

# Professional Master's Program in Forensic Chemistry and Analytical Genetics

## Student Handbook

July 2021

The following is intended to serve as a guide for professional master's students in the Department of Toxicology and Cancer Biology (DTCB). The Graduate School Bulletin should be consulted for detailed procedures and regulations not discussed in this document.

### Table of Contents

I. University (Graduate School) Academic Standards .....	2
A. Responsibilities of Director of the Professional Master's Program .....	2
B. Academic Requirements of Professional Master's Students .....	2
II. Departmental Policies on Student Admission to the Professional Master's Program .....	3
A. Transfer students .....	3
B. Admission Requirements .....	3
III. Departmental Professional Master's Program Policies and Procedures on Student Placement .....	3
A. Philosophy .....	3
IV. Departmental Professional Master's Program Policies and Procedures on Student Performance .....	5
V. Student Reminder List .....	6
VI. Additional Important Information .....	6
A. Holiday & Leave Policy .....	6
B. Sponsored Student Travel .....	6
VII. Procedures for Terminating Professional Master's Students from the Program .....	7
VIII. References .....	8

# Part I

## I. University (Graduate School) Academic Standards

### A. Responsibilities of Director of the Professional Master's Program

The **Professional Master's** degree is a graduate-level degree of professional training, and as such is distinct from a research degree such as the Master of Science. The Professional Master's Program formally reports to the Graduate School. The **Director of the Professional Master's ( Director)** reports directly to the Dean of the Graduate School or to that Dean's designee on all matters relating to Professional Master's program. The Director is responsible to the Dean of the Graduate School for the administration of the Professional Master's program, including maintenance of records, administration of graduate program funds, admission of graduate students, any affiliated University Scholars Program, fellowships, program requirement changes and new programs, advising and registration, appointment of advisory and examination committees, and other degree requirements related to the graduate program. Additionally, the Director serves as the focal point for dissemination of information from the Graduate School.

The Director serves as the official program advisor to each student. All student schedules for courses that are a part of the degree curriculum must be endorsed by the Director. The Director will consult with each student concerning course requirements, any deficiencies, the planning of a program, and special regulations.

The separate Handbook for the DTCB Doctor of Philosophy and Master of Science degrees does not apply to students in the DTCB Professional Master's Program.

### B. Academic Requirements of Professional Master's Students

Students in the Professional Master's must register for a minimum of 9 credit hours each semester to be considered full-time. International students must maintain full-time status during enrollment in the program except under specially approved circumstances. Course calendar: end of document.

When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on "scholastic probation." Students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.00 cumulative GPA. If probation is not removed, students will be dismissed from the Graduate School (and hence are dismissed from the Professional Master's program, and dismissed from any Teaching Assistantship or other financial support that requires a student status).

Students who have been dismissed from the Graduate School for this reason may apply for readmission to the Graduate School and the degree program after two semesters or one semester and the summer term. If they are accepted for readmission by the degree program, readmitted students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.00 cumulative GPA. Exceptions to this policy can be made only by the Dean of the Graduate School. Students placed on this GPA-based scholastic probation are not

eligible while on probation for fellowships or tuition scholarships (or out of state tuition support) awarded by the Graduate School (Graduate Bulletin, 2021-2021, Page 42).

## II. Departmental Policies on Student Admission to the Professional Master's Program

### A. Transfer students

**Approval.** Transfer into the Professional Master's program from another program requires the approval of the Director and the Professional Master's Admissions Committee.

**Transfer of prior credit towards Professional Master's.** Requests for transfer of credits from other graduate programs must be made to the Director who will evaluate the applicability of the prior graduate work to the Professional Master's program and then forward a request for a waiver to the Dean of the Graduate School for final approval. Add maximum number of credits that can be transferred? Students will be allowed to transfer up to 9 postbaccalaureate credits into the program. To be transferred, a course will need to be an advanced level undergraduate (i.e. UK 400G series), or graduate (500-700 level), or professional (800-900) level course that closely duplicates a course that is required for the proposed program. Transfer of credits will require approval of the DGS and the concentration-specific program directors.

### B. Admission Requirements

Applicants must meet the following requirements for admission to the University of Kentucky Graduate School and the Toxicology and Cancer Biology Professional Master's Program.

