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Section I: Department Membership

A. Senate Faculty includes:
- Professors in the regular series at all ranks
- Professors-in-Residence at all ranks
- Recalled Emeriti Professors
- Academic Senate members who hold split or joint appointments (0-50%) in EHS
- Emeriti Professors

B. Non-Senate Faculty includes:
- Adjunct Professors at all ranks
- Visiting Professors at all ranks
- Professional Researchers at all ranks
- Project Scientist at all ranks

Section II: Quorum and Voting Rights

- To vote on any matter a quorum must be present. A quorum is considered 50%.
- Non-personnel substantial department matters: all Senate Faculty excluding Emeriti who are not recalled.
- In-Residence Voting Rights: tenured faculty members have extended the right to vote on Academic Personnel Actions to In-Residence Associate Professors and In-Residence Full Professors. [12/23/2015 secret ballot vote: In-Residence Associate: 8 for; 0 against; 0 abstain; 4 absent. In-Residence Full: 8 for; 0 against; 0 abstain; 4 absent].
- Appointment of Academic Senate Faculty: tenured faculty members have extended the right to vote on appointments to Assistant Professors. [12/23/2015 Secret ballot vote: 8 for; 0 against; 0 abstain; 4 absent].
- Personnel Actions of Full Professors: full professors have extended the right to vote on personnel actions of full professors to Assistant Professors and Associate Professors. [1/27/2016 secret ballot vote: Associate: 8 for; 2 against; 0 abstain; 0 absent. Assistant: 7 for; 3 against; 0 abstain; 0 absent].
- Personnel Actions of Associate Professors: tenured faculty members have extended the right to vote on personnel actions of associates to Assistant Professors. [2/8/2016 secret ballot vote: 11 for; 1 against; 0 abstain; 0 absent].
- Personnel Actions of Assistant Professors: tenured faculty members have extended the right to vote on the actions of Assistant Professors to Assistant Professors. [2/22/2016 secret ballot vote: 11 for; 1 against; 0 abstain; 0 absent].
- EHS members eligible to vote on all personnel actions: Assistant Professors, Associate Professors, Full Professors, In-Residence Associate Professors and In-Residence Full Professors.
Section III: Academic Actions

A. Regular Professor Series

1. Appointments, Merits, Fourth-Year Appraisal and Further Above Scale Reviews
   - Candidate receives written notification of eligibility.
   - Candidate prepares: data summary pages, personal statement, CV, bibliography and submits to academic personnel coordinator along with publications by the deadline indicated on notification.
   - Department Chair appoints one senate faculty member to: review dossier, lead discussion in faculty meeting and draft the department recommendation letter.
   - Dossier is reviewed by senate faculty and discussed in the executive session of a faculty meeting.
   - Confidential electronic ballot is circulated to voting faculty (see section II).
   - Department recommendation letter is presented to candidate to correct factual errors and to give the candidate the option to provide a written response.
   - Completed dossier is submitted to Dean’s Office.

2. Eight-year limit, Promotions, Step VI and Initial Above Scale Reviews
   - Process is the same as section III. A1 with the addition of external letters:
     - Candidate provides a list of 6 external authorities who can be solicited for evaluation letters.
     - Candidate may also provide a list of external authorities who may not be able to provide an unbiased evaluation.
     - Department nominates additional external authorities to solicit.

3. Five-Year Review
   - Procedure is the same as section III. A1, with the following exception:
     - If the candidate does not submit materials by the deadline on the notification letter then the dossier is assembled using department records.

4. Accelerations
   - Advancement for more than one year requires a minimum of four letters from external evaluators, two from evaluators suggested by the Department Chair and two from evaluators suggested by the candidate.

5. Deferrals
   - Candidates who wish to defer a non-mandatory review must notify the Department Chair in writing by the due date on their eligibility notification.
B. Adjunct Series

1. Appointments, Merits and Promotions
   • Procedure is the same as regular professor series, with the addition:
     o Candidate must submit a statement of their proposed contributions to the Department.

