

Student Handbook



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Introduction:

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

Scope & Objectives:

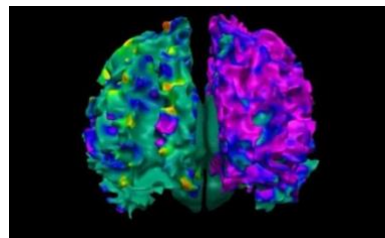
The mission of the Molecular Toxicology IDP is to train doctoral students how to understand and investigate the mechanisms of action of toxicological agents and to evaluate their impacts on health and the environment.

Research: Please see our website,

<http://moltox.ph.ucla.edu/> for information about research activities of our faculty, and other relevant information.

You may also view our program's video here:

<https://youtu.be/qqgzphRd90>.



Academic Information:

Admissions Requirements:

In addition to the [University's minimum requirements](#) and those listed above, all applicants are expected to submit the departmental application through the Schools of Public Health Application Service ([SOPHAS](#)) and a statement of purpose.

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

The ideal preparatory training is either a major in chemistry or biology and a solid background in both of these disciplines. Courses of value for toxicologists include the

following: calculus, statistics, cell biology, genetics, physiology, microbiology, molecular biology, inorganic chemistry, organic chemistry, biochemistry, and physical chemistry. However, excellent students from all disciplines are considered for admission, and if admitted, there is the opportunity to make up deficiencies during their graduate study.

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

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

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

[Standards and Procedures for Graduate Study at UCLA:](#)

Provides detailed information and sets forth general policies, many of which emanate from the Academic Senate and its Graduate Council, regarding completion of degree requirements, master's and doctoral committees, examinations and foreign language requirements. General regulations concerning graduate courses, standards of scholarship, disqualification, appeal, leave of absence, in-absentia registration, withdrawal, normal degree progress and a number of other matters are also included.

Laboratory Safety Training:

The UCLA Office of Environment, Health & Safety creates, delivers, and tracks health, safety and environmental training for faculty, staff and students. You can determine your training needs by first speaking with your supervisor about the hazards you encounter in your work. The [Lab Safety Training Matrix](#) can provide further guidance.

EH&S offers classroom and online training for the UCLA community, available in [Worksafe](#), their online learning center.

For more information or to enroll in a laboratory safety training course, visit the Environmental, Health & Safety website: <http://www.ehs.ucla.edu>.



**Lab
Safety**

Doctoral Degree Program Requirements:

Please refer to the [UCLA General Catalog](#), and the [Graduate Division website](#) for more detailed information regarding the degree requirements for the Ph.D. in Molecular Toxicology.

Time-to-Degree:

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

Foreign Language Requirement: There is no foreign language requirement.

Teaching Experience:

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

Course Requirements:

Year	Fall (units)	Winter (units)	Spring (units)
1st Year	<p>M596 Lab rotation (2-12)</p> <p>211A Mol Tox Seminars (1) <i>(see footnote for full description)</i></p> <p>Elective (6) ***</p>	<p>M596 Lab rotation (2-12)</p> <p>211B Mol Tox Seminars (1)</p>	<p>EHS 240. Fundamentals of Toxicology (4) <i>(Essential aspects of toxicology. Emphasis on human species; ADME, basic toxicological processes and organ systems)</i></p> <p>M596 Lab rotation (2-12)</p> <p>CM234 Ethics and Accountability in Biomedical Research (2)</p> <p>211C Mol Tox Seminars (1)</p>
2nd Year	<p>Mol Tox 596. Lab Research</p> <p>Mol Tox 242. Advanced Molecular Toxicology (4) <i>(see footnote for full description)</i></p> <p>1 of 296A-296F Research Topics in Molecular Toxicology (2) <i>(Research group meetings. Students give presentations to their research group members on their current research)</i></p> <p>211A Mol Tox Seminars (1)</p>	<p>Mol Tox 596. Lab Research</p> <p>1 of 296A-296F Research Topics in Molecular Toxicology (2)</p> <p>211B Mol Tox Seminars (1)</p>	<p>Mol Tox 596. Lab Research</p> <p>MCIP251 OR 3 QCB Workshops <i>(see footnote for full description)</i></p> <p>1 of 296A-296F Research Topics in Molecular Toxicology (2)</p> <p>211C Mol Tox Seminars (1)</p> <p>Qualifying Exam</p>

