KU COLLEGE OF LIBERAL ARTS & SCIENCES
Department of Chemistry

GRADUATE STUDENTS IN CHEMISTRY HANDBOOK

FALL 2026

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INFORMATION FOR GRADUATE STUDENTS IN CHEMISTRY

The Department of Chemistry has prepared the following general information pertaining to the program leading to an advanced degree. Any member of the staff or the graduate advisor will be glad to discuss with a student any aspect and concern about the graduate program of study. Also included is general information about the operating procedures of the Department.

I. GENERAL INFORMATION

Enrollment

Every student doing research or formal coursework must be enrolled for the number of credit hours that reflects accurately the student's demands on faculty time and University facilities. Graduate students in the M.S. degree program or students in the Ph.D. program who have not yet completed the oral comprehensive examination should be enrolled in at least 6 credit hours each semester and 3 credit hours in the summer whether they are supported by a teaching assistantship, a research assistantship, or personal funds. Please note that certain external fellowships/scholarships require you to be enrolled in 9 hours during the fall or spring and 6 hours in the summer and students receiving veteran's benefits must enroll in 12 credit hours each semester. Please direct enrollment questions to the Graduate Program Coordinator. A more thorough explanation of the enrollment requirements can be found in the University's full-time enrollment policy.

After an aspirant for the Ph.D. degree completes the Oral Comprehensive Examination, he or she shall enroll for a minimum of 6 credit hours each semester and 3 credit hours each summer session until 18 post-comprehensive hours or the requirements of the degree are completed (whichever comes first). The only exception to this is in the semester in which the 18 hours will be reached. During that semester, the student should enroll in exactly the number of hours required to reach the total of 18 post-comprehensive credit hours. Note that the 18 post- comprehensive hours may include the semester in which the examination is passed. (Note: The Graduate School considers the semester to be over on STOP DAY.) Except during the semester in which the oral comprehensive exam is taken, the student must enroll in at least one credit hour of CHEM 900 until 18 hours is reached. If after completing the 18 hours, the student has not completed the requirements for the degree, they may enroll in CHEM 999 for 1 credit hour each semester and each summer session until the degree requirements are completed.

After an M.S. candidate has completed the requisite 30 credit hours, he or she should enroll in a minimum of 1 credit hour of CHEM 899 each semester and each summer session until the degree has been completed, as per the University's full-time enrollment policy.

Grading and Academic Performance

Graduate courses are graded on the ABCDF scale, except for colloquia or advanced research courses (CHEM 810 and 900), which are graded on the SU system (in which S = satisfactory performance and U = unsatisfactory performance). The Doctoral Dissertation course (CHEM999) is graded as NP (no progress), LP (limited progress), or SP (satisfactory progress). For research courses graded using SP, LP and NP, a student will receive an NP in the event that no substantial progress was made in research. A student will receive an LP if some progress was made, but overall progress is unsatisfactory.

Incompletes: An incomplete grade can be assigned when 1) a student has completed the majority of the total coursework for a class and done so with passing quality and 2) some coursework cannot be completed for good reason. If an instructor issues an incomplete grade, the remaining work must be completed within one year. Otherwise, the incomplete grade will revert to an F.

Only grades of S, SP, and B or better represent satisfactory progress in graduate courses. If the cumulative grade point average for a student falls below a B average (3.0), that student will be placed on probation and will be expected to raise their average to at least a B during the next semester, as per University policy on good academic standing and academic probation. Failure to do so may result in a recommendation to terminate graduate studies. Students on probation are not considered to be in good standing for the purposes of continuing a GTA appointment. However, if the Department judges that a student who falls below the required 3.0 GPA after their first semester is still making satisfactory progress towards the degree, the Department may recommend to the Provost that the student be allowed to keep their assistantship for one additional semester. (Students admitted on probation must maintain a B average or better during their first semester and are not considered to be in good standing for purposes of a GTA appointment.) Students who receive an unsatisfactory grade (U, NP, LP, or lower than a B) in research or their dissertation/thesis course are not considered to be in good standing. receipt of a U, NP, or LP will require completion of, and adherence to, a Mentorship Agreement. Upon receipt of a U, NP, or LP, a student and their advisor will be provided with a Mentorship Agreement form. Please, contact the Graduate Program Coordinator for more information on how to craft and submit a Mentorship Agreement.

Receipt of an unsatisfactory grade for research or their thesis/dissertation in two semesters places the student in bad standing in the Department and may result in a recommendation to terminate graduate studies.

Evaluation of Academic Performance

At the end of the Fall and Spring semesters, the progress of all graduate students will be evaluated in detail. Results in coursework and progress in meeting the distribution requirement will be considered. *Based on the results of the evaluation, students may be recommended either to pursue the M.S. degree or to terminate their graduate studies*. As a general policy, students are expected to achieve satisfactory completion of courses with a grade point average of 3.0 or higher. Students with deficiencies in their overall record or in specific courses may be required to repeat courses in their entirety, to repeat course final exams, or to take additional courses in the subject areas of concern.

Evaluation of Research Performance

When each student chooses a research advisor, they will together decide upon a **Research Advisory Committee**, composed of the advisor and at least two other faculty members, which will ensure that each student pursues his or her graduate education in the most expeditious manner and in line with the student's research interests and career plans. The faculty of the research advisory committee must meet with the student at least once each year to review the student's progress in research. The results of this meeting must be reported to the Graduate Program Coordinator and to the student prior to the end of the Spring semester each year. A list of possible topics for RAC meetings can be found on our website, under the Resources tab.

Mentorship Agreements

Mentorship Agreements are required for all graduate students prior to entering their 6th or higher year in the program and for all students who receive an NP or LP in a research course. In conjunction with their research advisor, a student will complete and submit the Mentorship

Agreement form to the Graduate Program Coordinator at least two weeks prior to the start of the semester and must be updated at the end of each semester until the agreement has been resolved.

Progress updates are required by December 10th for the Fall Semester, May 10th for the Spring semester, and August 10th for the Summer. Resolution of the agreement occurs upon satisfactory completion of the terms of the agreement as determined by the Graduate Affairs Committee. If a student does not make satisfactory progress toward fulfilling the terms of the Mentorship Agreement, a research grade of B- or lower, NP, or LP must be assigned. The student's advisor must also adhere to the terms of the mentorship agreement; failure to do so will be accounted for in the faculty member's annual evaluation of teaching.