C. Joint Appointments

1. Appointments and Waivers
   • Procedure is the same as regular professor series, with two additions:
     o Candidate must submit a statement of their proposed contributions to the Department.
     o [UCLA CALL, Appendix 15, Section 1E. Joint Apt Waiver Option]: Department or candidate can request a waiver in which the secondary department (EHS) waives participation in the candidate’s personnel actions and the candidate waives participation in EHS personnel actions. Waiver duration is for 3 year intervals.

D. Split Appointments

1. Appointments
   • [UCLA CALL, Appendix 15, Section IIA. Split Appointments]: Each appointee with a split appointment must have a designated department, which is the department responsible for coordinating academic personnel reviews.
   • Are processed in tandem with the other department in the same manner as if the full FTE were to reside in the department.

2. Merit and Promotions
   • Are processed in tandem with the other department. EHS will provide their own vote page and their own department recommendation letter.

E. Researchers and Project (Scientists) Series

1. Appointments, Merits and Promotions
   • Requires a memo from the supervising faculty member. The memo should include a detailed scope of the search, comprehensive assessment of the candidate’s qualifications, detailed description of the candidate’s research, description of the benefit(s) to the Department and to the School and must identify the funding source for salary support for the full academic year.
   • All requests should be made three months prior to the start date.
   • Advancement is reviewed and contingent upon demonstration of qualifications.
F. Academic Administrators Series
- Appointment requires a memo to the Department Chair requesting the appointment, detailing the scope of the search and outlining the qualifications of the selected candidate.
- Candidate should have a PhD or equivalent by the start date of the appointment. Candidate is eligible to be reviewed for a merit every 2 years and a performance evaluation every 4 years. Advancement is contingent upon demonstration of qualifications after review.

G. Lecturers Series (Non-Senate Faculty, Unit 18)
- Lectureship appointments are part-time and made quarter by quarter based on instructional need and budget constraints. Minimum qualifications for appointment include a master’s degree and relevant professional experience. Salary is commensurate with qualifications and experience.

H. Emeriti
- Emeriti may be recalled to active service on a year-to-year basis. This requires a memo to the Department Chair with a detailed description of the work to be performed, the benefit(s) to the Department and to the School and should also identify the funding source for salary support for the full academic year.

Section IV: Guidelines for the Evaluation of Scholarship

A. Teaching and Advising
- A normal teaching load consists of 3 courses (10 -12 units) per year.
- A reduced teaching load, due to administrative responsibilities, consists of 6 units per year.
- Teaching evaluations should be in the range of 4-5 [on a scale of 1-5] or 8-9 on a scale of [1-9].

B. Service
- Service as Chair of the Department is limited to 4 years per term.
- Service as Chair of a Department Committee is limited to 2 years per term.
- Service on Department Committee is limited to 3 years per term.

C. Research
- A satisfactory publication rate consists of 2 to 3 peer-reviewed articles per year.
- Articles must be accepted for publication to count.
- Faculty must specify their role on each publication if multi-authored.
- There must be a justification for a publication rate significantly below the norm.
Section V: Course Buy-Outs and Teaching Releases

- Tenure-track faculty members are permitted to buy-out one course per year with extramural research funds.
- 18% of base salary shall be charged to buy-out one course.
- Funds generated from course buy-outs shall be used to pay an instructor to cover that course.
- Teaching release shall be offered to new faculty hires. The number of quarters and years shall vary and is dependent on negotiations with the faculty when they are recruited.

Section VI: Leave Policy [FSPH Leave Policy Memo, May 23, 1991]:

- All requests require a “Leave Approval Form” and must be approved by the Department Chair.
- Absences up to 7 calendar days must be approved 3 days in advance of the planned leave.
- Absences of more than 7 calendar days are considered exceptional and require the Dean’s approval. The form should be submitted to the Dean 30 days in advance of the planned leave. It is recommended to also submit a cover memo with further justification for the request.
- Leave requests must spell out alternative arrangements for teaching and advising during the leave period and must have initials from those who are covering these duties.
- If Department Chair takes leave, a ladder rank senate faculty member should be designated to take over the Chair’s administrative responsibilities.