			<i>(see footnote for full description)</i>
3rd – 5th Years	Mol Tox 599 (8-12) Lab Research 1 of 296A-296F Research Topics in Molecular Toxicology (2) 211A Mol Tox Seminars (1)	Mol Tox 599 (8-12) Lab Research 1 of 296A-296F Research Topics in Molecular Toxicology (2) 211B Mol Tox Seminars (1)	Mol Tox 599 (8-12) Lab Research 1 of 296A-296F Research Topics in Molecular Toxicology (2) 211C Mol Tox Seminars (1)

Requirements for 1st Year Students:

Fall:

- Molecular Toxicology 211A*
- Molecular Toxicology 596 (6 units, S/U)**
- Elective***

Winter:

- Molecular Toxicology 211B*
- Molecular Toxicology 596 (6 units, S/U)**
- Elective***

Spring:

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

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

**In all quarters of the first year students take a laboratory rotation (Molecular Toxicology 596) with their Faculty sponsor. This should usually be 6 units but can range from 2 -12 units, with the approval of the Faculty sponsor and the chair of the Mol Tox IDP.

Elective classe(s) are required, for a total of a minimum of 6 units. The main focus of this requirement is to enhance the student's understanding of the topic of his/her future dissertation. The classes should be taken during the first three years of the student's

participation in the Molecular Toxicology program. The particular class(es) that are chosen must be approved by the Mol Tox Advisory Committee.



Requirements for 2nd Year Students:

MCIP251 Integrative Genomics for Complex Diseases OR Three workshops taught by the UCLA for Quantitative and Computational Biosciences (QCB) OR other Big Data classes or workshops.. MCIP251 is a 2 unit weekly seminar course consisting of mini lectures and supervised student presentations, aiming to offer graduate students the opportunity to acquire deep understanding of advanced integrative genomic approaches and how these approaches can be applied to help understand the molecular basis diverse complex diseases. This course provides a practical approach to big data science, building on the more conceptual approach in EHS 242. Alternatively the students may take three QCB Collaboratory Workshops instead of MCIP251. These workshops are geared towards the broader Biosciences Community and are being offered by the QCB Collaboratory. The topics include, for example, NGS data analysis of RNAseq, ChIPseq, BS-seq, variant calling. Workshops may also include splice isoform analysis, motif analysis, Experimental Design, Network analysis of functional and physical networks, gene ontology, regulatory circuit modeling. As a third alternative, the students' may take other workshops/classes on big data science that are relevant to the student's research (with the approval of the Molecular Toxicology faculty Advisory Committee).

Starting with the second year, students spend most of their time on dissertation research. In addition to the course requirements listed here, students are expected to complete **either** Molecular Toxicology 596 or 597 (both are 2-12 units, S/U). 597 should be chosen during quarters in which study for written or oral examinations (597) is being pursued. After students have passed their oral examinations and advanced to candidacy, they will take Mol Tox 599 (Ph.D. dissertation research, 2-12 units, S/U), and should not take 596 or 597.

Beginning in year 2, students also must enroll in Molecular Toxicology 296 each quarter. They may enroll in their advisor's section. If their advisor does not have a section on the schedule, then they should enroll in Dr. Hankinson's section (Mol Tox 296B).

In the second year or third year students take Advanced Molecular Toxicology 242 (4 units) in the Spring Quarter.

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

- All students are required to take one epidemiology course, unless the student has passed a course in epidemiology while an undergraduate or Master's student. This

course can be Epidemiology 100 or another epidemiology course that is relevant to the student's area of research interest.

- Students who have not previously taken and passed a course in Public Health at the undergraduate or graduate level are required to take PH 201 (previously called PH 150), a course that covers all 12 Learning Experiences of Public Health. PH 201 will be required of all MS/PhD students who do not have an undergraduate degree from a CEPH-accredited public health school.

Requirements for 3rd, 4th & 5th year students:

Students take the Mol Tox 211 series, Mol Tox 296 (with their advisor), and Mol Tox 599 (after they have advanced to candidacy) each quarter during their third, fourth and fifth year. If the student has not advanced yet, then they should enroll in 596.

Molecular Toxicology Internal Seminar Series- Mol Tox 211A-C:

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

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

Research Credits:

The student enrolls in Mol Tox 596 or Mol Tox 597 before the Written Qualifying Examination. After the student has come into doctoral candidacy, the appropriate course for credit is Mol Tox 599.

