversal or treatment by pharmaceutical agents. Discussion of several major drug classes/therapeutic strategies: molecular mechanisms of action, physiological consequences of administration, and clinical use.

**Pharm 252 Experimental Pharmacology (4) W.** Lecture, four hours; laboratory, two hours. Introduction to the concepts and techniques used in pharmacological science. Molecular biology, quantitative pharmacology, biochemical pharmacology, methods for ion channel study, fluorescent probes, behavior genetics, anatomical analyses, pharmacokinetics and ADME, animal handling, and receptor binding analysis.

**Pharm 254 Introduction to Pharmacology (4) F.** Lecture, four hours. Ligand-gated ion channels, G protein-coupled receptors, receptor tyrosine kinases, ligand-regulated transcription factors, their signaling mechanisms, trafficking, macromolecular complexes, and physiological responses.

**Pharm 255 Neuropharmacology (2) S.** Lecture, four hours. Mechanisms underlying chemical signaling processes in the brain and periphery. Molecular biology, signal transduction, transmitter synthesis and inactivation of major neurotransmitter systems. Drugs that act on these major neurotransmitters.

**Pharm 256 Experimental Design for Pharmacologists (Statistics) (1) F.** Lecture, one hour; discussion, one hour; laboratory, one hour. Population and sample statistics, hypothesis testing, analysis of variance, nonparametric statistics, experimental design, power, and the use of statistical computer software. Prerequisite: Pharmacology 252 or consent of instructor.

**Pharm 257 Ethics in Research (1) F.** Lecture, one hour; discussion, one hour. Ethical conduct in research including data handling, authorship, conflict of interest, use of animals, handling of misconduct. Prerequisite: Pharmacology 299 or consent of instructor. May be taken for credit two times.

**Pharm 298 Journal Club/Seminar (2) F, W, S.** The core course comprises three components: student presentations of their own research findings; attendance of seminars primarily given by external speakers from the pharmaceutical industry; student presentations of published research papers in the literature. In addition, as part of this course, students attend regular departmental seminars given by intra- and extramural speakers primarily from academia. The course broadly involves discussion of current problems and methods in teaching, research, and communication of ideas in pharmacology, toxicology, and therapeutics.

**Pharm 299, Research (1 to 12).** Individual research directed toward doctoral dissertation and supervised by a particular professor. Prerequisite: consent of instructor. May be repeated for credit.
Graduate Courses in Pharmacological Sciences (Cont.)

Elective Courses

206 A-B Medical Physiology (5-6). Lecture, six hours; discursion, two hours; other, two hours. Vertebrate physiology with emphasis on humans and on the relationship between the function of normal tissues and the processes of disease. Fundamental principles of physiology and the inter-relationships which control organ function.

Journal Club and Department Seminars

Graduate students are required to make presentations each year. Every student must be enrolled in Journal Club each quarter until they defend their thesis. Attendance at both Journal Club and Seminars is mandatory, even if your lab is located at the Medical Center. 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

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.

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 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 Chief Administrative Officer. You may obtain this form by asking the Student Affairs Coordinator for a copy. This form ensures that funding availability has been confirmed with both the selected research advisor and the Chief Administrative Officer.

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, especially if support is provided from department funds. 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 money. 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

Notify the Pharmacology Department’s 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.

The department will prepare a budget for you (even if the Agency does not require one). UCI requires a budget for all proposal submissions and this information must also be included on the internal UCI forms as well as some of the Agency forms.

The administrative staff will complete the following internal and/or Agency forms for you: UCI Administrative Approval (AA) form – required for all submissions, 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).

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.

All proposals must go through the internal signature process 10 full business days prior to the Agency deadline. The process is as follows: the Pharmacology Chief Administrative Officer will review and sign off on your proposal prior to submitting to the Department Chair for signature. Then, the proposal is sent to the SOM Dean’s Office. 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. Only after SPA has approved and signed off can the proposal be submitted to the Agency via SPA or department administrators.

6. Please work with our administrative staff to get your proposal in the proper order and they will make any required copies BEFORE it goes for signature.
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.

Emmanuel Dotsey, 2012-2013
Henry Wood Elliott Memorial Award Recipient
Comprehensive Exam

At the end of the first year of graduate school you will be required to take a written examination. The exam is designed to test your ability to apply basic pharmacological principles to questions concerning the current state of pharmacological science. The exam is closed book and lasts one full day (8:00 AM - 5:00 PM). You will be asked to answer approximately three to five out of five to seven questions during this time. The number of questions on the exam may change slightly from year to year. It is a good idea to begin preparing for the exam at least two months in advance. Generally, if you understand the material presented in Introduction to Pharmacology, Experimental Pharmacology, Advanced Topics in Pharmacology and Neuropharmacology, then you should be well prepared for the exam. Do not focus on facts and details, but rather on broad themes within each topic. Basic receptor theory and methodology should be thoroughly understood because you may be asked to design specific experiments to prove your ideas, or comment on results. Good luck!