Section VII: Department Committees

A. Curriculum Committee

- Members are appointed by the Department Chair.
- Service is limited to three years per term.
- Service for the Committee Chair is limited to two years per term.
- Committee reviews all Department requests for course approval.
- Committee makes recommendations for improvements to curriculum.
- The standard operating procedures of the committee must be reevaluated every 2 years and approved by the faculty.

B. Admissions and Financial Aid Committee

- Members are appointed by the Department Chair.
- Service is limited to three years per term.
- Service for the Committee Chair is limited to two years per term.
Committee reviews all applications to graduate programs and makes decisions on admission.

Committee makes financial aid recommendations for incoming and continuing students.

Applications for an area of specialization will also be evaluated by a faculty member from that area.

Committee makes recommendations for FSPH student awards.

The standard operating procedures of the committee must be reevaluated every 2 years and approved by the faculty.

C. Standard Operating Procedure for Admissions and Financial Aid Committee

1. EHS Student Affairs Officer (SAO) Charge
   - Admissions queries: emails and phone calls are to be counted by date received and City/State of inquiry. Application and financial aid information are to be sent out within 2 weeks of the inquiry.
   - GRE/GPA Evaluations: every year a data sheet of the last 3 years of admissions (divided into master and doctoral categories) will present GRE, GPA data, and their associated ranges.
   - Financial and award data base maintenance: the academic grades, financial support, and fellowship awards of each student will be recorded by SAO.
   - Academic background data sheet for each applicant: the undergraduate (and graduate, if appropriate) grades for each applicant will be summarized on a data sheet by Department prerequisites, GRE scores, and GPAs. This will be sent to each Committee member.

2. Committee Member’s Evaluation of MS/MPH Folders
   - Each member of the committee is to produce an independent evaluation of each application on SOPHAS in a timely manner.
   - The majority rule e.g. 3 admissions and 1 marginal = admission. 2 admissions and 2 marginal = admission; 2 marginal and 2 rejections = rejection.
   - In person committee discussion is only necessary for unclear cases. Otherwise most communication shall be done by email.
   - Evaluation and decision should occur within 2 weeks of being notified by the SAO that the file is in SOPHAS.
   - Financial evaluations will follow Funding Guidelines except for determination of the best students for Graduate Opportunity Fellowships where deadlines may require early response. The SAO will provide the criteria and timeline for fellowship awards on an annual basis. The Committee Chair and the SAO may act to meet deadlines.
• In the absence of suggestions for advisors on SOPHAS the Committee Chair will assign an advisor based on expressed applicant desire and prospective advisor’s research.

3. Evaluation of PhD/Doctoral Folders (Committee of the Whole/All faculty)
   • Academic evaluation is separate from the financial aid evaluation. The latter is the province of the Admissions & Financial Aid Committee.
   • A majority of reviewing faculty must accept the applicant. In the event of there being a willing advisor and disagreement on academic suitability, the matter will be resolved at a faculty meeting. One option may be for the student to enroll in the Masters of Science degree and transfer after one year of adequate performance.
   • Financial evaluation will begin only if there is a faculty willing to advise the applicant. The only exception is the determination for Chancellor’s Fellowships or when the process has to be expedited due to deadlines.

4. Funding Decisions
   • Financial evaluations will follow Funding Guidelines except for determination of the best students for Graduate Opportunity and Chancellor’s Fellowships where deadlines may require an early response.
   • Minimum awards are usually $10,000. If support is provided from other awards of value greater than $10,000 a full fee support offered by the EHS Admissions & Financial Aid Committee will revert to $10,000 support, unless there is also stipend support (e.g. SCERC and NIEHS training support for an Blann Award or similar award of $20,00 or more) in which case the support will be zero.