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

Representative Electives:

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

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

growth of cancer cells, and diagnosis, characterization, and treatment of cancer. Letter grading.

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

Written Qualifying Exam:

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



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

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

Conclusion: A brief discussion of how the results of the proposed studies may further the field of Molecular Toxicology should be provided (approximately 1 page).

Minimum Standards for Doctoral Committee Constitution:

1. All doctoral committees require a minimum of four members among whom a minimum of three members must hold current UCLA Academic Senate faculty appointments limited to Professor (any rank), Professor or Associate Professor Emeritus, Professor in Residence (any rank), or Acting Professor or Acting Associate Professor. Two of the three doctoral committee members from UCLA must hold the rank of professor or associate professor (regular or in-residence series).
2. One of the three UCLA members may be an Adjunct Professor (any rank) or Professor of Clinical X (any rank) who is certified and approved by the Committee on Degree Programs (CDP).
3. The Chair always must hold a current Academic Senate faculty appointment at UCLA in the same department or interdepartmental program as the student.
4. Each program or department may set additional requirements above the UCLA minimum standards in their Program Requirements regarding:
 - UCLA members (e.g., all three must hail from the home department, two out of three from the same discipline as the student, etc.)
 - Parameters for service as a Co-Chair
 - Minimum academic credentials of an additional member
5. Only one committee member may hold an Academic Senate faculty appointment or its academic equivalent at another accredited university or college (UC or non-UC) without need of an exception from the Graduate Division.
6. All committee members read, approve, and certify the dissertation. Under unusual circumstances, a department or interdepartmental program may petition the Committee on Degree Programs via the Graduate Division for an exception that would allow three committee members (including the Chair and at least one other UCLA member) to serve as certifying members in lieu of the full committee. An approved exception would apply to all doctoral committees of graduate students in that department or interdepartmental program for a period of up to ten years.
7. All committee members must certify that the fairness, equity, and academic integrity of the oral qualifying examination and the final oral examination (dissertation defense) have been preserved by the doctoral committee.
8. Only one committee member (never the Chair or Co-Chair) may participate remotely in an oral qualifying examination or final oral examination (defense of the

dissertation). Remote participation must be a matter of necessity rather than convenience. The student must petition the committee chair in advance of the examination to allow one member to participate remotely; the committee Chair must provide written approval to the student ahead of the examination. The technology required for remote participation must allow for the participant to see/be seen by and hear/be heard by all committee members and have access to visual materials simultaneously. Although no exception petition will be required for one committee member participating remotely, the department/program must notify the Graduate Division of the remote participation within 14 business days of the examination. Under rare circumstances, the department or inter-departmental program Chair may petition the Graduate Division for an exception to allow a second member (not the Chair or Co-Chairs) to participate remotely in a doctoral oral qualifying examination or a final oral examination (defense of the dissertation). [Effective 2015 Fall]

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

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

Oral Qualifying Exam:

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

Advancement to Candidacy:

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

Final Oral Examination (Defense of Dissertation):

A final oral examination is required of all candidates.

For detailed information on how to prepare and file your dissertation, visit:

<http://www.gdnet.ucla.edu/gasaa/etd/index.html>.

Required Forms and Timing:

Action	Form to File With Student Affairs Officer	When to File Form
Nomination of Doctoral Committee	Nomination of Doctoral Committee	Submit to SAO a minimum of 4 weeks before oral exam
Report on Oral Qualifying Exam & Advancement to Candidacy	See Department SAO	Request from SAO at least 2 weeks prior to exam. Submitted by SAO to Grad Division after completion of exam
Report on Final Oral Examination	See Department SAO	Request from SAO at least 2 weeks prior to defense.
File Dissertation	See Graduate Division Website	By last week of May/first week of June to participate in Commencement. See SAO for exact date.

CEPH Foundational Knowledge (sometimes referred to Learning Experiences)

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease

12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

Financial Support and Funding:

The Molecular Toxicology IDP is responsible for providing the stipend and fees for all incoming students for the first nine months of their first year. Students will receive a stipend (currently \$37,500/year) plus fees. The Molecular Toxicology IDP payments for the first nine months will come from Graduate Division funds, the NIEHS training grant, and certain other funds. From month 10 onwards, the stipend and fees for each student are the responsibility of the student's thesis mentor, and will be obtained from training grants, teaching assistantships, grants to the mentor, and other sources.