Graduate Teaching Assistants

Graduate teaching assistants (GTA) perform a vital role in the Department's education program and their teaching performance is evaluated at the end of the fall and spring semesters. The evaluation is intended to provide objective feedback on performance for each GTA to help them learn and improve their teaching skills. Since effective GTAs are critical to our teaching mission, *any student that receives an unsatisfactory performance evaluation will be required to complete an individual improvement plan aimed at improving teaching deficiencies*. Failure to complete the individual improvement plan or receipt of a second unsatisfactory teaching evaluation will result in the student being ineligible for appointment as a GTA. The student will also be ineligible for departmental financial support in the form of fellowships, scholarships, and awards. Information about the Chemistry Department's expectations (see Section IV) and a set of the evaluation forms are distributed to GTAs, at the beginning of each semester. Please take the time to carefully review the evaluation criteria on each of these forms. Understanding these criteria increases the likelihood of achieving a good evaluation.

For non-native English speakers wishing to be a GTA or GRA, the Kansas Board of Regents requires proof of English Proficiency. Please consult the university's English proficiency policies for up to date information on required test scores to be eligible for GTA and GRA positions.

Renewal of Teaching/Research Assistantships or Fellowships

Assistantships are generally awarded on an annual basis. Reappointments to these positions are contingent upon the availability of funds and upon the student's satisfactory academic progress and performance of duties.

Students pursuing an M.S. degree may normally be supported for no more than three calendar years, while students pursuing a Ph.D. degree may receive financial support for no more than five calendar years. Any GTA or GRA support beyond these time limits must be approved by the Director of Graduate Studies and requires completion of a Mentorship Agreement. Please contact the Graduate Program Coordinator for more information on how to craft and submit your Mentorship Agreement. The Graduate Affairs Committee will act only upon receipt of a timely, well thought-out, clearly written petition which has been approved by the research advisor. Please contact the Graduate Program Coordinator for more information on how to craft your petition. Scholarship and fellowship awards (full, partial, or supplemental) are renewed only in accordance with the terms of the original award.

Advising

First-year students will be advised by the Graduate Affairs Committee for the Fall semester prior to, or upon their arrival. After the first semester, each student must consult with their research advisor to develop a comprehensive plan for future enrollments. Upon selecting a research advisor, students must complete an Individual Curriculum Form in conjunction with their advisor and return the form to the Graduate Program Coordinator. Students' advisors will check to be certain the necessary requirements are being met and will answer any questions or help students solve any problems which might arise.

The Graduate Program Coordinator will help the students on matters of policy and university requirements throughout the degree.

Desk Assignments for First-Year Students

Desk assignments will be made for new students during Orientation Week. These assignments have no necessary connection to the student's eventual selection of a research advisor (see next section). Students will relocate to a new desk space after they have selected their research advisor.

Procedure for Selection of a Research Advisor

1. Seminar/Colloquia Attendance

Students are urged to avail themselves of all departmental seminars and additional colloquia in their area of interest to assist in learning about research activities and opportunities in the Department. ***First-year students are required to attend the weekly Departmental Seminar***, but they should attend any special colloquia in their area(s) of interest, which are organized to acquaint students with the various research programs and faculty.

2. Student Interviews with Faculty

Prior to selection of an advisor, students are required to interview at least four faculty members. To facilitate this, a signature sheet will be given to you during orientation. You must return this form with at least four faculty signatures to the Graduate Program Coordinator no later than October 15 (or March 15 for students entering in Spring) to ensure adequate time for a considered decision. When the student has obtained all the required signatures, the student should then return for further consultation with the faculty member in whose research group they wish to work. The completed form indicating the rank-ordered top three choices of Research Advisors should be forwarded to the Graduate Affairs Committee through the Graduate Program Coordinator. Please check with the first-choice faculty member that they are willing to accept you into their lab before submitting the form. A student cannot be considered a member of a research group until all these steps have been completed. ***Choosing an advisor is the most important decision a student will make in graduate school, and it should be done with careful deliberation.***

3. Timing

All students entering in the Fall semester will be required to complete the interview forms by October 15 and to submit their top 3 advisor choices to the Graduate Program Coordinator no later than December 1. Students entering in the Spring semester will be required to complete the

interview form by March 15 and to submit their top 3 advisors by April 15 of the semester that they enter. Students failing to complete this process by the specified deadlines will run the risk of not getting into the group of their choice or of not being eligible for summer support. The Graduate Affairs Committee will process the student requests as soon after the deadlines as possible.

4. Advisor Changes and Research Group Transfers

All advisor changes and transfers between research groups must be approved by the Graduate Affairs Committee and the Department Chair. Except in exceptional circumstances (subject to approval of the Graduate Affairs Committee and the Department Chair), a student may not be involuntarily dismissed from a group. A student in good standing who voluntarily leaves a research group must be accepted into a new research group within 6 weeks to remain in good standing. The Advisor Transfer Petition is available through the Graduate Program Coordinator.

If a student changes research advisors within the first 8 weeks of a semester, the student must change their research enrollment (CHEM800, CHEM899, CHEM900, or CHEM999) to their new advisor's section. If a student changes research advisors during the second 8 weeks of the semester, the student will remain enrolled in research with their former advisor until the beginning of the next semester. The research grade will be assigned by the advisor who advised the student for the majority of the semester.

5. Mentoring

Mentors will support the academic development of students by participating in regular and frequent meetings with their advisees. Informal in-person discussion of research, group meeting discussion, or a more formal meeting (either in-person or virtual) is expected to occur at least once per month. More frequent meetings between mentors and students is strongly encouraged.

Mentors will provide students with regular and timely feedback on graduate program materials including RAC committee meeting feedback and comments on thesis and dissertation drafts. Faculty feedback to the student is expected to occur within one month of the RAC meeting. Feedback on thesis or dissertation drafts is expected within one month of the receipt of document.

Seminars, Lectures, & Colloquia

During the regular academic year, the Department sponsors a number of lectures given by invited speakers, including the Dains (organic), Brewster (inorganic), the Davidson (physical), Werner (analytical) and Schowen Lectures. In addition, the local chapter of the American Chemical Society sponsors a number of lectures each year, and Departmental Seminars and Divisional colloquia are held regularly.

Every graduate student is expected to attend all of the named lectures as an essential part of their graduate education, and should be a regular participant in seminars and colloquia in his or her area of specialization.