5. EHS Process for Evaluating FSPH Awards
   • All nomination packets submitted to the EHS Admissions and Financial Aid Committee for all awards must be complete according to the requirements of the FSPH Student Fellowships and Awards otherwise the packet will not be considered and will be returned. It is the responsibility of the faculty nominator to ensure the nomination packet is complete.
   • If the committee selects a student who was not nominated by their advisor, the advisor of the nominated student can accept or decline to provide nomination materials by the deadline set by the committee.
   • In so far as possible, the decision meeting of the committee should be held at least a week before the FSPH deadline.
Section VIII: Finance

1. Shared Responsibility:
   In accordance to UCLA Policy 910, dated July 1, 2002, the fiscal management of all research awards is the shared responsibility of the;
   
   [http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=910](http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=910)

   - **Principal Investigator**
     Who is responsible for the design and outcome of the research study and is responsible for all financial transactions related to each study.

   - **Department Chair or Organized Research Unit (ORU) Director**
     Responsible for reviewing proposals developed by faculty and must ensure that administrative staff are providing fund management and monitoring that all financial transactions are properly recorded in a timely manner.

   - **Deans**
     Accountable for all Contract, Grant, Cooperative Agreement and Subaward funds administered by units under their control, and for the coordination of all programmatic elements within their school or college.

   - **Office of Contract & Grant Administration (OCGA)**
     As campus officials with delegated authority to submit proposals and accept awards, OCGA staff provides pre-and post-award consultative services and support to PIs and department staff.

   - **Extramural Fund Management (EFM)**
     EFM staff is responsible for financial management of extramurally supported Contracts, Grants, Cooperative Agreements and Subawards. They are responsible for the preparation and submission of expenditure reports.

   - **General Accounting**
     The staff of General Accounting is involved in some aspects of managing funds transferred to UCLA investigators from the UC Office of the President to support Sponsored Projects funded under the University of California program.

   - **Office of Intellectual Property Administration (OIPA)**
     OIPA staff provides advice and counsel to faculty, staff and students regarding their obligations under the University Patent and Copyright policies.

2. Guidelines
   - The Financial Manager will prepare monthly financial reports. The MSO will review and approve financial reports before they are submitted to each faculty member. Upon receipt of the financial report, it is the responsibility of the faculty member to review all financial transactions and inform the Financial Manager of
any changes before months end. Expected deficits will be red flagged and the faculty member will be asked to provide a plan of action to avoid the deficit.

- In conjunction with the PI, the Financial Manager has primary responsibility for financial draft reports before EFM submits the financial report to the awarding agency.
- Faculty can request full details on specific expenditures beyond that provided in the formal report.

Section IX: Academic Programs & Degrees

A. Areas of Specialization

- The department shall develop its education and research programs along areas of specialization.
- An area of specialization must be supported by two faculty members who are willing to assume responsibility for (a) development of core curriculum and (b) continued advancement and educational obligations of the area. Participating faculty shall (1) develop and teach courses in the area and (2) participate in student committees.
- The following areas align with present faculty expertise, interest and research: Industrial Hygiene.

B. MS Requirements and Procedures

1. Department Core Curriculum

- The core curriculum is recommended by the Curriculum Committee and approved by the faculty through a majority vote after discussion at a faculty meeting.
- The minimum hours required for graduation is 60 including seminars, thesis or report research credits.
- The core curriculum must include:
  - An appropriate Biostatistics course, a substitute statistics course from another department, or a department-tailored Biostatistics course. Requirement can be waived by passing a waiver exam administered by the Biostatistics Department in fall quarter.
  - At least two courses that introduce environmental health sciences are required in the first year of study unless this requirement is waived by passing a waiver exam in the first week of fall quarter or if these two courses were passed successfully within 5 years.
  - An appropriate course in epidemiology or a department tailored course. Requirement can be waived by passing the waiver exam administered by the Epidemiology Department in fall quarter or if the appropriate course was passed within 5 years.
Department of Environmental Health Sciences Bylaws

- One course in toxicology, preferably EHS 240 or equivalent.
- At least one laboratory-based course of 4 units within or outside the EHS.
- EHS 411 (1st and 2nd years) and the EHS 201 (2nd year) seminars. The purpose of EHS 201 is to provide the student practice in giving seminars whereas EHS 411 allows the student to observe how seminars are to be presented.