If during the first nine months, a student does not receive his/her monthly stipend, he/she should pursue the following process in an attempt to get the problem resolved.

- (i) He/she should first speak to the Mol Tox SAO (Susana Luis) to ascertain whether a lack of payment is due to an administrative glitch.
- (ii) If this does not solve the problem he/she should discuss the matter with the Molecular Toxicology Graduate Student Advisor (currently Professor. Michael Collins) and/or the Chair of Mol Tox (Professor Oliver Hankinson).
- (iii) If this does not solve the problem, he/she should go to the Interim Chair of EHS (Professor Shane Que Hee).

Academic Apprentice PersonnelU:

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

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

Please refer to the [UAcademic Apprentice Personnel ManualU](#) or the following site for detailed information on employment opportunities, policies and benefits, including fee remissions: [Uhttps://grad.ucla.edu/funding/working-at-ucla/U](https://grad.ucla.edu/funding/working-at-ucla/U).

ASE opportunities can also be found through the following sites:

- [UTeaching Assistantship Positions \(TA Marketplace\)U](#)
- [USummer Teaching Assistant Opportunities](#)
Available through Summer Sessions
- [UAdditional Academic Year & Summer Tutor OpportunitiesU](#)
Available through the College

UWorking over 50% timeU:

Graduate Students must have approval from the Department to work over 50% time. Students will need to coordinate with the Department Student Affairs Officer to file the appropriate paperwork. A letter of support from the Faculty Advisor is required to work over 65% time. Approval from the Graduate Division is required to work over 75% time.

****It is the student’s responsibility to inform the Department of any campus positions that they have accepted and any funding they are receiving. You must provide this information to the Department’s Student Affairs Officer****

UAdditional Funding Resources:

- [UFunding for Continuing StudentsU](#)
- [UAcademic Student Employees Appointments & Union ContractU](#)
- [UFunding Opportunities Resources](#)
- [UGraduate Work-Study ProgramU](#)

Federal work-study grants are available to “financially need eligible” graduate students to complete part-time paid internships, community service, research projects, or other endeavors closely related to their academic degree program. Graduate students working on a research project in his/her discipline qualify for funding. Students should not be employed as clerical assistants to departmental administrators nor in other functions not related to their graduate education.

- [UBruin Direct DepositU](#)
Authorization form for direct deposit of stipend payments.
- [UTax Information & Forms for Fellowship Recipients at UCLAU](#)



Official Materials from the University

You will receive many documents from the University stating deadlines, offering opportunities, etc. It is your responsibility to observe the deadlines, and take any action that is required. This is especially important for work-study, financial aid, traineeships, filing deadlines, etc.

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

Registration

Registration consists of paying fees and enrolling in classes.

1. Registration fees for graduate students must be paid prior to each term. Fees can be paid by check, credit card (Visa, MasterCard, Discover), or cash. View the [Registrar's Term Calendar](#) for specific dates. Questions regarding graduate fees should be directed to the [Registrar's Office](#) at 1113 Murphy Hall, (310) 825-1091.
2. Enrollment in classes is completed via MyUCLA at www.my.ucla.edu.

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

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

Paying Fees

Your registration fees (and non-resident tuition, if applicable) are due via your BAR account by

September 20 (Fall quarter), December 20 (Winter quarter) and March 20 (Spring quarter). Credit card payments may be made online using MyUCLA online. If registration fees are not paid in full by the payment deadline, a late registration fee is assessed and classes are dropped in accordance with the drop class deadline. If you enroll in classes and pay registration fees after Friday of the second week of classes, both the late registration fee and a late Study List fee are assessed.

Details on fee payments, miscellaneous fee charges, enrollment procedures, and deadlines can be found at: [U<http://www.registrar.ucla.edu/Fees-Residence/Overview>](http://www.registrar.ucla.edu/Fees-Residence/Overview).

UEnrollment/ MyUCLAU:

Students enroll in classes through MyUCLA, which is accessed at [U<http://www.my.ucla.edu>](http://www.my.ucla.edu). MyUCLA gives students real-time access to their University academic, personal and financial records. Enrollment-related tasks, such as adding, dropping, or exchanging classes, signing onto the wait list for a class, checking waitlist status, or changing the grading basis for a class can also be done through MyUCLA.

UEnrollment DeadlinesU:

Visit the [Registrar's site](#) to view detailed dates and deadlines for each term of the current academic year, or jump to a specific week of instruction. Download the calendar to display in your favorite calendar app. A PDF version can be viewed on your device or printed for easy reference.