Safety

All new graduate students must participate in the safety portion of the orientation program held prior to registration in the Fall semester and must be familiar with the Department's Chemical

Hygiene Plan and Safety Regulations and the University's Hazardous Chemicals and Hazardous Materials Waste Management Program before they begin work in teaching or research laboratories.

Any graduate student who fails to attend required chemical hygiene or safety training sessions and who has not already submitted a written explanation will receive a written inquiry. The individual will have seven (7) working days in which to respond with an explanation and a signed agreement to attend the next session. Willful disregard of the Department's Chemical Hygiene and Safety Regulations or the University's Hazardous Chemicals and Hazardous Materials Waste Management Program will be dealt with by the Chair of the Department.

Holidays and Vacations

All students including those receiving Departmental assistance, are entitled to the usual academic holidays. Those students who are engaged in research activities should consult with their research advisor about appropriate vacation arrangements.

All new graduate students must participate in the University and Departmental orientation sessions prior to registration in the Fall semester. All returning teaching assistants are required to be available for duty by seven (7) days prior to the first day of classes in the Fall and on January 2, in the Spring.

II. RULES & REGULATIONS OF THE DEPARTMENT

A. Statement of Organization

The goal of the organizational pattern of the Department of Chemistry is to include representatives of all affected groups in the decision-making process on policy matters. Matters of policy are discussed and recommended for action by various standing committees, ad hoc committees and special task force groups. These recommendations are then considered and voted upon at meetings of the Chemistry Department Assembly, which are held at approximately monthly intervals and are attended by all Department faculty members and elected graduate and undergraduate student representatives.

The Department Chair will appoint the chairpersons of the standing committees. Members of the standing committees will be appointed by the Department chair in consultation with the committee chair and ratified by the faculty at a Departmental meeting. The selection of graduate-student representatives is conducted by the Graduate Student Organization in the Fall semester of each year and the election of undergraduate students is carried out early in the Fall by student professional groups (Alpha Chi Sigma, Student Affiliates to A.C.S.).

B. Departmental Administration

Chair

The Chair is the chief administrative officer and principal spokesperson for the Department and is appointed by the Dean of the College of Liberal Arts and Sciences with concurrence of the Provost. The primary responsibility of the chair is to assist, coordinate and lead the faculty and staff in meeting the Department's basic mission in teaching, research and service. The Chair serves as the representative of the Department to the Dean and other University administrators and has primary responsibility of working with the Dean and other administrators to obtain the resources necessary for the Department to perform its mission. At the same time, the chair has the responsibility of reporting the Dean's decisions and actions concerning the Department and the College's perspective as it relates to the faculty and students of the Department. Additionally, the Chair has the primary responsibility for annual merit salary evaluations of faculty and oversight of the evaluation of non-teaching staff, and for appointments to all standing committees and the associate chair positions. Finally, the chair serves as the Department's leader in all activities in areas such as long-range planning, curriculum development, faculty development, and resource identification and allocation.

Associate Chairs

The Associate Chairs assist the Chair in performance of the administrative duties assigned to the Chair and direct both the standing committees and task force groups appointed to special projects.

a. Associate Chair for Graduate Programs

The Associate Chair for Graduate Programs serves as the coordinator, facilitator, and advocate for the graduate programs and related activities. In particular, he/she chairs the Graduate Affairs committee and oversees the Graduate Admissions and Recruiting Committee. The Associate Chair will be responsible for coordinating activities concerning but not limited to reviews of the graduate program; review of graduate research space utilization; assessment of future needs for Department equipment; biannual review of graduate student academic progress; review of graduate student recruiting practices; and evaluation of special programs for training entering graduate students such as the University's GTA training program. In conjunction with the Graduate Program Coordinator, the Associate Chair organizes the first-year graduate student orientation program, coordinates the enrollment of graduate students and the efforts for recognition of graduate students through awards, fellowships, etc.

The Associate Chair for Graduate Programs serves the position of acting chair in the absence of the Chair.

Graduate Program Coordinator

The Graduate Program Coordinator reports to the College Office of Graduate Affairs (COGA) but has an office in the Chemistry Department and assists the Associate Chair for Graduate Affairs with many departmental processes to ensure that the department is operating in accordance with the University's policy. Among the duties the Program Coordinator assists with are facilitating and keeping track of GTA/GRA appointments, faculty and GTA evaluations, graduate admissions and recruitment, etc. Additionally, the Graduate Program Coordinator acts as an advisor to graduate students and assists with submitting petitions, scheduling oral comprehensive exams and dissertation defenses, and guiding students to university resources during their time in the program.

b. Associate Chair for Undergraduate Programs

The Associate Chair for Undergraduate Affairs serves as coordinator, facilitator and advocate for the undergraduate programs and related activities. In particular, he/she chairs the Undergraduate Affairs Committee. The Associate Chair is responsible for coordinating activities concerning but not limited to review of undergraduate space utilization; review of the undergraduate curriculum; annual budget preparation for laboratory and classroom equipment proposals; review of the classroom and laboratory student evaluation instruments; planning and development of the honors curriculum; reviews of the BA/BS degree programs; the assessments of the general chemistry program; and review of undergraduate research activities, the capstone course for majors, and other programs and activities available to chemistry majors. The Associate Chair coordinates the Department's undergraduate advising procedures and efforts for recognition of undergraduates through awards, fellowships, etc.

The Associate Chair for Undergraduate Affairs works with the Program Assistant on undergraduate affairs activities that are his/her responsibility, i.e., undergraduate class scheduling, departmental proposals, student and faculty evaluation procedures, etc.

The Associate Chair for Undergraduate Programs serves as acting chair in the absence of both the Chair and Associate Chair for Graduate Program.

Office Manager

The Office Manager reports to the Chair of the Department and is responsible for the supervision of the department's Administrative Associates, Storekeeper and student assistants. The Office Manager manages daily operations and works closely with the Department Chair on the department budget, overseeing invoicing, supply ordering, p-cards, awards and scholarships, and managing KUEA accounts. The Office Manager facilitates the processes for faculty annual evaluations, promotion and tenure, and sabbaticals with the College. In addition, the Office Manager handles grievances, external communications (news releases and social media), the annual department newsletter, alumni relations, and oversees departmental events.