1. An appropriate degree (e.g., biology, chemistry, forensic science or a closely related discipline.) from a college or university that has been accredited by an accrediting body approved by the University of Kentucky.
2. A minimum grade point average of 2.75 on a 4.0 scale.
3. For international applicants, the minimum acceptable TOEFL score is 550 (paper-based), 213 (computer-based), or 79 (internet-based). The minimum IELTS score is 6.5.

Applicants with a degree not in the appropriate areas will be accepted only if other indices of performance and qualification are outstanding. Examples of appropriate indices include particularly outstanding GPA or GRE scores, or significant academic forensic or analytical DNA experience.

## III. Departmental Professional Master's Program Policies and Procedures on Student Placement

### A. Philosophy

Each student entering the Professional Master's program will be provided the opportunity to assess how well his/her career interests match the two program concentrations. The selection of the

student's internship sites is probably the most important decision the Professional Master's student will make during his/her professional program studies. Therefore the following information is provided.

## Procedures

### 1. Selection of Concentration and Coursework.

Each first year student enters the program having selected one of the two concentrations (Forensic Toxicology/Chemistry or Forensic/Analytical Genetics).

The Director advises each entering student on the selection of a concentration, and as the student progresses through the program advises on the selection of electives.

### 2. Selection of Internship Sites

The Director will provide instruction to the first semester students to consider and complete the "Application for Internship" form concerning identification of internship sites. The responsibilities of the Director will include the following:

#### a) Approve:

(i) the internship sites,

(ii) the agreement between the site and the Professional Master's program as to the planned activities at the site for the internship experience and

(iii) the dates for the internship activities.

#### b) Perform all other duties assigned by the policies and rules of the University Graduate Faculty or by the Dean of the Graduate School.

### 3. Assignment of Faculty Mentor

During the first semester of the first year, the Director assign will facilitate that each entering student become familiarized with members of the program faculty, and identify persons to potentially serve as informal 'faculty mentor' for the student. With the joint agreement of the student and the faculty member, the Director will approve each such arrangement. The faculty mentor is available to discuss with the student matters of career planning, academic issues of concern, etc.

### 4. Funding

a) The DTCB does not provide tuition support or direct stipends to students in the Professional Master's program.

b) The Graduate School and University offer some fellowship support opportunities, that are summarized on the Graduate School web site (link: <https://gradschool.uky.edu/fellowships>) and the DTCB website (link: <https://toxicology.med.uky.edu/tox-tuition-and-financial-aid>)

- c) Employment opportunities within research laboratories in the DTCB may be available. Contact Morgan Rothermel (DTCB main office) for additional information.

#### **Documents Referenced in Section IV**

“Application for Internship” Provided at the end of this document.

## **IV. Departmental Professional Master’s Program Policies and Procedures on Student Performance**

- A. Professional Master’s students are not allowed a grade of C or lower in more than six didactic credit hours of the program (class, seminar, or laboratory)
- B. When students have completed 12 or more semester hours of graduate course work with a cumulative GPA of less than 3.00, they will be placed on “scholastic probation.” Students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.00 cumulative GPA. Any student remaining on scholastic probation by the Graduate School for two consecutive semesters will be terminated from the degree program.
- C. Student Career Development Status. Each student must submit to the Program Director and to Morgan Rothermel (DTCB Main Office) at the end of the first year, and just prior to graduation, an updated resume. The resume must include the following information:
- Graduate Coursework
  - Work experience
  - Academic papers or accomplishments
  - Progress towards choosing internships
  - Completed Internship and brief description of internship and products of experience
  - Membership in societies
  - Teaching Assistantships
  - Any other information concerning scholastic (curricular) and research progress towards the degree that the student wants to include.
  - Manuscripts in preparation
  - Manuscripts submitted (note whether first or co-first author or other contributing author)
  - Papers published in peer-reviewed scientific journals (note whether first author or other contributing author)
  - Scientific meeting abstracts (note whether peer reviewed)
  - Scientific meeting oral and/or poster presentations
  - Academic awards

The DTCB will retain the updated resume for each student

- E. Students must have at least one meeting by the end of the first year, and as may be additionally needed, with the Director to programmatically evaluate program progress.

- F. The opportunity of a student to exercise in the future a “repeat option” for a course (Senate Rule 5.3.2.2) does not delay any of the decisions or consequences described in this Handbook that arise from receiving any particular grade in any particular course.

In all situations in which a student receives notification of termination from the program , as described anywhere in this handbook, they may appeal pursuant to the procedures described in Part II.