UUCLA Student AccountsU:

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

UStudy ListU:

A study list, which records all classes in which a student is enrolled for a term, becomes official at midnight on Friday of week two. Use the MyUCLA [Class Planner](#) to plan classes for a term. If in doubt, consult your Advisor.

Student Responsibility for Study List: Each student is responsible for all classes and the grading basis for each class as listed on the study list, and cannot receive credit for classes not listed. Errors or omissions should be corrected before the College or school deadline for changes by petition. Enrollment deadlines end at midnight on the published date. The study list should be checked after all enrollment transactions. Unapproved withdrawal from or neglect of a class entered on the study list results in a failing grade. A student who has been added to a class from a wait list and no longer wants the class must drop that class before the study list deadline

Students who pay their registration fees but are not officially enrolled in courses for credit as of Friday of the second week of instruction must file a late Study List. An [Enrollment Petition](#) is used for this process. A late payment fee is assessed for filing a late study list.

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Normal Progress/Full-time Graduate Status

Three courses (or 12 units) per term are considered the normal enrollment for graduate students and are required for a student not in doctoral candidacy to be counted for full-time status in the University's official enrollment. Approval of less than full-time enrollment is at the discretion of the department. A student is directed by the department to enroll full-time whenever possible. Teaching assistants (TAs) and graduate student researchers (GSRs) are required to be registered and enrolled in at least twelve quarter units throughout their appointments. Those assistants who take a leave of absence or withdraw terminate their appointments. Course 375 for teaching assistants, and independent studies at the 500-level for graduate student researchers, may be included in reaching the eight or twelve-unit load.

Filing Fee

Graduate students, who meet the criteria, can apply for a Filing Fee and pay a nominal fee in lieu of standard tuition and registration fees. The Filing Fee is intended for students who are in good academic standing and who have completed all degree requirements, except for filing their dissertation or thesis, submitting their capstone project, or taking their comprehensive exam. Effective Fall 2018, graduate students who are approved to use a Filing Fee will have the entire academic term to complete their degree requirements. While on Filing Fee status, a student may no longer: take courses, be employed by UCLA, receive financial support, or access certain campus services.

Students may use the Filing Fee application only if they were registered for the previous academic term, and satisfy the eligibility criteria.

For detailed information on the filing fee requirements and to access the Filing Fee application, visit: [Uhttps://grad.ucla.edu/academics/graduate-study/filing-fee-application/](https://grad.ucla.edu/academics/graduate-study/filing-fee-application/). U

Students may only pay the filing fee one time.

Leave of Absence

Continuing graduate students in good academic standing (3.0 GPA or above) who have completed at least one quarter of academic residence at UCLA, may petition to take a leave of absence. A leave is granted for a period of one to three quarters at the request of the student, on the recommendation of the department involved, and with the approval of the Graduate Division. No more than three quarters of leave of absence are permissible for graduate students during the course of their enrollment at UCLA. Extensions beyond these limits may be approved; such approval is at the discretion of an Associate Dean or the Dean of the Graduate Division. Additional information and petition forms are available on the Graduate Division website.

International students on non-immigrant visas (F-1 or J-1) may not remain in the United States while on a leave of absence unless: (1) they have finished all course work and have advanced to candidacy. The Dashew Center for International Students and Scholars may request additional documentation for verification purposes; or (2) they provide evidence of a serious illness of their own (not that of a family member) that prevents attendance at UCLA. Before granting a leave of absence to international students, the Graduate Division requires written notification from the Dashew Center for International Students and Scholars to the effect that the student has been made aware of the immigration implications of a leave of absence and immigration requirements for maintaining legal status within the U.S. while on leave. The Graduate Division will not approve a leave of absence that is not in compliance with Immigration and Customs Enforcement (ICE) policy governing international student visas.

All leaves must be requested before the end of the second week of class of the quarter in which the leave of absence or extension of leave of absence is to begin. Deadlines are published for each quarter in the General Catalog and in the quarterly Schedule of Classes.

The Graduate Division will not review late requests or requests for retroactive leave of absence except under extraordinary circumstances.