Undergraduate Affairs Administrator

The Undergraduate Affairs Administrator reports to the Office Manager and is responsible for administrative support of the Associate Chair for Undergraduate Programs, Undergraduate Affairs Committee, and Awards and Public Relations Committee; undergraduate awards and scholarships, including the Kansas and Bricker ChemScholars Programs, Departmental Honors Program, Beckman Scholars Program, Landgrebe Scholars; faculty awards including the Sutton Family Research Impact Award and Walter & Roy Cross Professional Development Award; credit by exam requests; undergraduate course catalog; undergraduate recruiting; scheduling courses and rooms and overseeing enrollment; academic misconduct procedures; poster printing; maintenance of the department website; supervising the creation and maintenance of Departmental data bases; annual ACS reports; and coordinating the Department's communications with prospective students and other interested constituents.

Administrative Associate, REU Program Administrator, Equipment Coordinator

The Administrative Associate reports to the Office Manager and is the Program Administrator for the NSF Sponsored REU Program and the Chemistry Department Equipment Coordinator. They are responsible for coordinating, scheduling, and communicating aspects of the NSF REU Program, including the application and admissions process and the booking of travel for participating undergraduate students; coordinating travel and accommodations for weekly seminar speakers and other departmental guests, communicating event details, and facilitating event-related transactions including reimbursements for meals; printing and copying requests; maintaining the department MFDs (i.e. copiers); poster printing; and serving as the Equipment Coordinator for capital asset inventory (<$5000 items).

Chemistry Departmental Assembly

The Chemistry Department Assembly is the governing body of the Chemistry Department. It formulates the rules, regulations, and policies for conducting business in the Department using standing committees and special task force groups to initiate, review, and advise the Chair. The Chair or an Associate Chair preside and serve as parliamentarian at the monthly meetings. Meeting minutes are transcribed and distributed to the Faculty Assembly membership by the Program Assistant. Members of the Assembly include all faculty members and elected graduate and undergraduate student representatives.

C. Standing Committees

Standing committee chairs are appointed by the Chair of the Department and have input as to the composition of their committees. A chair plus at least two faculty members comprise each committee. Graduate students are appointed to the Undergraduate Affairs, Graduate Affairs, and Recruiting Committee by the GSO. Responsibilities of the academic standing committees are outlined below.

a. *Chair Advisory Committee* — The Chair Advisory Committee is involved with broad policy issues and the long- and short-range planning concerns of the Department, using standing committees and special task force groups to formulate recommendations for consideration by the Department Faculty Assembly. The committee is comprised of Associate Chairs (ex officio), with a smaller group from the faculty as sitting members.

b. *Undergraduate Affairs Committee* — Implements approved Departmental undergraduate program policies. Takes final action on petitions and applications for admission to the Honors Program; acts as an appeal board on undergraduate student grievances; makes recommendations of undergraduate awards and scholarships; evaluates teaching assistant performance; makes recommendations for changes in degree programs.

c. *Graduate Affairs Committee* — Implements approved Departmental graduate program policies. Takes final action on petitions; acts as an appeal board on grievances; administers departmental graduate requirements; conducts an academic progress evaluation of first year graduate students after each semester; makes recommendations on all graduate students to the faculty at the end of each academic year; advises first- year graduate students; and evaluates nominations for graduate student awards; makes recommendations for changes in degree programs.

d. *Safety and Chemical Hygiene Committee* — Administers the University and Departmental safety and chemical hygiene programs and regulations through a joint effort with division coordinators. Coordinates Departmental safety and chemical hygiene seminar programs each semester.

e. *Graduate Admissions and Recruiting Committee* — Coordinates the Department's recruiting efforts for graduate students; organizes, reviews, and evaluates graduate student applications, organizes and participates in visits and interviews of graduate students and fellowship candidates. Recommends graduate student and fellowship applicants for final action by the Department Chair.

f. *Space and Facilities Committee* — Evaluates space and facility needs of the Department including long-range planning; makes recommendations concerning changes in space usage and space usage policies.

III. THE DOCTOR OF PHILOSOPHY DEGREE

The awarding of a graduate degree is based not solely upon the completion of a definite number of credit hours, but rather upon the accomplishment of the student in research, in course work, and in individual examinations. Certain definite requirements concerning courses and examinations have been established by this Department or by the Graduate School and are presented below for the information of the student.

A student admitted to the Graduate School to study for the Ph.D. shall be known as an aspirant for the degree until he or she passes the Comprehensive Oral Examination. After passing the Comprehensive Oral Examination, he or she shall be known as a candidate for the degree.

A. Timing and Residence Requirements

Consult the Academic Catalog's section on Graduate Regulations for the College of Liberal Arts & Sciences.

B. Course Requirements (adopted Spring 2016)

Scientific Ethics/Responsible Conduct of Research: Each student must complete (with a grade of B or better) CHEM 700: Responsible Scholarship in the Chemical Sciences.

Laboratory Safety: Each student must complete (with a grade of B or better) CHEM 701: Lab Safety in Chemical Science.

Distribution courses: Each student must complete (with a B or better) two 700-level courses in Chemistry, in addition to CHEM 700 and CHEM 701.

Advanced Courses: In addition to the distribution courses, each student must complete (with a B or better) four courses (700 level or above) in Chemistry or a related area. The list of courses to be completed must be agreed upon by the student and the student's research advisor and approved by the Graduate Affairs Committee before the beginning of the student's second semester in the program. (Changes to the list can only be made with the approval of the student, the research advisor, and the Graduate Affairs committee.) Note: these four courses represent a minimal set and do not preclude the student, with consultation of their research advisor, from taking additional courses in support of their research effort.

These coursework requirements must be satisfactorily completed before a student takes the comprehensive oral examination.

C. Comprehensive Examination for the Doctorate

In preparation for the Oral Comprehensive Examination, students must:

1. Satisfactorily complete the courses outlined in their Individual Curriculum Form they are eligible to schedule the Oral Comprehensive Examination.

2. Present a seminar on their research activities that will be evaluated by at least three members of their Research Advisory Committee. After the seminar, the Research Advisory Committee will meet with the student to discuss strengths and weaknesses of their presentation and the results of this evaluation will be submitted to the Graduate Affairs Administrator.

Once the Ph.D. aspirants have satisfactorily completed these requirements they are eligible to schedule the Oral Comprehensive Examination. Aspirants for the Ph.D. in Chemistry must pass this examination during the Fall or Spring semester of their 3rd year (summer examinations are not allowed without special permission from the Graduate Affairs Committee). Students who fail to meet this requirement will be ineligible for support through Departmental or research funds until this requirement is passed. Students that fail their first Oral Examination can petition the Graduate Affairs Committee for extension of support to allow a second attempt at the Oral Examination.