2. Admission and Other Degree Requirements
   - Applicants must submit official copies of three GRE scores obtained within 5 years of the application date to UCLA Graduate Division and SOPHAS. All scores will be evaluated.
   - The minimum academic requirements are: one year each of undergraduate Chemistry, Biology, and Calculus (or equivalent) and a course in Organic Chemistry (or equivalent), or an undergraduate degree in environmental health (or equivalent) or engineering.
   - Applicants must have a satisfactory grade point average (GPA) of at least 3.0 in an-appropriate undergraduate degree in fields related to environmental health from within 5 years of the application date.
   - Students whose native language is not English must submit their performance on the TOEFL examination taken within 5 years of the application date.
   - Faculty will submit for approval to the Curriculum Committee a proposed procedure and format for the comprehensive exam for the report option.
   - Thesis and report committees must include at least two members from the student’s area of specialization.
   - All applications are reviewed by the Admissions and Financial Aid Committee; students who have selected an area of specialization will also be evaluated by a faculty member from that area.
   - MS students must select an area of specialization by the beginning of their third quarter.

C. MPH Requirements and Procedures

1. Admission and Other Degree Requirements
   - The MPH is a school-wide degree.
   - Industrial Hygiene is the only area of specialization for the MPH degree; a separate core curriculum can be approved for this area.
   - Current admission and graduation requirements remain in effect.
   - EHS 400: Internship usually performed in summer of the first year, requires a series of reports that are received and archived by the department Internship Coordinator. Following the internship students will need to enroll in EHS 400 for 4 units and will need to write a report based on their internship.
D. PhD Requirements and Procedures

1. Admission and Other Degree Requirements
   - Applicants must submit official copies of three GRE scores obtained within 5 years of the application date to UCLA Graduate Division and SOPHAS. All scores will be evaluated.
   - Applicants must have a satisfactory grade point average (GPA) of at least 3.0 in an undergraduate degree. Applicants with a Master’s degree in fields related to environmental health should have a graduate GPA of at least 3.5.
   - Students whose native language is not English must submit their performance on the TOEFL examination taken within 5 years of the application date.
   - Applicants are reviewed by all EHS faculty; a student cannot be accepted without an advisor who is prepared to support the thesis research financially (including equipment and supplies). The advisor is not required to support student fees or stipends.
   - Graduate Division writes the official letter of acceptance and the Department will advise the student of acceptance or rejection on a non-official basis; any financial support from the Department will be sent separately to the student in writing.
   - Through course work and experiments under the supervision of the advisor or guidance committee a student works in a major research field to acquire in-depth knowledge and experience prior to the written qualifying exam.

2. Formation of the Doctoral Guidance Committee
   - A guidance committee consists of an advisor and at least one other member of the department from the academic senate.
   - The committee must be formed by the student’s third quarter.
   - The committee prepares the student for the doctoral written comprehensive qualifying exam and sets the specialty required courses. This usually includes at least an advanced course in biostatistics or in experimental design.
   - The committee must meet with the student at least once a year to review the students’ progress.
   - Faculty and student have the option to add more guidance committee members if it is wished to have the same composition as the oral qualifying exam committee.

3. Written Doctoral Qualifying Exam and Oral Qualifying Exam
   - The aim of the exam is to verify that the candidate has state-of-the-art knowledge about the general areas of the major field (intended research and its relationship to environmental health sciences and to public health); two attempts are allowed.
   - The student must satisfactorily complete the minimum course requirements before taking the exam. These are the same as for the MS program plus: EHS 411 once a year for at least two years; passing either ENV M414 (fall quarter) or ENV 415
(spring Quarter); Environmental Science and Engineering Workshops [2 units]; appropriate EHS 296X.

