PHARMACOLOGY AND TOXICOLOGY
GUIDE TO GRADUATE STUDY
COLLEGE OF PHARMACY

The University of Texas at Austin
(August 2019)

This "Pharmacology and Toxicology Guide to Graduate Study" in the College of Pharmacy is intended to act as an informative supplement and is not intended to supersede University policy on graduate studies.
Certification page

Required by all Pharmacology and Toxicology students at the time of matriculation into the graduate program:

“I certify that I have read, understand, and agree to, the entire contents of this Graduate student handbook.”

Signature: ________________________________________________

Date: _____________________________________________________
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I. INTRODUCTION

Graduate education, research, and scholarly work leading to the Doctor of Philosophy degree in the College of Pharmacy (COP) of The University of Texas at Austin are designed to assist the student in attaining the highest level of professional and academic competence in the fields of Pharmacology and Toxicology.

The information and regulations described in this manual are meant to guide the graduate student in proceeding through the program of study. Advanced degrees in the College are awarded on the basis of successful completion of courses and examinations, together with the writing and defense of a dissertation. The student is also judged by the graduate faculty on his/her ability to design and carry through work of the student's own creation, on the qualities of industry and invention, and on the personal character and attitude expected of a person holding an advanced degree from The University of Texas. The graduate faculty of the College of Pharmacy and the Dean of Graduate Studies of The University of Texas determines the academic fitness of each graduate candidate.

Graduate study in the Division of Pharmacology and Toxicology is considered a full-time commitment on the part of the student. As such, students are expected to register for classes every semester, including summers.

The graduate program in Pharmacology and Toxicology aims to provide students with both breadth and depth in the disciplines, and to provide an experience in independent research. A student receiving an advanced degree from the College of Pharmacy will be prepared for a career in research and scholarly work in an academic institution, industry, or government.

A. ADVISING

The Graduate Advisor in the College of Pharmacy (Dr. Karen Rascati) has overall responsibility for graduate student recruitment and for the counseling and academic advising of graduate students in the pharmaceutical sciences. For the Division of Pharmacology & Toxicology, most of this is delegated to the Pharmacology & Toxicology Academic Advisor (Dr. Andrea Gore). Dr. Gore also aids students with course selection and programmatic progress. The Graduate Coordinator is Ms. Char Burke who is the contact person for applications to graduate school in the COP. The Graduate Coordinator assists the faculty with all administrative duties associated with graduate programs in the College. She is an excellent resource for information about the protocols involved in obtaining the Ph.D. degree, in choosing courses, and for answering other programmatic questions. The Pharmacology & Toxicology Division Head (Dr. Karen Vasquez) is available to describe the program to prospective students as well as to handle grievances. After a student chooses a Supervising Professor, that professor, the student and the Academic Advisor work together in making course selections and ensuring timely progress through the graduate program. Formal paperwork must still go through the office of the Graduate Advisor.

The staff in the Office of the Dean of Graduate Studies (Main Building, Room 101) is also available to assist graduate students. The contact information for the faculty described above is provided here.

Graduate Advisor Dr. Karen Rascati PHR 3.210 (512) 471-1637 krascati@mail.utexas.edu
Graduate Coordinator Ms. Char Burke PHR 4.220A (512) 471-6590 char.burke@austin.utexas.edu
Pharm/Tox Div Head Dr. Karen Vasquez BME 3.510A (512) 471-4736 Karen.vasquez@austin.utexas.edu
Pharm/Tox Acad. Advisor Dr. Andrea Gore BME 3.510B (512) 471-3669 andrea.gore@austin.utexas.edu
III. ADMISSIONS, REGISTRATION, GENERAL REQUIREMENTS

A. ADMISSION

General Information:

- Questions about admissions requirements, registration, and general queries about the Ph.D. degree should be directed to Ms. Char Burke.

- Specific questions about the academic program, prerequisites, and the Pharmacology & Toxicology curriculum and progressions can be directed to the Academic Advisor, Dr. Andrea Gore.

- There are no predetermined cut-offs for GRE scores or other admission criteria. However, most successful applicants have GRE scores of at least 160 (V) and at least 155 (Q). The Graduate School requires a GPA of 3.0 (out of a 4.0 scale). Background in biology, chemistry, biochemistry and/or physiology is expected.

Specific requirements for admission to the Pharmacology & Toxicology Ph.D. Program are:

1. Minimum of a four-year bachelor’s (baccalaureate), or master’s degree or equivalent.

2. A grade point average of at least 3.00 in upper-division work (junior and senior level) and in any graduate work already completed.

3. A satisfactory score on the Graduate Record Examinations General Test (GRE). GRE scores more than five years old will not be accepted. GRE information is available on campus from the Measurement and Evaluation Center, the Office of Graduate Studies, and the Graduate and International Admissions Center. International students must also submit scores on the Test of English as a Foreign Language (TOEFL). Although there are no official cut-offs for GRE scores, historically, competitive students typically have scores in the 80th percentile or above for verbal and quantitative.

4. Previous academic training should include appropriate work in fields related to the health sciences. Applicants must have adequate subject preparation for the proposed graduate major, including general biology, general chemistry, biochemistry, and/or physiology. Any deficits may need to be remediated prior to or following admission at the request of the Division graduate faculty.

5. Submission of complete University and College of Pharmacy Application Forms.

6. Three letters of recommendation from individuals who are well acquainted with the applicants’ academic work and moral character.

7. A personal or telephone interview with the Pharmacology and Toxicology faculty, if requested.

8. A recommendation for admission by the Pharmacology and Toxicology faculty.

Applicants without the appropriate background may need to complete additional course work during their career within the College or as a condition for admission. Applicants who feel that their grade point averages or their scores are not valid indicators of ability should explain their concerns in a letter to the Academic Advisor.

Applicants are not guaranteed admission even if they meet these minimum requirements. The entire Pharmacology & Toxicology faculty reviews all completed applications. Students will be admitted to
the graduate program upon recommendation of the Pharmacy Graduate Studies Committee. The Vice President and Dean of Graduate Studies must approve all admissions.

**Admission deadline:** Applicants are notified by email of their admission or denial to the Pharmacology & Toxicology program. Admitted applicants should notify the Graduate Coordinator (Ms. Burke) as soon as possible, but no later than April 15 whether or not they plan to accept admission. The admitted applicant should work with Ms. Burke and the Academic Advisor (Dr. Gore) to address any questions. They should also read this handbook to learn the specific requirements of the program.