Committee: (see the Office of Graduate & Postdoctoral Affairs' Oral Exam Committee Composition Policy) The committee for the Comprehensive Oral Examination shall consist of at least four members of the Graduate Faculty, the majority of who must be faculty or courtesy faculty of the Chemistry Department. At least one member must be from a department other than the aspirant's major department. This outside member officially represents the Office of Graduate Studies. It is common for some members of the Oral Exam Committee to be members of a student's Research Advisory Committee.

Exam Format

1. Before the examination, the aspirant will prepare a novel and creative research proposal in an area outside of his/her own specialty. Here specialty is used to describe an area closely related to the aspirant's thesis work but not necessarily the discipline (i.e. physical, analytical, etc.) This topic should be chosen in conjunction with the student's Research Advisory Committee and be approved **5 weeks prior** to the anticipated date of the Oral Examination.

2. The format of the proposal shall follow the current NSF or NIH guidelines but should not exceed 10 pages in length. The written proposal must be distributed to the student's Oral Examination Committee a **minimum of 1 week prior** to the date of the Oral Examination.

3. Exams must be scheduled with the graduate school **no later than two weeks** before the examination, at which time the student will distribute a copy of the proposal to each member of the examination committee. This means that you should contact the Graduate Program Coordinator well in advance (preferably 1 month in advance) of your exam date so that they may help you in the scheduling process.

4. The aspirant will present and defend the research proposal to the committee at the oral examination. Although the research proposal will normally be a major portion of the oral examination, the committee may also examine the aspirant on more general subject areas (not necessarily related to the proposal) or on his/her current research activities.

5. Typical comprehensive examinations last 2 to 3 hours. The grade on this examination will be "Satisfactory Pass" or "Failed". A majority of the Oral Examination Committee members must concur that the student should receive a "Satisfactory Pass" for this grade to be assigned. If the aspirant receives a grade of "Failed" on the comprehensive oral examination, he or she may be allowed upon the recommendation of the Department, to repeat it; but under no circumstances may the aspirant take it more than twice. There is no minimum amount of time that must pass between attempts and the scheduling of the second attempt will be left to the discretion of the examination committee.

D. Research Advisory Committee

Immediately after each student in the Ph.D. program passes his/her oral comprehensive examination, the student must meet with their Research Advisory Committee to determine the student's progress in research and to estimate an approximate date for the completion of the dissertation. If research progress is found to be inadequate, the committee will advise the student what needs to be done to enhance progress to a satisfactory level. The student's research advisor is required to report the results of this meeting to the student and to the Graduate Program Coordinator.

The committee will reevaluate these recommendations during the students' required yearly meeting with the committee. Additional meetings are left to the discretion of the committee.

E. The Dissertation and Dissertation Defense

Upon passing the comprehensive oral examination, the aspirant becomes a candidate for the Ph.D. The candidate must be continuously enrolled – including summer sessions – until he or she completes the degree (at least five months must elapse between the successful completion of the comprehensive oral examination and the date of the dissertation defense.

When the dissertation has been tentatively completed, the student may request to schedule the final oral dissertation examination with the Graduate Program Coordinator. It is imperative that you reach out to the Graduate Program Coordinator as early as possible to help facilitate the exam scheduling process. The request must include:

1. **The composition of the Dissertation Defense Committee** [Office of Graduate & Postoctoral Affairs' Doctoral Sutdent Oral Exam Committee Composition Policy]

   In consultation with their research advisor, the candidate shall recommend a dissertation committee composed of four members, which normally includes the three members of the candidate's research advisory committee. One member must meet the requirements for serving as the Graduate Studies Representative (commonly referred to as the "outside member"). The Graduate Studies Representative is chosen from a Department other than Chemistry; a faculty member from a different department with a courtesy appointment in the student's department may serve as the outside member. The outside faculty member is expected to be unbiased. Therefore, faculty members from outside departments that have ongoing or significant past

collaborations (within the last 5 years) with the student or the student's research advisor are prohibited from fulfilling this role.

2. **The date and time of the defense** – The Graduate Program Coordinator can help facilitate this scheduling by creating a scheduling poll for your committee members if you can provide a specific week in which you would like to defend. The Graduate Program Coordinator will then help to reserve a room for the defense.

No later than 2 weeks before the defense, three members of the dissertation defense committee must confirm the dissertation is in "final defensible form". This confirmation can simply be an email to the Graduate Program Coordinator confirming the dissertation is ready to defend. In addition, the student's research advisor should affirm that they do not have ongoing or significant past collaborations with the chosen outside member. Once this is confirmed, the Department will request the Graduate School to schedule the exam. ***This request must be made at least two weeks before the date of the examination (see Graduate Program Coordinator for details.)*** It is up to the student to allow adequate time for confirmation of the completion of the dissertation and scheduling of the defense. Thus, it is recommended that the examination committee be provided with the dissertation at least 3 weeks prior to the expected examination date.

All members of the dissertation committee must be present for the final dissertation defense. In the event that the research advisor is absent from the campus for a prolonged period of time and cannot attend the final oral examination, he or she must designate another qualified faculty member to serve as chairperson of the committee for the examination but must still accept responsibility for the thesis. All members must complete a Student Evaluation and Scoring Guide for the Ph.D. Dissertation Defense in Chemistry. This scoring will guide discussions that will lead to ultimate grading of the dissertation defense.

After the final oral examination has been completed successfully, the committee shall grade the result as "Honors", "Satisfactory", or "Unsatisfactory". The committee is expected to sign a form stating that they confirm the results of the examination and submit the form to the Graduate Program Coordinator. For more information about what paperwork needs to be submitted to the college after the exam please consult the College Office of Graduate Affair's Doctoral Degree Checklist.

Candidates should bear in mind that the Ph.D. degree is awarded only to those who, through independent, original research of high quality, have made a significant contribution to human knowledge. Satisfactory completion of courses and passing of examinations do not alone make one eligible for the degree. For this reason, if the student's Research Advisory Committee determines that progress in the Ph.D. program is unsatisfactory, the faculty may recommend that the candidate discontinue graduate work.

IV. THE MASTER'S DEGREE

The master's degree in Chemistry requires a minimum of 30 credit hours. The degree candidate shall satisfy the same required courses for Ph.D. students (see Section III.B.)