Departmental Comprehensive Exam Policy

1. The students must pass the required number of questions.
2. If one question on the written examination is failed, the student will be examined again by oral examination on that question.
3. If the student also fails the oral examination he/she will be re-examined, the nature of the examination to be decided by the graduate committee.
4. If 2 or more questions on the written examination are failed, the student must retake the comprehensive exam.
5. Re-examination must take place within a reasonable amount of time after first exam. This cannot be postponed until the next academic year.
6. If the student fails the comprehensive exam a second time the student will not be allowed to continue with the Pharmacological Sciences Ph.D. program.
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. Once they have signed the 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](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 Student Affairs 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.

Forms Needed:

- Report on Final Examination for the Degree of Doctor of Philosophy (Ph.D. Form III)
- Dissertation Thesis Approval Form (2 copies)
- Graduate Student Diploma and Commencement Form
- UMI Doctoral Dissertation Form (page A4-5 of UMI booklet)

Helpful Resources Available on the Web

The Office of Graduate Division websites:
- [http://www.grad.uci.edu/current-students/index.html](http://www.grad.uci.edu/current-students/index.html)
- [http://www.grad.uci.edu/academics/degree-timelines/index.html](http://www.grad.uci.edu/academics/degree-timelines/index.html)

Ph.D. Resources: Obtaining a Ph.D. - Dissertations:
- [http://www.grad.uci.edu/academics/degree-completion/electronic-submission.html](http://www.grad.uci.edu/academics/degree-completion/electronic-submission.html)
Advisement/Doctoral Committee Meetings

Advisement Committee Meeting

Advisement Meetings take place before the end of the Spring Quarter during your 2nd year and every year from then on, until you Advance to Candidacy. 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, chaired by the student’s thesis advisor, consists of three faculty members, the majority of whom have appointments in the Department of Pharmacology. An Annual Advisement Committee Meeting Report must be signed by the Committee members and the student and given to the Student Programs Coordinator to be kept on file.

Doctoral Committee Meeting

The student is required to meet 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 Student Affairs Coordinator to be kept on file.

Meeting Report Forms

You may contact the Student Affairs Coordinator for a copy of the Advisement Committee or Doctoral Committee Meeting Report. A copy of both of these forms can be found in this handbook as well.
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 Student Affairs Coordinator (in the Pharmacology Administrative office) 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 Politics

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 Department of Pharmacology’s 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

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) This guarantee of funding will terminate after 5 years.

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.

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

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.

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!

A student representative is elected on an annual basis in the month of July. This person will speak on behalf of the student body on department matters.

Academic

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.

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

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.
Academic (cont.)

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.

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

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

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

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

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.

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.

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.

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 Student Affairs Coordinator in the Pharmacology administrative office.
Policies and Procedures (cont.)

**Academic (cont.)**

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 6 months after advancement.

The Graduate Program Director/Advisor, not the Department Chair, must sign and approve the Conflict of Interest Form.

All students must be enrolled in Journal Club each quarter until they defend their thesis.

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

You must complete and return all course evaluations to the Student Affairs Coordinator in a timely manner. Completion of these evaluations is mandatory.

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)
Important Contacts

Department of Pharmacology Administration
Geoffrey W. Abbott, Ph.D. - Graduate Program Director/Advisor and Vice Chair
(949) 824-3269, abbottg@uci.edu

Olivier Civelli, Ph.D. - Department Chair
(949) 824-2522, ocivelli@uci.edu

Dale Lee - Chief Administrative Officer
(949) 824-6772, dtly@uci.edu

Jill Livingston - Student Affairs Coordinator (SAC)/Dept. Purchaser (DP)
(949) 824-7651 (SAC) or (949) 824-3130 (DP), jsliving@uci.edu

Lin Xi - Senior Finance Analyst/Payroll
(949) 824-2757, lxi@uci.edu

Michele Hinojosa - Contracts & Grants/Personnel Assistant
(949) 824-8246, mhinojos@uci.edu

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

Graduate Student Health Insurance Program (GSHIP)
GSHIP Coordinator
(949) 824-9415

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

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

All Contacts for UCI Graduate Division
http://www.grad.uci.edu/about-us/contact-us/index.html
Frequently Asked Questions

- How many units of 299 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 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 Student Affairs 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 the Pharmacology Conference Room?
  ➞ Reservations for the conference room are on a first come, first served basis. The calendar on the corkboard in the conference room hallway is the most current list of reservations. You may add a time you would like to reserve the room in any empty spot available. One exception to this rule is if the room is needed for any Pharmacology 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 or Filing Fee Petition - Summer.

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

- How do I apply for a fellowship?
  ➞ Please refer to pages 12-13 for more information on applying for fellowships. If you have any additional questions, please contact the Student Affairs Coordinator or CAO.
Frequently Asked Questions (cont.)

- How often should I meet with the Graduate Program Director/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.

- 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.
  ⇒ Acclimating is also a team effort in the Department of Pharmacology; faculty mentors, fellow students, and staff can all help answer any questions you may have in regards to UCI or U.S. culture in general.

- 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 wait-list to enroll your child for child care.