**Admission with Conditions:** Almost all of the students who are admitted to the Graduate School have qualifications equal to or higher than the minimum standards outlined above. However, Pharmacology and Toxicology faculty may recommend, with the consent of the Graduate School, that a student who does not meet these minimum standards be admitted to the Graduate School with conditions. Those cases can be discussed with the Academic Advisor and Graduate Coordinator to determine if further action is possible.

**Readmission:** A former graduate student in good standing (with no outstanding fines or bars) is eligible to apply for additional graduate study. He or she must submit an Application for Readmission to the Graduate and, if applicable, the International Admissions Center. The Pharmacology and Toxicology faculty and the Academic Advisor must approve readmission. A student who has been admitted to candidacy for the doctoral degree must register every fall, spring, and summer semesters as described in the section "Registration for Continuing Graduate Students."

**B. COURSE REGISTRATION FOR MATRICULATED STUDENTS**

University students register for each long semester and summer session through the online registration system. The Graduate Coordinator, Char Burke, monitors the registration process. Questions about choices of specific courses should be directed to the Division Graduate Advisor, Dr. Gore. Students with a chosen Supervising Professor should confirm course choices with the advisor.

1. **Registration for New Graduate Students:** During the summer prior to matriculation, students register electronically for the upcoming fall semester. Char Burke will notify new students of the registration dates. Students should work with Dr. Gore in the choice of coursework. More information is provided under “Curriculum,” Part D.

2. **Late Registration:** The period of late registration is given in the *Course Schedule*. During this period, a student may register with the consent of the college’s Graduate Advisor and a late fee is imposed on the student. After this period, consent of the Graduate School is required.

3. **Registration for Continuing Graduate Students:** Registration in the Graduate School beyond the first semester depends on satisfactory progress in fulfilling any admission conditions that were imposed, meeting any requirements made in writing, and maintaining a grade point average of at least 3.00 for all upper-division and graduate courses. For further information about grade requirements, see the section "Grades". Char Burke will notify students of when the registration period is open. Students should work with the Division Academic Advisor before registering for courses in order to obtain approval and update their progression worksheet. Students who have selected a supervising professor should discuss these choices with that person. The Academic Advisor must approve all electives in advance and sign an advising form which is turned in to the Graduate Coordinator.

**C. SAFETY, COMPLIANCE, IRB AND IACUC REQUIREMENTS**

1. **Safety:** Students must complete and document all laboratory and university safety requirements in a timely manner. It is the student’s personal responsibility to complete all lab safety and training. In addition, the student is responsible for reporting any observed safety violations. Note, these websites
are frequently updated. Some of these requirements may be met during orientation by EH&S.

**Required Online Training when arriving at UT:**
https://utlearn.utexas.edu/
Login with your EID
Search for, and complete, the following units:

- OH101, Hazard communication
- OH 102, Hazard Communication – site specific (this is in-person training for each lab)
- OH201, Laboratory Safety
- OH202, Hazardous Waste Management
  **other biosafety training may be required**
- FF205, Fire Extinguisher Training:
  http://www.utexas.edu/safety/fire/extinguishers/training.html

**Other Courses that may be required on a lab-by-lab basis (ask your supervisor)**
- OH204, Compressed gases
- OH207, Biological safety (recombinant DNA and biohazardous materials)
- OH218, Bloodborne pathogens
- OH301, Basic radiological health
- OH302, Basic radiological health refresher
- OH304, Laser safety
- OH507, Respiratory protection training
- OH601, Dry ice shipping

Safety is of paramount concern in laboratories. The student should constantly guard against injuries from cuts, fires and explosions, and hazardous chemicals. Safety glasses should be worn as necessary in the laboratory. Smoking is not permitted in any University of Texas building. A sign should be posted when dangerous materials or explosive gases are being employed in a laboratory. Students should review the safety information available on the UT web site http://www.utexas.edu/safety/ehs/

The Safety Officer of the College will routinely monitor your laboratory to assure that safety regulations are being met. Proper steps will be taken if safety is not maintained in any part of the pharmacy building.

If a graduate student is injured while working in the research laboratory, the student should report to the Student Health Center for treatment. A written report should be made within 24 hours to both the supervising professor and the Dean's Office. This report should detail the time, date, place, and circumstances of the accident. https://hr.utexas.edu/forms/first_report_incident_injury_memo.pdf

Lights, water, steam and gas should be turned off when leaving the laboratory, unless special arrangements are made to have them remain on. Be particularly careful that water does not overflow and cause damage in the building.

Laboratory coats can be obtained through your supervising professor and should be worn. Closed shoes are required. The UT Safety office, who determines clothing as appropriate for laboratory work, does not approve sandals.

No University equipment (including computers) or materials should be taken from the building without permission of the supervising professor and the Dean's Office. All laboratories and offices should be closed and locked when personnel are not present.

**2. IRB and IACUC:** If students are to work with humans or animals they **must** complete all appropriate training and be included on the proper protocols before they begin the project.

   a) Animal Care & Animal Resource Center Orientation
   https://research.utexas.edu/ors/animal-research/mandatory-training-for-working-with-animals/
You must enroll in the HealthPoint Occupational Health Program and complete appropriate Web-based training modules, including those specific to the species used in the lab.

b) Human protocols and IRB information (see also Appendix 6): https://research.utexas.edu/ors/human-subjects/

3. Compliance: Students must complete any and all compliance training (training, safety, ethics, etc) required by the university and the college. As part of this process, students are required to read this entire handbook and certify that they have read, and understand, all of the contents. Students must sign the certification on page ii of this handbook, and turn it into the Academic Advisor at the time of matriculation.

IV. THE DOCTOR OF PHILOSOPHY DEGREE

A. OVERVIEW

Successful progression through the Pharmacology & Toxicology PhD program involves satisfactory completion of rotation and curricular requirements, successful identification of a major professor and permanent laboratory for research before the end of the first year, completion of oral and written communication requirements, laboratory work, qualifying exam, a dissertation proposal and its defense, the writing of a dissertation, and the dissertation defense. These are each described in detail below, and in all cases, are dependent upon approval from the appropriate advisors. In brief:

a) Curricular requirements include satisfactory completion (minimum grade of B) of Biomedical Pharmacology I & II and at least 3 additional didactic courses [5 total] (e.g., Fundamental Toxicology, Biochemical & Molecular Toxicology, Neuropharmacology, Principles of Neuroscience). All students are required to complete Communications Skills for Scientists, Responsible Conduct of Research, Grant writing, and Statistics. Students participate in the Division seminar series every long semester, and in at least one journal club, all with approval from the Academic Advisor. An overall GPA of 3.00 must be maintained for progress to be considered satisfactory.

b) Oral and written communications requirements include satisfactory completion (minimum grade of B) of the course, and presentation of division seminars through the course of the program.

c) Laboratory work requirements include selection of a Supervising Professor, satisfactory progress in the lab at the discretion of the Supervising Professor, completion of a research proposal and its defense in the Qualifying Exam, entrance into candidacy, writing a dissertation proposal and defending it, and completion of the written dissertation and its oral defense.