- The guidance committee administers and evaluates the exam (passed/not passed).
- The examination process is initiated by the student with the consent of the guidance committee. The Student enrolls in EHS 597 and works with their committee to select a date for the exam.
- One month prior to the exam, advisor issues an appropriate reading and task list approved by the guidance committee.
- The format of the exam is at the discretion of the advisor and guidance committee. Exam may be closed-book or open-book and may also include a grant writing segment. Examples that have been used in the past include:
  - One section of general research questions followed by a writing section in which the student demonstrates they can write a NIH/NSF/EPA research grant on a hypothesis related to the student’s research area.
  - One section on general knowledge of the research field followed by three short research proposals outlining how to prove each proposed hypothesis.
  - Student is given two weeks to study 5 papers selected by the guidance committee. The papers are generally related to the student’s research topic and typically emphasize a broader set of knowledge (with particular reference to the environmental health sciences curriculum). The student must answer a set of questions about one of the papers; the paper is selected by the guidance committee but is not known to the student until the day of the exam. The questions are given to the student beforehand so they can plan how to answer the questions for the reach paper. The exam is completed on campus during 3 hours (in isolation, without access to any documents; a laptop can be provided to type the answers as long as the computer does not have internet access or any relevant documents on it).
  - The student submits three research proposals; each is concerned with proving a research hypothesis. One is chose by the guidance committee for a later oral defense.
  - An NIH-style research proposal on a topic approved by the guidance committee.

- It is recommended that the exam be scheduled within the students first two years.
- The guidance committee assesses the examination answer (passed/not passed). Two attempts are allowed.

4. **Formation of the Doctoral Committee**
- Advisor and student together nominate a doctoral committee. The committee administers the oral qualifying exam and the thesis defense.
The committee must have at least 4 members: 3 members must be regular or in-residence professors (of any rank) from the student’s department. 1 member must be from another department and should hold a PhD. At least 2 members must be tenured. Faculty with joint appointments in EHS may be considered as an outside member.

The committee must meet with the student at least once a year to review the student’s progress.

5. Oral Doctoral Qualifying Exam
- Exam consists of a written prospectus and PowerPoint presentation. Two attempts are allowed.
- Student must be able to defend the validity, originality and importance of the proposed research as well as the experimental approaches taken.
- The exam provides the doctoral committee the opportunity to address perceived weaknesses in the student’s educational background and to evaluate their communication skills.
- Students are expected to be able to write about and verbally discuss the research proposal and experiments in a manner commensurate with someone receiving a PhD in Environmental Health Sciences.
- The exam theme is the student’s hypothesis for their dissertation research. Students must complete preliminary research to assess the feasibility of the hypothesis.
- It is recommended that the exam be scheduled within the students first three years.
- The student passes the exam when no more than one member of the doctoral committees votes “not passed.”

6. Advancement to Doctoral Candidacy
- After successfully completing the oral qualifying exam the committee certifies that the student has advanced into doctoral candidacy, approves the dissertation subject and provides further guidance to the student.
- After the oral qualifying exam the student must submit an annual progress report to the doctoral committee for comments and follow-up.

7. Graduation
- Student prepares a scholarly dissertation in the format required by Graduate Division that constitutes original research equivalent to 2-3 peer-reviewed publications.
- An oral defense of the thesis is required. Student submits a written notice of the defense to the EHS Student Affairs Officer one week prior to the defense. The notice is posted in the department bulletin board, in the student’s file, and
distributed in the faculty mailboxes. For the public portion of the thesis defense a presentation is required and if feasible it can take place in EHS 411.

- The student passes the exam when no more than one member of the doctoral committees votes “not passed.”
- Each member of the doctoral committee must render judgement on the written dissertation subsequent to the oral defense of the dissertation.