See also: [https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/priors/ar\\_5-2\\_2018\\_final.pdf](https://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/priors/ar_5-2_2018_final.pdf)

## V. Student Reminder List

- A. Become aware of University, Graduate School, and DTCB resources providing support for student graduate experience.
- B. As soon as possible, begin investigating and considering potential internship sites; refer to ‘... name of form ...’ concerning important information about internship sites.
- C. Plan ahead about the ‘culminating event’ of the program, including development of skills (from classes, mentors, peers) on poster preparation and presentation.
- D. Have regular meetings with mentors (one per semester)
- E. Familiarize with the Graduate Student Forum and the DTCB Student Forum and the resources they offer.
- F. If laboratory research experience is desired as part of program coursework, become familiar with TOX 790.
- G. Maintain awareness of good practices in class decorum and professional conduct.
- H. Promptly respond to email communications from course directors, program officers and departmental officials.

## VI. Additional Important Information

### A. Holiday & Leave Policy

The University of Kentucky recognizes certain holidays by closing of all departments and offices except where continuous service is essential. Students are eligible to receive these holidays. When required to work on a University holiday, time off shall be granted and taken on another scheduled working day within one week of the holiday.

### B. Sponsored Student Travel

Before making any travel arrangements or registering for a conference, an Absence Record Form must be completed and sent to [toxandcancerbio@uky.edu](mailto:toxandcancerbio@uky.edu). The department will advise on how to make travel arrangements based on if the student holds an Assistantship or Fellowship.

After returning from travel status, receipts must be submitted for reimbursement as soon as possible to ensure compliance with applicable University and federal regulations.

It is required that each student contact the DTCB Office prior to booking flights/hotel. A UK Travel Vendor must be used and proper use of a procard must be followed. Instructions and a form are included in this document.

## PART II

### VII. Procedures for Terminating Professional Master's Students from the Program

Circumstances under which termination from the program may occur.

- A. Termination from the program is automatic and the DGS will provide the student with written notice of the action if the student
  - 1. Is on scholastic probation by the Graduate School for two consecutive semesters, or
  - 2. Receives a grade lower than B in TOX 980.
  
- B. All students must complete all requirements for the master's degree within 5 years of the date of their initial registration in the Professional Master's Program and are subject to meeting new program requirements should they change after this deadline. Students may petition for an extension of up to four years in order to complete the master's degree requirements if they have legitimate cause for not completing the degree within the 5-year limit. Extensions up to two years may be approved by the Dean of the Graduate School or designate. Requests for extensions longer than two years must be considered by the Graduate Council. Requests will be initiated by the Director at the petitioner's request and submitted to the Graduate School.

#### D. Appeal

According to Senate Rule 6.1.3, students "have the right to receive a fair and just academic evaluation of their performance in a program. In addition to the student's overall academic record, evaluation may include the assessment of such activities as research and/or laboratory performance, qualifying examinations, professional board examinations, studio work or performance activities, behavior in professional situations, or interviews to determine continuation in a program. The program faculty and/or relevant administrative officer must inform the student as to which activities will be included in the academic assessment no later than the beginning of the activity to be evaluated." "Evaluations determined by anything other than a good faith judgment based on explicit statements of the above standards are improper."

If the student believes that their academic dismissal from the Professional Master's program is a violation of student rights as prescribed in the University Senate Rules 6.1.3, the student may file a complaint with the Ombud.

## VIII. References

Administrative Regulation 5:2

[http://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/priors/ar\\_5-2\\_2018\\_final.pdf](http://www.uky.edu/regs/sites/www.uky.edu/regs/files/files/ar/priors/ar_5-2_2018_final.pdf)

Graduate Bulletin

<https://gradschool.uky.edu/graduate-school-bulletin>

Department of Toxicology and Cancer Biology Rules

[https://toxicology.med.uky.edu/sites/default/files/tox-department\\_rules\\_of\\_procedure\\_0.pdf](https://toxicology.med.uky.edu/sites/default/files/tox-department_rules_of_procedure_0.pdf)



University of Kentucky  
Department of Toxicology and Cancer Biology

*Application for Internship*

**All areas must be thoroughly answered. Failure to disclose required information will lead to departmental refusal for internship placement. If an internship placement is denied because of false or missing application information, future internship placements will be denied.**

**Note:** Intern Credit Hours: 6 Total Credits; 2 internships for 3 credits each

Date of Application:

Name:

Semester Planning to Intern (circle one):

\_\_\_\_\_

SPRING \_\_\_\_\_

SUMMER (Summer needs Director of Grad Studies' approval)

Local Address (Street Number and Name, City/State, Zip Code):

Permanent Address (Street Number and Name, City/State, Zip Code):

E-mail Address:

Cell phone:

Please list any limitations, problems, or special needs that need to be considered when recommending you to an agency/organization (i.e. transportation problems, need to intern at night or certain days, work around job schedule, physical/emotional limitations, etc.):

As well as you can, describe your career goals and objectives at this time:

Please list type of internship experience you would like to have (specific sections of interest or projects you would like to work on).