B. STUDENT RESPONSIBILITY

The student is held responsible for knowing deadlines, degree requirements and enrolling for courses that fit into the degree program. The student is likewise held responsible for meeting deadlines, and knowing the University regulations with regard to the standard of work required for continuance in the Graduate School. If the student needs additional information, the Graduate School or the Graduate Advisor should be consulted. All students are encouraged to check with the appropriate degree clerk in the Student Office of the Graduate School early in their graduate careers.

C. SATISFACTORY PROGRESSIONS

Should a graduate student make less than a 3.00 average in a given semester or Summer session, the student will be warned by the Graduate School that continuance as a graduate student is in jeopardy (warning status). During the next semester or summer session in which the student is registered, a 3.00 average must be maintained or the student will be subject to dismissal at the end of it. During this time of warning status, the Graduate School will not permit dropping or withdrawal from courses.
If a student is in warning status, the Division must petition for him/her to be continued in the Graduate School. During the next semester, the student must bring up the GPA to at least 3.00.

Any grades below B even in non-mandatory courses may require remediation or subject the student to dismissal. This event, along with any unsatisfactory outcome of any of the above requirements, must be addressed prior to continuation in the next semester, through notification of the Supervising Professor, the Academic Advisor, and the Graduate Student Coordinator. Grades of D, F, incompletes and no credit may result in dismissal, academic probation, or other remediation. The Academic Advisor must be consulted in these instances.

The graduate student who has been dismissed may be readmitted for further graduate study only by petition by the Graduate Studies Committee of the College. The petition will be approved or disapproved by the Dean of Graduate Studies.

Satisfactory completion of coursework and other Division requirements is expected to occur prior to scheduling of the Qualifying Exam. At the discretion of the Supervising Professor together with the Academic Advisor, a student may take the Qualifying Exam prior to completion of one required course. However, this must be approved in advance.

D. CURRICULUM

1. Graduate Progressions and Coursework

Registration and Course Requirements.
- Long semesters: 9 credits
- Summer semester: 3 credits
- All students take the sequence Biomedical Pharmacology 1 & 2
- Tox/cancer track students typically take Fundamentals of Toxicology, Biochemical and Molecular Toxicology, and 1 elective (e.g., Molecular Mechanisms of Nutrition and Cancer)
- Neuro track typically take Neuropharmacology 1 and 2, Principles of Neuroscience 1 and/or 2, and other electives (e.g. Addiction Neuroscience)
- The choice of electives is made with the Graduate Advisor and Supervising Professor.

The following table lists courses available to our students, and approximate timing of when these courses are usually taken. Additional electives not on this list (e.g., Biochemistry, Molecular Biology) may be chosen with permission of the Graduate Advisor and Supervising Professor.

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<tr>
<th>Pharmacology &amp; Toxicology Ph.D.</th>
<th>Sample Coursework</th>
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<td>Year 1</td>
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<tr>
<td>Fall (9 hours)</td>
<td>PGS 380F Biomedical Pharmacology I</td>
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<td>PGS 384K Fundamentals of Toxicology</td>
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<td>NEU 382T Principles of Neuroscience I</td>
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<td>PGS x88J Research Rotations</td>
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<td>PGS 196S Division Seminar</td>
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<td>PGS 196T Environmental Health &amp; Disease Seminar</td>
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<td>PGS 189Q Seminar in Alcohol Studies</td>
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<td>Spring (9 hours)</td>
<td>PGS 380G Biomedical Pharmacology II</td>
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<td>PGS 384L Biochem Mol Toxicology</td>
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<td>PGS 383D Neuropharmacology I</td>
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<td>NEU 383T Principles of Neuroscience II</td>
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<td>PGS 196T Environmental Health &amp; Disease Seminar</td>
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<td>PGS 189Q Seminar in Alcohol Studies</td>
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<td>Year 4</td>
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**Other Required Milestones.**

- **Years 1 and 2:** Annual Progressions meeting
- **End of Spring Year 1 (summer at latest):** Select supervising professor
- **End of Fall Year 3:** Select qualifying exam committee, complete the exam, and enter candidacy
- **While in candidacy, dissertation committee meetings 1-2 times per year**

Failure to complete milestones on time will result in a bar for registration for the subsequent semester.

**2. Division Seminar:** All students are required to present 4 seminars during the Division seminar series (196S). Furthermore, all students are required to attend every seminar whether they are presenting, are assigned as a discussant or in attendance. In some semesters, the student may not have to sign up for the seminar course, and therefore will not receive credit for that semester, but attendance is still required. See Appendix 2 for details on the seminar series.

**3. Journal Club:** All students are required to attend one journal club or seminar per long semester, usually the Environmental health and disease seminar or the Alcohol Journal Club every semester. The choice of journal club should be decided between the student and his/her Supervising Professor,
with approval from the Academic Advisor. Depending upon course loads, students will not necessarily have to sign up for credit each semester, but attendance is still required.

4. **Course Waivers**: Students who have been accepted into the Ph.D. program with previous graduate level course credit or relevant experience may, under rare circumstances, have some of the required courses waived based upon agreement with the Supervising Professor and the Pharm/Tox Academic Advisor. Both must agree upon this waiver for it to be approved; the default is that the student must take the required course. When appropriate, a professor teaching a comparable course may be consulted for guidance or comparison of syllabus. Students must meet minimum requirements for the Program of Study mandated by the Graduate School.

E. RESEARCH AND PROGRESSIONS

1. **Choosing a Supervising Professor**: Incoming graduate students may enter directly into a specific laboratory, or may do rotations (arranged prior to or at the time of matriculation). Students must choose a Supervising Professor by the end of their second (spring) semester. Choosing a supervisor requires the consent of the faculty member involved.

   In consultation with the Supervising Professor, Academic Advisor, and Division Head, students are permitted to change Supervising Professors during the course of their program, should this enhance their progress towards a degree.

2. **Progressions Committee**: The Progressions Committee meets annually (usually early in fall semester) with all graduate students not yet in candidacy. After entering candidacy, the Dissertation Committee becomes responsible for the students’ progressions. Students are required to have a committee meeting, either with the Progressions Committee or their Dissertation Committee, at least once yearly.