Thesis-Based Master's Degree

This degree is intended for students who wish to gain a deeper understanding of chemistry through coursework and research. This degree might be of interest to students who wish to learn new research skills to attain competitive research positions in industry. This degree may also be of interest to students who wish to strengthen their portfolio for admission to graduate or professional schools that emphasize research.

The candidate must complete a thesis that demands the solution of some research problem in chemistry. At the time of the completion of the thesis, the candidate must pass an oral thesis defense (examination) administered by a committee of three members of the department's Graduate Faculty. The student must be enrolled in Master's Thesis CHEM 899 during the semester of their defense.

As early as possible in the second year, but no later than the end of the Spring semester, the student together with their research advisory committee will meet to determine the student's progress in research and to estimate an approximate date for the completion of the thesis. If research progress is found to be inadequate, the committee will advise the student what needs to be done to enhance progress to a satisfactory level and will arrange to meet again at a time to be specified by the committee to reevaluate the research progress. If the research progress is adequate, additional meetings at later times will be left to the discretion of the committee.

It is the responsibility of the research advisor to fill out a brief report form describing the outcome of the first meeting and to submit this form to the Associate Chairperson for Graduate Studies for inclusion in the student's file.

At the time of the completion of the thesis, the candidate for the master's degree must pass an oral examination administered by the research advisory/thesis committee. ***This examination must be scheduled with the Graduate School at least two weeks prior to the examination (see the Graduate Program Coordinator for details.)*** The committee is expected to sign a form indicating that they confirm the results of the examination and return that form to the Graduate Program Coordinator. For more information about what paperwork needs to be submitted to the college after the exam, please see the College Office of Graduate Affairs' Master's Degree Checklist.

Non-thesis Master's Degree

This degree is intended for students seeking professional development for career advancement. This degree may be of interest to educators and students planning to apply for programs that do not require a background in laboratory research (e.g. Law, Health Sciences). Although there is no research requirement for the non-thesis Master's degree, this does not preclude students from engaging in research. Students currently in the Ph.D. program or the thesis-based M.S. must obtain approval from the Graduate Affairs Committee to change to this degree track.

V. DUTIES, RESPONSIBILITIES, & PERFORMANCE OF TEACHING ASSISTANTS

Teaching / student assistants in the Chemistry Department have the following obligations:

a. Maintain course attendance and grade records in accordance with Chemistry Department guidelines.
b. Attend all scheduled course staff meetings and grading sessions and proctor scheduled exams. Arrive on time.
c. Clearly and fully understand the materials to be covered in the lab session, how to handle it in the laboratory, and how it is related to the lectures.
d. Come prepared for each laboratory session. Return graded quizzes, laboratory reports, and problem assignments at the next laboratory session, unless otherwise instructed by the supervising faculty member. Grade accurately and fairly, following guidelines provided by your supervising faculty member.
e. Be available to students during laboratory periods and be prepared to help students with questions during the laboratory period. Be sure students know when you are available to help them outside of the laboratory. Treat all students fairly and equally.
f. Follow instructions. Consult with the supervising faculty member before encouraging students to alter established methods for working problems or conducting experiments. When in doubt, ask questions.
g. Promptly relay any problems encountered with the experiments or laboratory sessions to the supervising faculty member.
h. Leave Laboratories clean and orderly at the end of each lab session. Report equipment maintenance or room maintenance problems to the chemical stockroom personnel.
i. Comply with chemical hygiene and safety regulations established by the department and outlines in the Chemical Hygiene and Safety Regulations for the Chemistry Department.
j. Turn in final laboratory grades by the date designated by the supervising faculty member.
k. Be available until the final grades for your course have been assigned, but no later than three days after the university deadline for course grades.

Because each Instructor in charge of a course has his or her own idea of how these duties should be performed, the Instructor in charge will outline, (preferably in writing at the beginning of the semester), specific guidelines such as how attendance should be kept and reported, how lab reports should be graded and returned, etc.

If the Instructor in charge finds your performance unsatisfactory, he or she will notify you in writing. You should discuss this matter immediately with the Instructor. If after a reasonable period of time the Instructor still feels that your performance as a TA is unsatisfactory, he or she will transmit this information to the Associate Chair for Undergraduate Affairs, who will meet with the TA prior to making a decision on whether or not to terminate the appointment. The procedures that will be followed are those outlined in the university form titled Memorandum of Agreement between the

University of Kansas and the Board of Regents and the Kansas Association of Public Employees. That document should also be consulted for hearing procedures in the event that the TA disagrees with the decision.

Both student and instructor evaluations of the performance of every teaching assistant are done near the end of each semester. These evaluations are intended to help you improve your performance as a TA. You will be notified when the summary of results is available for you to see and discuss.

VI. ACADEMIC MISCONDUCT & STUDENT CONDUCT

Academic misconduct is defined below by the Rules and Regulations of the University Senate, Article II, Section 6:

> *" Academic misconduct by a student shall include, but not be limited to, disruption of classes, giving or receiving of unauthorized aid on examinations or in the preparation of notebooks, themes, reports, or other assignments, or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research.*
>
> *An instructor may, with due notice to the student, treat as unsatisfactory any student work which is a product of academic misconduct.... "*

If either party to a charge of academic misconduct is unsatisfied with the resolution of the matter, the Chair of the Department of Chemistry should be notified immediately; the Chair will interview all parties concerned, secure any relevant documents, and try to seek a conciliatory decision. If the problem is not solved in this fashion, the Chair of the Department of Chemistry shall refer the complaint to a committee as described in Grievance Procedures.

For additional guidelines dealing with allegations of scientific/scholarly misconduct, see the University Senate Rules and Regulations, Article II, Section 7, as well as Article IX.

Student Conduct

Chemistry graduate students and faculty are expected to follow professional ethics and adhere to high standards of professional behavior. Students must familiarize themselves with the KU standards for behavior. Lack of knowledge of this information does not excuse offending behavior. Specifically, students shall:

- honor agreed upon work schedules; chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding
- show respect for other cultures and opinions.
- accurately represent their work and pay proper attribution to others that contributed to the work.
- interact with peers, staff and faculty in a respectful manner.

Harassment, including bullying, will not be tolerated. This includes any electronic, verbal, or physical interaction that causes emotional distress to another. Note: bullying does not rely on intention, but rather on the perception of the other party.

- Any form of sexual harassment will not be tolerated.
- Any form of violence toward a peer, staff member, or faculty member will not be tolerated.