For more details on the University's leave of absence requirements, deadlines and to access the request form, visit: [U<http://www.gdnet.ucla.edu/gasaa/library/loa.htm>](http://www.gdnet.ucla.edu/gasaa/library/loa.htm)

UEstablishing California Residency (US Citizens & Permanent Residents only)U:

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

UTransfer of CreditU:

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

UGradingU:

UCLA grades for graduate students are A, B, C, F, and I. Grade point averages are computed on the basis of 4 points for an "A", 3 points for a "B", 2 points for a "C", and 0 points for an "F".

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

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

UStandard of Scholarship/Probationary StatusU:

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

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

English as a Second Language Placement Exam (ESLPE)U:

The ESLPE (English as a Second Language Placement Examination) is required of all entering UCLA graduate students whose first language is not English and who have not otherwise satisfied the ESL requirement. Sometimes Graduate Division requires the test for other reasons. The “Graduate Admissions Checklist” that comes with the acceptance letter gives a link to information on whether a student needs to take the exam or contains a paragraph telling the student to take the exam. For more information, visit:

<https://www.internationalcenter.ucla.edu/resources/esl#graduate-students>.

UTest of Oral Proficiency (TOP)U:

Students who plan to work as a teaching assistant (TA) at UCLA and are non-US citizens must pass the TOP before working as a TA in any department at UCLA. All non-U.S. citizens are considered international students (including permanent residents). However,

international students who have earned a bachelor's degree from a U.S. university are exempt from taking the TOP.

No alternatives to TOP are accepted. If you believe you should receive an exemption from taking the TOP, please contact Graduate Division directly. International students must pass the TOP before working as TAs in any department at UCLA, but students who do not plan to work as TAs at UCLA do not need to take TOP. We do not encourage newly admitted students to take the TOP upon arrival, before they have had interaction with native speakers.

For more details regarding the requirements of the exam please see the TOP Website: <https://oid.ucla.edu/top>.

Course Waivers:

A mandatory core course may be waived if the student either has taken a similar university-level course elsewhere and/or passes a waiver examination; if a core course is waived, the student should make up the units with an additional elective course. Requests for waiver examinations for any other courses are considered on a case-by-case basis, and in consultation with the course instructor and the student's advisor. A student who passes a waiver examination waives *only* the course requirement, *not* the unit requirement, so they will need to take additional elective courses to make up the units.

Student Complaints and Academic Grievances:

A grade may be appealed, on any reasonable grounds, to the instructor, the chair of the department, and the dean of the school or division.

If the student believes that the instructor has violated the Faculty Code of Conduct by assigning the grade on any basis other than academic grounds, the matter should first be taken up with the instructor. If the matter is not resolved, the student may go for counsel to the Office of Ombuds Services or may follow the procedures for the formal filing of charges. If a charge is sustained by the Academic Senate Committees on Charges and on Privilege and Tenure, an ad hoc committee is appointed within two weeks to review the disputed grade, and any warranted change is made within four weeks.

UAcademic IntegrityU:

With its status as a world-class research institution, it is critical that the University uphold the highest standards of integrity both inside and outside the classroom. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. Accordingly, when accusations of academic dishonesty occur, The Office of the Dean of Students is charged with investigating and adjudicating suspected violations. Academic dishonesty, includes, but is not limited to, cheating, fabrication, plagiarism, multiple submissions or facilitating academic misconduct. For more information, visit: <https://www.deanofstudents.ucla.edu/Academic-Integrity>.

Ordering TranscriptsU:

Official academic transcripts can be ordered online through MyUCLA, by mail, or in person. Transcript orders may not be faxed or sent electronically; these are not secure transmission methods and cannot safeguard personal data. Transcripts delivered electronically are processed through Credential eScrip-Safe, the official UCLA transcript agent. For more information, visit: U <https://www.registrar.ucla.edu/Student-Records/Academic-Transcript/Order-an-Academic-TranscriptU>.

UChange of Name or AddressU:

Students who wish to change their name on official University records should fill out a [UCLA Legal Name Change or Correction formU](#) and submit it with the required supporting documentation to the Registrar's Office Student Services. All name changes are recorded on the transcript. If students change their address, they should update their address through [UMyUCLAU](#).

UBruinCard (Student ID)U:

[UBruinCardU](#) is the official campus identification for UCLA, and is required for all students, faculty, and staff. Your BruinCard also serves as your library card, recreation card, door access card, and much, much more!

UMyUCLAU:

[UMyUCLAU](#) is a customized portal web page where students can access real-time class schedules, grades, campus appointments, traffic and weather information, check their UCLA e-mail account and link to campus events and resources.