3. **Documentation**: All committee meetings are documented by the student evaluation form. The advisor and other committee members sign these at the time of the meeting. A copy of the form is submitted to the Graduate Coordinator and a copy is submitted to the Graduate Academic Advisor.

   In addition, regular updates must be made to the progressions checklist in Appendix 1.

F. THE QUALIFYING (CANDIDACY) EXAMINATION AND COMMITTEE

1. **Proposal Guidelines**: The student is required to prepare a detailed NIH-style grant proposal on the topic of his/her research. The grant is typically formatted following NIH NRSA guidelines and including the following sections: specific aims, background and significance, research design and methods, bibliography. An NIH-style biosketch is also required. This proposal, when completed, is the written portion of the qualifying exam and it must be submitted to an examining committee at least 2 weeks prior to the proposal defense or the exam will be rescheduled. The student will be required to orally defend his/her NIH proposal within one month of submitting it to the committee.

2. **Procedure**: At the beginning of the semester in which qualification examinations will be undertaken, the student should notify the Graduate Coordinator that candidacy is approaching.

3. **Qualifying Exam Committee**: An examining committee will be formed, consisting of the student’s Supervising Professor and at least three other faculty members, one of whom must be from outside the Division. At least three members of the committee must be College of Pharmacy faculty members, and at least two members must be Pharm-Tox faculty. At the time of the committee formation, a memo must be submitted to the Pharm-Tox Academic Advisor. The Supervising Professor serves as the committee chair. The choice of committee members is made by the student in consultation with his/her advisor, and must be approved by the Pharm/Tox Advisor prior to scheduling the exam.
4. Qualifying Exam: The exam is 2.5 hours. There are two parts, and both must be completed in a single examination session. The first part of the exam is a one-hour general knowledge exam in basic pharmacology and toxicology. Each member of the committee spends 15 minutes questioning a student in this area. Topics of discussion include, but are not limited to, the content of Biomedical Pharmacology I and II, other required coursework (e.g., Neuropharmacology, Toxicology and cancer coursework), and the content of required textbooks. The student must ensure that all members of the committee are informed of this examination procedure, at least 2 weeks prior to the exam.

The second part of the exam is the proposal defense based on the research proposal submitted at least 2 weeks earlier. The examining committee will evaluate the proposal for creative thought, understanding of the chosen scientific problem, clarity and organization of presentation, and thoroughness and accuracy of experimental design. The defense of the proposal begins with a prepared powerpoint presentation of approximately 30 minutes, although this part of the examination generally lasts 1 to 1.5 hours due to questions and answers between the examining committee and the student.

The student needs to bring copies of the following document for completion after the exam: Milestone Completion Form -- http://sites.utexas.edu/adrgs/files/2018/10/Milestone-Completion-Form.pdf

5. Outcomes:
   1. Pass with no conditions.
   2. Pass with conditions. Conditions can include additional required coursework; rewriting part or all of the written proposal; meeting with faculty member(s) for tutorials; re-taking one or both parts of the oral examination; or others agreed upon by the committee. Failure to meet conditions may lead to termination from the graduate program.
   3. Fail. The student may be allowed to repeat the proposal defense, the general knowledge section, or both, at the discretion of a majority of committee members. However, a student is only allowed one re-examination. The decision for transfer to a terminal master’s program may also be made at this time or at a subsequent meeting. The committee may also recommend immediate termination from the graduate program.

G. DISSERTATION CANDIDACY, PROGRESS, AND DEFENSE

1. Entrance to candidacy, documentation, and notification: After successful completion of the qualification examination, the student should consult with the Graduate Coordinator to discuss the process for applying to candidacy (online). The satisfactory completion of these requirements, along with a B or better in all required didactic courses and an overall GPA of 3.00, will allow the student to apply to enter Ph.D. candidacy. A student may progress to candidacy with one outstanding course only with advance approval of the Academic Advisor. The Graduate School, following application to the Administrative Subcommittee of the Graduate Studies Committee, formally approves candidacy. Additionally, an update to the checklist in Appendix 1 must be made at the time of entrance to candidacy.

2. Dissertation Supervisory Committee and Annual Meetings: The application for candidacy includes specification of the members of the Dissertation Supervisory Committee. The student consults with the Supervising Professor and the Academic Advisor concerning the composition of this committee. The committee ordinarily consists of four members drawn chiefly from the candidate’s major area, and chaired by the student’s Supervising Professor. At least three members of the committee must be College of Pharmacy faculty members, and at least two members must be Pharm-Tox faculty. At least one member of the committee must be from outside the Pharmaceutical Sciences Graduate Studies Committee (GSC).
Based upon the Graduate Advisor's nomination, the Graduate School appoints the committee, which then serves to guide the student in the pursuit of the research problem and in the writing of the dissertation itself. While there is every expectation that the original NIH proposal evaluated in the qualifying exam will serve as the blueprint for the student's dissertation research, it is recognized that new findings may require substantial changes. These should be done in consultation with the student's Dissertation Supervisory Committee. The Division requires that students meet at least annually with their dissertation committee.

3. Dissertation Defense: Approximately thirty days before the Defense, the members of the dissertation supervisory committee are provided with copies of the dissertation. When, in the opinion of the committee, the student has completed the dissertation, the final oral examination is scheduled. This is accomplished by submitting the form Request for Final Oral Examination, which must be printed on pink paper, to the Graduate School a minimum of two weeks prior to the date of the examination. The form must be accompanied by one copy of each of the following: the dissertation abstract, title page, and Committee Certification of Approved Version (unsigned) for a format check. The supervisory committee must approve the abstract before it is sent to the Office of Graduate Studies. The abstract will be published in Dissertation Abstracts, International. The committee's decision to examine a dissertation must be unanimous. The student is responsible for meeting all university deadlines. Failure to do so may delay graduation.

At the end of the exam, the student evaluation form must be completed and submitted to the Graduate Coordinator.

4. Timetable for Progression to Ph.D. candidacy and 99-hour rule: The guidelines stated above are intended to keep the students on track to receive their Ph.D. degree within five years after entering the program. The faculty understands that there may be delays for individual students at various steps along the progression to candidacy. However, all students are ultimately responsible for ensuring that they are making appropriate progress in their degree program. Students who have not successfully entered Ph.D. candidacy by the end of their 3rd year in graduate school may not be allowed to proceed into candidacy, but may be transferred to a terminal master's degree program if that is deemed appropriate by the student’s academic advisors.