List four places (include the address and any contact information you know) you are interested in interning. Rank your list 1-4, 1 being the location you're most interested in.

1.

2.

3.

4.

Describe any work/personal experience/skills you may have (attach separate sheet if needed):

Are there any reasons that would limit or prevent your placement in an internship? (i.e., drug or criminal activities, prior criminal charges and/or convictions)

Please list **ALL** the classes you will be taking during the same semester as your internship:

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Signed

Date

**By signing this application, I agreed to conduct myself in an ethical, professional manner during the internship and will observe confidentiality policies as dictated by legal and private industry entities. I also understand that failure to disclose information that leads to an internship denial will result in the forfeiture of future forensic internships.**

## Prior Activity

The Internship is an important part of the forensic toxicology and analytical genetics program. Arranging internships is a very time-consuming process for the education and research coordinator, and it requires a strong commitment on the part of the student.

The Internship is a privilege. You are expected to take initiative in researching the labs you might want to intern with. However, this should not be done by contacting the laboratory directly. Direct contact with the laboratory should only be done by the Education and Research Coordinator or Course Director. While on your internship, you represent both yourself and UKY, and we expect each intern to conduct him- or herself in a professional manner.

One of the most important pieces of information we need to have about you BEFORE we attempt to arrange internships is honest information about ANY criminal history you have or ANY previous drug use, regardless of whether or not you were ever arrested for this use. This includes the use of ANY illegal substances. If you have a history of drug use, you should probably consider internships at laboratories that are not forensic labs. And, you should also be aware that this will greatly limit your chances of getting a permanent job in forensic science.

Please schedule a meeting to discuss any limitations, problems or special needs which you may have concerning the internship. At that time, you should provide us with any pertinent information about criminal history or drug use so an appropriate internship can be determined. This information will be kept in strictest confidence.

***Important Note:***

***If you are denied an internship for drug use or criminal activity it is incumbent on you to locate a second choice internship. Failure to attain the required internships for these reasons could prevent you from completing and graduating from the program.***

***Similarly, if we are advised by the person supervising your internship that there have been violations of confidentiality, consistent absences and/or tardiness, significant work performance problems, or background check results that result in your being unable to continue the internship, we will terminate the internship immediately.***

I have read and understand the information stated above.

Print Name:

Signature:

Date:

Notes:

Core	Concentration #1 Forensic Toxicology/Chemistry	Concentration #2 Forensic/Analytical Genetics	Total Credits	
			Conc. 1	Conc. 2
<b>Year 1 Fall</b> TOX 800: Fundamentals in Forensic Sciences (4)  TOX 810: Communicating in the Forensic Science Profession (1)	BCH 401G Fundamentals of Biochemistry (3)  TOX 780 Lit Res in Forens Sci (1)	IBS 602: Molecular Biology and Genetics (3)  IBS 611 Practical Statistics (2)	9	10
<b>Year 1 Spring</b> TOX 840: Forensic Science Standards and Practices (3)  TOX 820: Preparing Professionals in Forensic Science and Analytical Genetics (1)	TOX 860: Forensic and Analytical Toxicology (3)  IBS 611 Practical Statistics (2)	ABT 461G: Population Genetics (3)  TOX 830: Advanced Human Genetics (2)	9	9
<b>Year 2 Fall</b> TOX 880 Ethics and Professional Practice in Forensic Science and Analytical DNA (3)	TOX 920 General Instrumental Techniques in Forensic Chemistry (4)  TOX 663: Drug Metabolism and Disposition (2)	BCH 401G Fundamentals of Biochemistry (3)  TOX 910 Forensic and Analytical DNA (4)	9	10
<b>Year 2 Spring</b> TOX 980: Internships in Forensic Toxicology and Analytical Genetics (2 x 3 = 6) (Could take 3 credits during Summer of first year)	Elective (3)	Elective (2)	9	8
Total Credits			36	37

Electives can be taken during any semester