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Student MailboxesU:

Each student has their own mailbox in the EHS Student Room (56-081). This is to be used for educational and University purposes only.

UStudent Lockers:

Lockers are available for EHS students in the EHS Student Room (56-081). They are assigned on a first come, first served basis. Students can reserve a locker through the Department's Student Affairs Officers. Students are required to provide their own combination lock and must give the Department's Student Affairs Officer the combination number (for emergency use only). Students are prohibited from storing food in their locker.

Graduate Writing CenterU:

The Graduate Writing Center offers a variety of [workshops and programs](#) throughout the year. During the summer, we offer various [dissertation "boot camps"](#) for graduate students working on dissertation proposals and dissertations. We also organize independent [writing groups](#) in winter quarter, primarily for doctoral students.

UDashew Center for International Students & ScholarsU:

UCLA is home to more than 12,000 international students and scholars. The [Dashew Center](#) serves the international community at UCLA. They are the central hub for resources, support and advocacy for international students and scholars.

The purpose of Dashew Center programming is to provide opportunity for students, scholars, faculty, staff and friends to facilitate their cross-cultural learning, cultural adjustment, and language improvement, all while building friendships with people from across the globe. They offer a wide variety of programs, including trips around the greater Los Angeles area, discounted tickets to popular events, performances and tourist destinations, and on-campus events and workshops.

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

UArthur Ashe Student Health and Wellness CenterU:

The [UArthur Ashe Student Health and Wellness CenterU](#) (The Ashe Center) is devoted to providing quality, accessible, state-of-the-art healthcare and education to support the unique development of UCLA students. Their comprehensive services include Primary Care, Women's Health, Immunizations, Travel Medicine, Physical Therapy, Specialty Clinics, Radiology & Laboratory, and Acupuncture & Massage. Students can schedule appointments online, in person, or by phone and can communicate with their primary care providers via secure electronic messaging. For more immediate concerns, the Same-Day Access Plan ([UASAP ClinicU](#)) is available during business hours. For advice and information from a registered nurse after hours, contact the Nurseline at (310) 825-4073, option 2.

UCenter for Accessible Education (CAE):

UThe [UCLA Center for Accessible EducationU](#) (CAE) facilitates academic accommodations for regularly enrolled, matriculating students with disabilities. The CAE provides access to the numerous educational opportunities available to students on our campus and empowers students to realize their academic potential.

To obtain disability-related accommodations and services through the CAE, students should complete a Request for Services form and upload appropriate documentation. Students may also download and complete a printable version of the Request for Services form and [email](#) or fax it to the CAE at (310) 825-9656. For more information visit: www.cae.ucla.edu.

Resources for First Generation College Students:

Housed under the [First Year Experience](#), First To Go promotes campus involvement and visibility with a focus on the retention and success of all first-generation college students at UCLA. We are here to serve as a resource hub to assist current UCLA students as they navigate the campus and provide support in building community. Being first-generation college is an accomplishment that should be celebrated!

UHealth Insurance Requirement:

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

[U<http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx>](http://www.studenthealth.ucla.edu/CustPages/Insurance.aspx). Please also notify the EHS Student Affairs Officer.

UCLA Counseling and Psychological ServicesU:

Counseling and Psychological Services (CAPS) is here to support your mental health needs as you pursue your academic goals. Their services are designed to foster the development of healthy well-being necessary for success in a complex global environment. They offer a variety of services to meet your needs including:

- Crisis counseling available by phone 24 hours a day/7 days a week
- Emergency intervention
- Individual counseling and psychotherapy
- Group therapy
- Psychiatric evaluation and treatment
- Psychoeducational programs and workshops for students, staff and faculty
- Campus mental health and wellness promotion

To learn about their [Services](#) and [Beginning Treatment](#), visit:

<https://www.counseling.ucla.edu/>.

For urgent matters or after-hours counseling by phone, please contact 310-825-0768.

Equity, Diversity, and Inclusion Resources:

As a land grant institution, UCLA acknowledges the Gabrielino/Tongva peoples as the traditional land caretakers of Tovaangar (Los Angeles basin, So. Channel Islands).

UCLA Equity, Diversity, and Inclusion Office

If you have witnessed or experienced acts of discrimination, please contact the UCLA Equity, Diversity, and Inclusion team at WeListen@equity.ucla.edu or call (310) 825-3935. More information is available on our [Report an Incident page](#).