No official time limit has been imposed on acquiring the doctoral degree; however, all completed course work that is included in a student's degree program at the time of admission into candidacy must have been taken within the previous six years (exclusive of a maximum of three years of military service). All doctoral work is subject to review by the Graduate Studies Committee of the College, if the student has not completed the degree within three years from the date of admission to candidacy. In addition, all work is subject to review by the Graduate School. Students should be aware that the Texas Legislature has required charging out-of-state tuition for all graduate students who have accumulated more than 99 hours of doctoral level credit. For more information on the official Graduate School policy on the 99 hour rule see the Office of Graduate Studies URL (http://www.utexas.edu/ogs/publications/index.html).

5. Graduate Forms and Instructions, Ph.D. Degree: Specific due dates, forms and guidelines are available on the OGS website (http://www.utexas.edu/ogs/). In general, it is required that the graduate student:

1. Apply for PhD Candidacy online through the Graduate School.

2. Submit the dissertation and dissertation abstract to the Supervising Professor at least sixty days before the final oral. The final oral dissertation defense must be scheduled at least two weeks prior to the last day of class.

3. Submit Request for Final Oral Examination to the Graduate School after committee members have read and approved the dissertation.
4. The following items are submitted to the Office of Graduate studies after the final oral.
   a. Uploaded dissertation
   b. Committee Certification of Approved Version (dissertation signature page)
   c. Copyright tutorial email confirmation
   d. Statement on Research with Human Participants form
   e. Statement of Research in Restricted Regions form
   f. Any requests to Delay Publication

5. The Report of Dissertation Committee must be signed by the Chairman of the Graduate Studies Committee, currently Dr. Karen Rascati, and is submitted to the Graduate School by the Graduate Coordinator.

6. Commencement Exercises and Diploma: The doctorate is awarded at the Commencement exercises following the successful completion (on time) of all requirements of the degree. The diploma is sent within three to six months after graduation. Degrees are awarded at the end of the Fall and Spring semesters and the Summer session. Formal Commencement exercises are held only at the end of the Spring semester.

H. ANNUAL STUDENT EVALUATIONS AND PROGRESS

Every graduate student is required to appear before the faculty each year to discuss his/her progress. Pre-candidacy students meet with the Progressions Committee. Post-candidacy students meet with the Dissertation Committee.

In addition, the Supervising Professor and the Academic Advisor will periodically review the student’s progress. When deemed necessary they may recommend additional course work, further examinations, termination of candidacy, or dismissal from the program. Recommendations are forwarded to the Graduate School.

Finally, students are expected to hold committee meetings with their Supervisory Committees at least once yearly. Such meetings should be documented in writing to the Academic Advisor and the Graduate School.

I. SEMINAR PRESENTATION REQUIREMENTS

1. Requirements of PGS 196S: During each Fall and Spring semester, all students are required to attend the weekly division seminars (PGS 196S). However, for purposes of course credit, students are required to enroll only during those semesters in which the student will be giving a presentation. A summary of the specific requirements of this series is provided in Appendix 2.

2. Dissertation Seminar: This seminar will not count toward the minimum seminar requirement and will be 40-45 minutes in length. It will be presented immediately prior to the dissertation defense and will be open to the University community. It should adequately summarize the doctoral research work and could also be designed to serve as a job interview seminar. An abstract is not required for this seminar. However, it must be scheduled and announced at least two weeks in advance of the date.

V. GENERAL INFORMATION:

A. ACCESS TO BUILDING AND LABORATORIES:

Upon arrival, the student will be issued an access card to the building and a key to the research laboratory when a supervising professor is chosen. If assisting in a course, the student may also
receive a key to the teaching laboratory and preparations room. In order to decrease the chances of theft, doors should be closed and locked at all times other than when they are occupied.

When the buildings are closed you must have an access card in order to get into the buildings. After building hours you must enter and exit through the appropriate doors using your access card in the card reader on the exterior of the building at celebrated entrances (those equipped with card readers). Under no circumstances (except fire or other emergency) are you to exit any other doors after hours. When you exit an improper door, the silent alarm is activated at the UT Police Department.

You should not let anyone into the building, or bring friends in with you. Unauthorized people who are in the building after building hours should be reported immediately to the UT Police at 471-4441. Do not prop any doors open, because this causes the alarm to activate and makes the building vulnerable to theft. You must comply with these rules. The Pharmacy Dean feels that liberal access to the Pharmacy Buildings is a privilege, and if people cannot follow the guidelines for building security, they will have this privilege removed. Access cards will be confiscated.

B. RESEARCH LABORATORIES AND RELATED FACILITIES

The pharmacology & toxicology graduate student has access to the laboratory where the research work is to be done. With the approval of the supervising professor (and approval of other laboratory supervisors as applicable), the student may be able to use equipment in other research and teaching laboratories. It is necessary to check with the faculty member in charge and arrange for training before working with most instruments in the College. Check with your supervising professor in advance of using any apparatus, if at all in doubt.

Remember that being allowed to work in a lab other than your own is a special privilege that can be revoked if you leave the lab in disarray or damage the equipment.

C. COPYRIGHT REGULATIONS

Information about UT System’s copyright policies is found here: https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials

D. THE RESEARCH NOTEBOOK

Each lab has its own rules for laboratory notebook. The student is responsible for learning and following lab guidelines. Lab notebooks should never be taken home or removed from the lab. Notebooks and data belong to the supervising professor.

E. SUPERVISING PROFESSOR AND GRADUATE STUDENT

The supervising professor acts as the chair of a supervising committee to be chosen at the time of application for candidacy. The professor is chair of the preliminary examining committee and the dissertation committee, and will determine whether or not the student should bypass the M.S. degree and work directly toward the Ph.D. degree. The professor supervises the research work and advises on the writing of the thesis, dissertation or report, and assists the student to resolve difficulties as they arise. It is not the responsibility of the supervising professor to remind the student of deadlines specified by the Graduate School, or the need to maintain satisfactory grades in coursework, etc. In graduate school, it is expected that each student will develop self-responsibility, maturity of purpose, and an ability to design and plan work activities. The supervising professor, in most instances, will direct the beginning Ph.D. student rather closely, then gradually pass on more responsibility as the student gains experience and knowledge. At the point of Ph.D. candidacy, the student should be making most of the decisions, writing clearly, planning and executing the work in a way that leads to results of the highest quality and integrity.
F. OTHER

See the general Guide to Graduate Study (http://sites.utexas.edu/adrgs/files/2019/08/Guide-to-Graduate-Study_2019.pdf) contains information on the following procedures and policies:

1. Grievances
2. Financial Support
3. Teaching assistantships (TAs)
4. Graduate research assistantships (GRAs)
5. University fellowships
6. Outside foundations
7. Outside employment
8. Graduate student organizations
Appendix 1. Checklist for Progressions in the Graduate Program (update yearly)

http://sites.utexas.edu/adrgs/files/2019/02/Student-Progression-Form-PHTX.pdf

Appendix 2. Division Seminar

Students give at least 5 seminars. The first takes place in the “Communications skills” class. After that class is completed, students give one seminar a year (another 4+) of the following types:

1. Work-In-Progress: (20-30 mins) This seminar provides the opportunity for students to present current laboratory activities to their peers and faculty, but does not require extensive amounts of data and/or fully formed interpretations of research outcomes. Instead, this presentation is meant to provide a way for students to learn how to talk about science by sharing what they are doing in their laboratories. Examples of topics may include their training in specific laboratory methods and procedures, pilot projects, failed experiments and even successful data collection and research findings, such as a Research Talk (e.g., scientific presentation of the student’s research project that could be presented as a national meeting) or a Job Talk (e.g., scientific presentation that is an overview of student’s dissertation work that could be presented at a job interview” seminar, postdoctoral presentation, or a plenary presentation at a national meeting).

2. Lay Presentation: A lay presentation of the student's general research area in language suitable for the public. The student will be expected to emphasize the significance of the research and to limit the use of technical terms. Students should focus on the “big picture” of the field rather than their own specific research project.

3. Responsible Conduct of Research: A case study presentation in the responsible conduct of research followed by the student presenter leading a 10-15 min discussion of the topic with the audience members. Topics can include, but are not limited to, case studies in data acquisition and management, mentor/trainee responsibilities, publication practices and authorship standards, conflicts of interest and commitment, and scientific misconduct. Presentations can come from published case studies, from contemporary cases described in the literature (e.g., journals such as Science and Nature often cover reports/evaluative reviews of scientific misconduct), or by creating your own case study from misconduct case summaries reported on the website of the Office of Research Integrity (http://ori.dhhs.gov/).

Appendix 3. Aims of graduate education in the College of Pharmacy

A holder of an advanced degree from the College of Pharmacy, University of Texas at Austin should exhibit the following attributes:

1. Knowledge in considerable depth in at least one of the specialty areas of the pharmaceutical sciences.

2. Broad acquaintances with areas of pharmacy, basic science, and health fields related to this specialization.

3. Ability and industry to design, plan, and execute independent and original projects, carrying them through to their successful conclusion.

4. Facility and willingness to instruct others and to disseminate information to wider audiences in a clearly written or spoken manner.

5. A demonstrated sense of moral principles and character in relation to the chosen work. A commitment to honesty in research, publication, and dealings with others. A resolve not to
compromise honesty, fairness or justice for self-interest, or urging of others in influential positions.

**Appendix 4. Terminal Master’s of Science Degree**

The Division of Pharmacology and Toxicology does not admit students to a master’s degree-granting program. However, students in the Ph.D. program may be transferred to a terminal master’s program under some circumstances, as described above. The requirements of the Graduate School must be met.

1. **Supervising Professor:** The program of each master's candidate will be developed under the guidance of a Supervising Professor and a Supervising Committee. The committee consists of 2-3 members or associates of the Graduate Faculty. One member shall be the Supervising Professor and one may be from a division outside Pharmacology and Toxicology or outside of the College of Pharmacy. One member must be a member of the Pharmacology and Toxicology Division. This committee is responsible for the quality, depth, and balance of the student's educational experience.

2. **Application for Candidacy:** The student in cooperation with the supervising professor and the Academic Advisor will choose the Supervising Committee. The proposed program of work and the Supervising Committee will be submitted to the Administrative Subcommittee for approval. The approved program of work and committee are sent to the Graduate Office on the form, "Application for Candidacy“ in the semester of expected graduation.

The program of work needs to meet the Graduate School requirements. Those requirements include: at least 30 hours of course work including the six hours of thesis courses (PGS 698A and PGS 698B) and a six hour minor that consists of courses taken outside of the major department. Upper division undergraduate courses may be used for the minor but only with permission of the Graduate Student Advisor. A "B" average is required in both the major and minor.

3. **Research Proposal for Thesis Work:** The student, with the assistance of the supervising professor, may prepare and submit to the supervising committee for their comments and guidance, a Research Proposal for the Master's level research project. A non-thesis master's degree is not available in the College of Pharmacy.

4. **Seminar Requirements:** Students are expected to complete at least 3 seminars in the Division’s seminar program. In some cases, students may give fourth seminar at the discretion of their Supervising Professor.

5. **Coursework Requirements:** These are identical to those in the Ph.D. program unless the Pharm-Tox Academic Advisor gives a waiver.

6. **Apply to Graduate:** At the beginning of the semester of intended graduation and by the deadline established by the Graduate School, the candidate applies to graduate online through the Graduate School.

7. **Thesis Preparation:** The thesis should be submitted to the supervising committee thirty days before the first day of the final examinations. The guidelines to be followed for thesis preparation are available from the Graduate School Office. The thesis must be submitted to the student’s committee at least two weeks prior to the examination. [http://www.utexas.edu/ogs/pdn/](http://www.utexas.edu/ogs/pdn/)

Students must use the electronic template provided by the Graduate School ([https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement](https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement)) and upload their final document after approved by the committee.
8. Oral Examination, Master’s Degree: When the members of the student's supervising committee agree that the Master's thesis is satisfactory, the supervising professor will set a time and date for the M.S. oral examination. The examination committee consists of the members of the supervising committee. If the student does not pass the oral examination, a second opportunity may be given, after an appropriate period, to allow for further preparation. If the student does not pass the examination after repeating it, the student will be dropped from the graduate program.

Upon successful completion of the examination, the supervising professor notifies the Graduate Advisor and the Dean of Graduate Studies that the student has satisfied departmental requirements for awarding the Master of Science degree. The Dean of the College of Pharmacy is also informed by the supervising professor of the satisfactory completion of all requirements by the candidate. The student will submit the Master's Data Sheet and two bound copies of the thesis to the graduate office.

9. Public Defense: Although not required, the Supervising Professor may require that the student give a public presentation of his/her master’s thesis work. If this route is chosen, this must be announced at least two weeks prior to the presentation.

10. Diploma: The Registrar mails the Master of Science diploma to the successful candidate three to six months after graduation.

**Appendix 5. Statement on use and care of animals**

The Division of Pharmacology and Toxicology is dedicated to acquiring knowledge for the improvement of the health and safety of humans and other animals and the protection of their environment. To fulfill this objective, the Division is committed to the design and conduct of the best possible scientific research. To ensure this commitment, the Division views as necessary the use of laboratory animals in research and testing except in those procedures where valid, scientific alternative techniques are available. The Division expects that each member shall observe the spirit as well as the letter of the laws, regulations, and ethical standards with regard to the welfare of humans and animals involved in any experimental procedures. The Division supports careful consideration of the number of animals used and encourages reduction where scientifically feasible. The Division strongly encourages and supports the development of valid, scientific alternatives to current animal research testing procedures.