Violation of these terms or related misconduct may result in discipline or dismissal from the graduate program. Any type of misconduct (academic, nonacademic, professional, or research) represents a failure to meet program expectations, independent from a student's academic standing in the program. In addition to discipline from the Department of Chemistry for violations of Professional Conduct, a student may face disciplinary action from the University for violating the Code of Student Rights and Responsibilities.

VII. DEPARTMENTAL GRIEVANCE PROCEDURES

[Reviewed by the University Counsel and approved by the Chemistry Department faculty, July 13, 2000.]

Note: This procedure does not apply to graduate students in matters related to their employment as teaching assistants. A separate grievance procedure outlined in the Memorandum of Agreement between the University of Kansas and the Board of Regents and the Kansas Association of Public Employees is available for that purpose.

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, the Department of Chemistry establishes the following procedure for the hearing of grievances within the Department. This procedure shall be the sole procedure available to members of the Department short of appealing to the University Judicial Board. No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having used or having assisted others in the use of this grievance procedure. Information concerning this procedure shall be easily available to all persons employed or studying in the Department. Before embarking on the following procedure, all Department members are urged to seek solutions to their grievances through traditional channels. For example, students should consult their instructor and staff employees should consult their superior.

1. Any complaint should be addressed in writing first to the Chairperson of the Department of Chemistry. If the chairperson determines that the complaint is the responsibility of the Department, he or she will interview all parties concerned, secure any additional relevant documents, and try to seek a conciliatory solution. If the problem is not solved in this fashion, the Chairperson of the Department of Chemistry shall refer the complaint to a committee as described below. If the complaint is referred to a committee, the Chairperson of the Department of Chemistry shall make available to the committee that information which he or she has collected concerning the complaint. "This procedure shall not be used to hear disputes assigned to other hearing bodies under USRR Article VI, Section 4."

   For disputes involving academic misconduct or alleged violation of student rights, the initial hearing will normally be at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or either party petitions the Judicial Board chair to have the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition (USRR 6.4.3.1).

   Prior to scheduling a hearing, the parties shall participate in mediation of the dispute unless either party waives mediation. Mediation shall be governed by USRR 6.2.3.

   If mediation is successful, the mediator will forward to the department chair, the committee chair, and all parties a letter describing the outcome of the mediation and the terms upon which the parties have agreed to resolve the dispute. This letter shall be a recommendation to the department chair. The department chair will notify the mediator, the committee chair, and the parties that the recommendation has been accepted, modified, or rejected.

   If mediation is not successful the mediator will notify the department chair, the committee chair, and the parties that mediation has terminated. If mediation is not successful, or if it is waived by either party, the grievance committee will schedule a hearing no later than 30 calendar days

from the written submission of the complaint. The 30-day period may be extended for good cause as determined by the chair of the committee. The 30-day period shall be suspended during the mediation process. The hearing will be closed unless all parties agree that is shall be public.

2. If the complaint deals with academic matters, the Chairperson shall designate, either the Committee on Undergraduate Affairs or the Committee on Graduate Affairs, both permanent standing committees of the Department, as the grievance committee.

3. All other complaints shall be referred to a committee constituted as follows: one person recommended by the complainant, one person recommended by the other party, and one full-time faculty member of the Department of Chemistry selected by the Chairperson of the Department. This latter faculty member shall serve as the chairperson of the grievance committee. All Committee members must be members of the University community.

4. The grievance committee as constituted in (2) or (3), hereinafter called the Committee, may establish procedures in addition to those listed in this document concerning the operation of the Committee's activities. The basic requirements of the grievance procedures as stated here, however, may not be altered by the Committee's procedures.

   All procedures shall ensure prompt and fair handling of complaints but shall avoid the formalism of legal process.

5. No complaint shall be considered by the Chairperson of the Department of Chemistry or the Committee if more than six months have elapsed since the occurrence of the action or event in question. A complaint must be submitted in writing to the Committee and a copy sent to the other party. The written statement of the complaint or grievance shall set forth the facts upon which the complaint or grievance is based and shall indicate the provision or provisions of the Departmental or University rules and regulations alleged to have been violated, or the acts of established University bodies or officials alleged to have been unlawful, arbitrary or capricious. The complainant and the other party must make available copies of materials to be used in the hearing and must submit the names of supporting witnesses prior to a hearing of the complaint or grievance. Material which might violate the privacy of non-interested parties will not be admissible.

6. The Committee shall schedule a hearing within 30 calendar days of the submission of a complaint or grievance unless the Committee determines that there is good cause to schedule the hearing later.

7. No member of the Committee for whom hearing a complaint constitutes a conflict of interest shall sit with the Committee while that complaint is being heard nor shall any party involved in the complaint participate in the rendering of any decision on the complaint or grievance.

8. All proceedings provided for in this grievance procedure shall be closed to all but the parties involved. Witnesses may be called to the hearing subject to the discretion of the Committee.

9. A party against whom a complaint or grievance is brought shall have the privilege of remaining silent and refusing to provide information and he or she shall be informed of this privilege during the initial stage of the proceeding.

10. Each party to a proceeding shall be entitled to a full examination of material presented by the other party, including the opportunity to question witnesses.

11. The chair of the committee shall have the authority and responsibility to keep order, rule on questions of evidence and relevance, and shall possess other reasonable powers necessary for a fair and orderly hearing.

12. The hearing shall not be governed by the rules of evidence, but the chair of the committee may exclude information he or she deems irrelevant, unnecessary, or duplicative.

13. The Committee will make an audiotape of the hearing but not of the deliberations of the committee. The audiotape will be available to the parties, their authorized representatives, the committee and the Chairperson of the Department of Chemistry. If a party desires a copy of the audiotape or a transcript of the tape, that party will pay for the cost of such copy or transcript. In the event of an appeal, the audiotape will be provided to the appellate body as part of the record of the case.

14. After the presentation of evidence and arguments, the committee will excuse the parties and deliberate. The committee's decision will be a written recommendation to the Chairperson of the Department of Chemistry. The committee shall base its recommendations solely upon the information presented at the hearing.

15. The committee will send its written recommendation to the Chairperson of the Department of Chemistry and the parties as soon as possible and no later than 14 calendar days after the end of the hearing.

16. Within 14 calendar days of receiving the committee recommendation, the Chairperson of the Department of Chemistry will notify the parties of the acceptance, modification, or rejection of the recommendation. The Chairperson of the Department of Chemistry will advise the parties of the procedure available to appeal the decision.