UCLA is committed to maintaining an equal learning and working environment for all.

Discrimination based on

- race, ethnicity, ancestry, color;
- sex, gender, gender identity, gender expression, sexual orientation;
- national origin, citizenship status;
- religion;
- disability, pregnancy, medical condition, genetic predisposition;
- domestic partnership / marital status;
- age;
- veteran status

may violate University codes of conduct and policies, with potentially serious consequences. Acts of [sexual harassment](#), assault, and [violence](#) are considered to be discrimination based on gender.

When someone alleges discrimination by faculty, staff, or students, it is the University's **ethical and legal responsibility** to conduct a thorough, independent, and objective investigation. The Office of Equity, Diversity and Inclusion and its investigative teams, the [Title IX Office](#) and the [Discrimination Prevention Office](#), play a crucial role in those investigations. We do so in conjunction with other offices, such as the [Staff Diversity & AA/EEO Compliance Office](#) of Campus Human Resources, and the Office of Student Conduct in the [Office of the Dean of Students](#).

Depending on **who** allegedly engaged in the discrimination (e.g., faculty, staff, or students), different offices generally have primary responsibility in conducting investigation. Also, the **type of discrimination** alleged (e.g. sexual assault, or race discrimination) can influence the specific type of investigation and adjudication procedures that apply.

UCLA Fielding School of Public Health also has a Equity, Diversity, and Inclusion team. We strive to fulfill our mission of Equity, Diversity and Inclusion through the following four initiatives, with the intention of creating a climate in the Fielding School for students, faculty and staff that honors and supports the excellence, creativity, passion and

contributions of every member of our community. We recognize and value—and act on our beliefs—that our individual differences enrich our common vision for each of us personally, and increase our creativity and effectiveness professionally. To view initiatives and more information, please visit the [FSPH EDI site](#). You may also contact **Janae Hubbard**, Equity Diversity and Inclusion Program Manager at jhubbard@ph.ucla.edu or (310) 794-3530. Office location is 26-059 CHS.

COVID-19 Resources

These primary resources are intended for the entire campus community, including faculty, students and staff. For more information, please visit: <https://covid-19.ucla.edu/>

FSPH Career Services Office:

The mission of the Career Services Office is to empower public health students with current career education, employment trends, practical resources and a community of support to confidently make a lifetime of career decisions. For more information, visit their website at: [Uhttp://ph.ucla.edu/current-students/career-developmentU](http://ph.ucla.edu/current-students/career-development) or contact:

Kristy J. Sherrer
Director of Career Services
UCLA Fielding School of Public Health
Office Location: 16-085 CHS
Phone: 310-825-1056
Email: Uksherrer@ph.ucla.eduU

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UUCLA Career CenterU:

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

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Bruin OnLine (BOL)U:

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

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

UBruinTech:

The [BruinTech](#) mission is to share technical knowledge and experience, encourage innovation and promote participation among all Bruin technologists. Their vision is to establish community relationships and foster professional development throughout the UCLA technical community while promoting digital citizenship through our work with students, faculty, researchers, and staff.

Borrowing a CLICC Laptop

The [Campus Library Instructional Computing Commons](#) (CLICC) offers technology and support for UCLA students, faculty, and staff. CLICC provides services such as laptop lending, printing, study room reservations, projector loans, video kits, computer stations, and a wide variety of instructional software. Most importantly, CLICC's student consultants can help find you the computing resources you're looking for and help you get started using the technology. For more information CLICC services, including laptop lending locations, visit: <http://www.library.ucla.edu/clicc>.

2021-22 Schedule of Classes

To view real-time course offerings, including enrollment counts and official course descriptions, visit the [Schedule of Classes](#).

EHS Faculty & Research Interests

For a complete list of EHS faculty members, including their bios and contact information, visit: [U https://fdb5.ctrl.ucla.edu/ph/ehs/institution/personnel-list/](https://fdb5.ctrl.ucla.edu/ph/ehs/institution/personnel-list/).

FSPH Faculty Research and Expertise Portal

Learn more about the cutting-edge research that the FSPH faculty are engaged in, as well as their areas of expertise. You can also browse international projects by accessing the global projects map.

UCLA Molecular Toxicology Website: <http://moltox.ph.ucla.edu/>

UCLA Molecular Toxicology Program Video: <https://youtu.be/qqgzphRd90>

Last Updated: July 8, 2022