To become familiar with the regulations and guidelines governing the use of animals in research you are encouraged to contact the Animal Resources Center at 471-7534 or their web page for a detailed outline of animal related research requirements. Mandatory training for anyone using animals in research is described above in section IIIC. Any student who fails to adhere to the University and NIH guidelines, regarding the handling, use and treatment of animals shall be subject to dismissal.

**Appendix 6. Research Involving Human Subjects**

The University adheres to the guidelines of the National Institutes of Health with regard to the involvement of human subjects in research. All faculty, staff, students, or employees who propose to engage in any research, demonstration, development, or other activity involving human subjects are bound by these regulations. Required compliance is described above in Secion IIIC. Doctoral proposals, as well as sponsored or unsponsored research, must first be submitted to the appropriate Departmental Review Committee and then (in most cases) be forwarded to the Committee on the Protection of Human Subjects Institutional Review Board (IRB) of the University. Information about required procedures, agenda deadlines, and guidelines for preparing research proposals are available from the Office of Sponsored Projects. It is advisable to consult this office in the early stages of preparing a research proposal in order to facilitate the review process.
Appendix 7. Ethical Guidelines (courtesy of Dr. Karen Rascati)

The mission of the College of Pharmacy is to assure its students the opportunity to receive an unsurpassed education in the field of Pharmacy, including working with members of the Pharmacy faculty on their grant-funded or other research. While enrolled, students who are provided such opportunities are expected to use the knowledge and experience obtained from them in a manner that promotes, and is consistent with, the College's mission. Activities or outside employment that interferes with a student's ability to promote the College's mission should not be undertaken. If in doubt whether an activity or employment situation is in conflict with the College's mission, a student should consult with his or her advisor or the Dean's Office prior to undertaking the activity or employment.

Plagiarism
Plagiarism is an extremely serious violation of academic integrity. The Institutional Rules on Student Services and Activities at The University of Texas at Austin defines plagiarism as follows: “Plagiarism' includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work and the submission of it as one's own academic work offered for credit” (Section 11-802(d)). Plagiarism can occur in a myriad of forms and media. Although most commonly associated with writing, all types of scholarly work, including computer code, music, scientific data and analysis, and electronic publications can be plagiarized. The aim of this section is to help students and faculty deal with the complex and important issue of plagiarism on campus.

What is Plagiarism?

Nearly everyone understands that copying passages verbatim from another writer's work and representing them as one's own work constitutes plagiarism. Yet plagiarism involves much more. At The University of Texas at Austin, plagiarism is defined to include any use of another's work and submitting that work as one's own. This means not only copying passages of writing or direct quotations but also paraphrasing or using structure or ideas without citation. Learning how to paraphrase and when and how to cite can be difficult, yet it is an essential step in maintaining academic integrity.

A Question of Intent?

Plagiarism, strictly speaking, is not a question of intent. Any use of the content or style of another's intellectual product without proper attribution constitutes plagiarism. However, students plagiarize for a variety of reasons, and awareness of these reasons is essential for understanding the problem of plagiarism.

Some students choose to plagiarize. Whether claiming to be overworked, compensating for their own perceived academic or language deficiencies, or simply hoping to gain an academic advantage, those who choose to claim credit for another's work are guilty of plagiarism. Those who intentionally plagiarize "borrow" either from published sources, such as books, journal articles, or electronic information, or from unpublished sources, such as a friend's paper or a commercial writing service. Whatever the source, such conduct is a direct and serious violation of accepted standards of academic integrity.

Others, however, stumble into plagiarism. Negligent plagiarism can result from ineffective proofreading, sloppy note taking, or, most commonly, simple ignorance about the nature of plagiarism itself. Such inadvertent plagiarism, while not an excuse for what is still a serious breach of academic standards, is a more complex area of academic conduct than straightforward copying. Addressing the issue of negligent plagiarism requires a careful examination of both the definition of plagiarism and the appropriate techniques for scholarly attribution.
Paraphrasing

Like a direct quotation, a paraphrase is the use of another's ideas to enhance one's own work. For this reason, a paraphrase, just like a quotation, must be cited. In a paraphrase, however, the author rewrites in his or her own words the ideas taken from the source. Therefore, a paraphrase is not set within quotation marks. So, while the ideas may be borrowed, the borrower's writing must be entirely original; merely changing a few words or rearranging words or sentences is not paraphrasing. Even if properly cited, a paraphrase that is too similar to the writing of the original is plagiarized.

Good writers often signal paraphrases through clauses such as "Werner Sollors, in *Beyond Ethnicity*, argues that..." Such constructions avoid excessive reliance on quotations, which can clog writing, and demonstrate that the writer has thoroughly digested the source author's argument. A full citation, of course, is still required. When done properly, a paraphrase is usually much more concise than the original and always has a different sentence structure and word choice. Yet no matter how different from the original, a paraphrase must always be cited, because its content is not original to the author of the paraphrase.

Examples

The following are examples, with explanations, of the wrong and right ways to paraphrase.

The Wrong Way to Paraphrase #1

**Original Passage:** "[J]ust before 1914 most religious leaders genuinely opposed war and few saw reasons to partake in a remote struggle in Europe. For decades a spirit of progressive optimism had moved many of the more powerful leaders, who saw no point in settling human differences with anything so destructive as war. Yet when it came, they closed ranks and generated an ideology to support it. The majority suspected innocents for presumed lack of patriotism and punished dissenters. For a brief moment they also found that the specter and cause of war united them as no spiritual impulse of their own ever could."


**Paraphrase:** Although initially skeptical, many religious leaders soon embraced America's involvement in the First World War, and even discovered that it (and the xenophobia surrounding it) bolstered their sense of solidarity more effectively than purely religious motivations had.

**Explanation:** This paraphrase, while an accurate summary of the above passage, is nevertheless plagiarized, because it contains no citation of the passage from which its main ideas are obviously derived.

The Wrong Way to Paraphrase #2

**Original Passage:** "To the young American architects who made the pilgrimage, the most dazzling figure of all was Walter Gropius, founder of the Bauhaus School. Gropius opened the Bauhaus in Weimar, the German capital, in 1919. It was more than a school; it was a commune, a spiritual movement, a"
radical approach to art in all its forms, a philosophical center comparable to the Garden of Epicurus."


**Paraphrase:** As Tom Wolfe notes, to young American architects who went to Germany, the most dazzling figure was Walter Gropius, founder of the Bauhaus School. Gropius opened the Bauhaus in the German capital of Weimar in 1919. It was, however, more than a school, it was a commune, a spiritual movement, a philosophical center like the Garden of Epicurus.


**Explanation:** While the author of this intended paraphrase mentions the source and gives a full citation in a footnote, this excerpt is nevertheless plagiarized, because it is in fact not a paraphrase at all but a nearly verbatim reproduction of the source. It is too similar to the original. Rather than concisely summarizing the ideas, it uses the phrasing and structure of the original.

**The Right Way to Paraphrase**

**Original Passage:** "The Republican Convention of 1860, which adopted planks calling for a tariff, internal improvements, a Pacific railroad and a homestead law, is sometimes seen as a symbol of Whig triumph within the party. A closer look, however, indicates that the Whig's triumph within the party was of a very tentative nature."


**Paraphrase:** Contrary to many historians, Eric Foner argues that the Republican platform of 1860 should not be understood as an indication of Whig dominance of the party.


**Explanation:** This paraphrase is properly cited and represents an accurate and concise summary of the source.

**Note Taking and Proofreading**

Good paraphrasing skills allow a writer to make use of source material in a fluid and honest way. However, proper note taking and careful proofreading, which come before and after the writing, can be just as important for producing high-quality and accurately attributed scholarship. When taking notes, do not copy directly from a source into your notes unless you intend to quote that source directly. Rather, read carefully, take time to think, and then write down, in your own words, the main...
ideas of what you have read. Of course, be sure to note the source for proper citation. These notes will then become the basis of your summary. Skipping the note taking step and paraphrasing directly from a source into a draft of your work not only limits your ability to think through the ideas for yourself but also increases the likelihood that you will commit negligent plagiarism. Use note taking as an opportunity to develop and organize your own ideas.

Proofreading, like note taking, is a vital step in the writing process, one that students too often skip. Proofreading offers the opportunity to check your work for errors of spelling and punctuation as well as overall fluidity of style and coherence of argument. It is also the time to verify all references and citations. Do not, however, wait until proofreading to include citations. Citations should be included in the first draft. It is simply too easy to omit a reference accidentally and then forget the source of a fact, quotation, or paraphrase.

**Whose idea is it, anyway?**

One of the most complicated aspects of source citation is learning how to distinguish "borrowed ideas," which must be cited, from "common knowledge," which does not need to be cited. A simple guideline is that well-known or easily accessible facts, such as the winner of the 1908 World Series, or commonplace observations, such as Einstein's prominence in modern physics, need not be cited. Unique ideas, controversial or especially important facts, and novel insights all must be cited (although other items may need to be cited which meet none of these criteria). This is a judgment that often depends on the writer and his or her academic community. What the audience of an academic journal considers common knowledge may not be seen the same way in a freshman composition course.

To be safe, be attentive to where you encountered a particular idea. Just as with paraphrasing, good note taking is invaluable for tracking the origin of ideas. And of course, the best advice remains: when in doubt, cite. Consult your instructor if you need help clarifying this issue.

**Plagiarism and Collaboration**

Plagiarism and unauthorized collaboration are very closely related areas of scholastic dishonesty. Although this document discusses unauthorized collaboration elsewhere, it is nevertheless valuable to examine in greater detail the relationship between unauthorized collaboration and plagiarism. In simplest terms, plagiarism and unauthorized collaboration both involve the same fundamental deception: the representation of another's work as one's own.

Because of this connection, group efforts that extend beyond the limits approved by the instructor often constitute plagiarism in addition to unauthorized collaboration. For example, an instructor may allow students to work together while researching, but require each student to write a separate report; if the students collaborate while writing the report, they are guilty of both unauthorized collaboration and plagiarism. In this example, each student submits a written work misrepresented as his or her own, which in fact he or she has borrowed from other, unattributed sources: the other students. Remember, plagiarism includes not just copying from a published source, but also submitting work obtained from *any* source as one's own. If you have any questions, ask your instructor for guidelines regarding collaboration.

**Multiple Submissions**

A second issue of academic integrity closely related to plagiarism is the submission by a student of the same paper for two courses, which some institutions label "self-plagiarism." The University of Texas at Austin classifies such conduct under the more general heading of scholastic dishonesty. Because of the unfair academic advantage gained from this conduct, students may not submit a paper
or project that is substantially the same for two courses, unless expressly authorized to do so. When approved by the instructor, however, students may re-work or supplement previous work on a topic.

**Academic Integrity in the Information Age**

An issue of growing importance for student writing and research is the proliferation of electronic documents and information sources. CD-ROMs, on-line journals and encyclopedias, e-mail discussion lists, and Web sites of all sorts have opened a new world of information to researchers, as well as raised new concerns about academic integrity in the information age.

When using the new media as source information, you must take extra care to provide the proper citation. Furthermore, when taking notes on a computer from printed material, you must be especially mindful not to incorporate the writing of the source material into your notes, which you may then accidentally copy into your paper as an unattributed quotation or paraphrase.

Such simple mistakes result from the failure to observe basic writing procedures, especially proper note taking and proofreading. Good note taking skills are particularly important with electronic documents, because the ease of manipulating this information makes sloppiness and mistakes more likely and the adverse consequences potentially greater. "Cutting and pasting" is not an alternative to taking notes, because note taking is not just about transferring information but about arriving at and organizing original thoughts.

**How to Cite a Site: Attribution of Electronic Documents**

The most recent editions of a number of the most prominent style manuals, such as the *MLA Handbook for Writers of Research Papers* and Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, include suggestions for citing electronic documents. Remember that these conventions are still in the process of being developed, so it is important to remain up-to-date and to check with your instructor about how to cite electronic information.

The following are the MLA suggested formats for citing some of the most frequently used electronic documents. These brief examples do not fully cover the topic, and are not intended to substitute for a reference manual. The University Writing Center ([http://uwc.utexas.edu/](http://uwc.utexas.edu/)) maintains on-line resources on citing electronic documents.

**Examples**

**CD-ROM:**


**Web Site:**


Many other electronic documents and citation formats exist. For more specific information, check with your instructor, a research manual, or the Undergraduate Writing Center.

**When in Doubt, Ask**
This publication has been produced to provide students with information that can be used to aid in avoiding plagiarism and maintaining standards of academic integrity. While designed to be comprehensive, this review has not addressed every aspect of this broad and complex topic. Members of the faculty should be a student's primary resource for explaining and clarifying issues of academic integrity.