VIII. DEPARTMENTAL SUPPLIES & SERVICES

Shops & Offices

(The main office and storeroom are open the hours listed below. Any changes will be posted.)

Operation	Room	Comments
Chemistry Main Office 8am - 5pm, M-F	1140 GL	Matters related to course work, personal records, degree requirements, purchase orders processed, IT support, copier or printing issues, etc. Keys, room access/reservation, and any other ISB building issues. Chemicals, solvents, compressed gases, dry Ice, liquid nitrogen, office supplies. Receiving room for incoming shipments. Most apparatus, glassware and supplies other than those specifically listed elsewhere.
GL Facility Manager 8am - 5pm, M-F	1140 GL	
GL Stockroom 8am - 4pm, M-F	B010 GL	
Instrumentation Design Laboratory	6042 Malott	Design and construction of new electronic and computer instrumentation; construction and maintenance of Malott network.

Table 1. Office hours and locations, as well as a description of the roles and functions of the offices.

A. Spectroscopic & Related Services

There are a number of service laboratories located on campus that are available to research projects. Many of these are under the umbrella of the Molecular Structures Group, manages shared instruments and computers used for determining molecular structure across the KU-Lawrence campus. Members of the staff include specialists in the four techniques currently represented in the group, mass spectrometry, nuclear magnetic resonance, x-ray crystallography, and molecular graphics and modeling; and technical personnel. They work collaboratively with faculty and students, acquire data for users, train users to operate the instruments themselves, help with planning experiments and interpreting the data, and frequently are co-authors on publications and investigators on grant proposals. Instrument operation and maintenance are underwritten by user fees. Specific information for each laboratory, as well as a list of other collaborating laboratories and service units can be found at the MSG website. The MSG laboratories are listed below.

Operation	**Director**
NMR	Dr. Justin Douglas
Mass Spectrometry	Dr. Anita Saraf
X-ray Crystallography	Dr. Scott Lovell
Molecular Graphics & Modeling	Dr. David Johnson

Analytical Proteomics Laboratory	Dr. Anita Saraf
Applied Bioinformatics Laboratory	Dr. David Johnson

B. Procedures for Procuring Supplies

When checking out material for research from a storeroom or shop, you must exercise care to ensure that the appropriate forms are properly filled out. We have a computerized inventory control system and all material is identified by number. It is very important that the correct number be used as there is no way for us to detect errors caused by use of wrong numbers. The cost of material you check out will be charged to your research project if you are on one or to an assigned departmental charge number.

Orders for material not available in the stockrooms or shops can be processed through the Business Office. Assistance is available for completing order forms. When the material you order arrives, you will be notified by telephone to pick up the items in Room B007. If the material you receive is not what you ordered or is defective, report this information to the Chemistry Main Office immediately.

Services and material that you get from our shops and storerooms or that you order must be approved by your research advisor. In some cases, your research advisor may delegate to you the authority to charge material against specific funds and in some cases he or she may want to individually approve these charges. In either case it is your responsibility to ensure that you have permission to make charges against specific funds. If you are being supported by the Department, your research advisor is still the person who will authorize you to secure supplies and service.

In some instances, it might be necessary for you to purchase material in a Lawrence store or at the Student Union Book Store. You should check with someone in the Chemistry Main Office before doing this or you may run the risk of not being able to pay for it with research or Departmental funds.

C. Front Office Procedures & Services

The following are the front office policies and procedures regarding: copier usage, room reservations, mail (both regular and express mail service), and access restrictions which apply to the front office (both time and area restrictions).

The Department relies on the "honor system" for all the above front office policies and procedures. This means that we are relying on you to comply with these restrictions and regulations voluntarily. Abuse of these privileges by a few graduate students might result in a loss of privileges to all graduate students. Please help us monitor expenses by following these procedures carefully.

> **Printing, Copying, & Scanning**: The multi-function devices (MFD) located in the break room of room 1140 ISB/GL are available for use by graduate students for printing, scanning and making copies. These MFDs require that you enter your online KU online ID and password (i.e. handle and password used for your email) before copies or scans can be completed. No personal copying is allowed on this machine. If you need help setting up the MFD to print, please email our IT support staff (tsc_chem@ku.edu).

Room Reservations: Please see our website for the current instructions for room reservations. You may also contact the Graduate Program Coordinator with questions.

Poster Printing: The Chemistry Main Office provides a poster printing service. Please see instructions on how to submit poster printing requests on our website.

FedEx & UPS: Federal Express, UPS, and other package services should be charged to your research account number. Your research account number should be referenced on the Department's copy of the mail form and taken to the Chemistry Main Office (if applicable).

U.S. Mail: All graduate students have a mailbox located in 1140 ISB. You may send mail out via the U.S. Postal Service in 1140 ISB. The Department receives large quantities of regular U.S. mail every day. We cannot process large quantities of non- Department related personal mail, nor can we guarantee that mail arriving here will not be accidentally lost or removed from your Department mailbox. Therefore, we request that graduate students have personal mail sent to their home addresses and not to the Department. This includes newspapers, magazines, bank statements, letters, etc.

Important University and Department information will be placed in your Department mailbox on a daily basis. You should check your mail box regularly.

Office Supplies: You should pick-up your office supplies from the ISB stockroom. You should be prepared to provide your research account number.

Access Restrictions for the Front Office: The front office contains student records and other materials that are confidential. In many cases, access to these materials is restricted by law. Therefore, at no time should graduate students be in the front office except during the hours of 8 am - 5 pm, Monday through Friday, unless they are accompanied by a faculty member.

FAX Usage: A FAX message outside Lawrence is a long-distance phone call and should be charged to your research account. Ask a Chemistry Staff person for assistance. Once again, access to the front office is allowed only from 8 am - 5 pm, Monday through Friday, so plan to send your FAX at those times.

Personal long-distance FAX transmissions are not allowed from the Department unless you are using a calling card and charging the FAX to your personal account.

APPENDIX A: GUIDELINES FOR PREPARATION OF ORAL COMPREHENSIVE EXAM PROPOSAL

1. **Academic Misconduct** – Refer to Article II, Section 7 of the Rules and Regulations of the University Senate:

"Academic misconduct by a student shall include, but not be limited to [...] knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations or ethical codes for the treatment of human and animal subjects, or otherwise acting dishonestly in research."

The Chemistry Department strongly supports sanctions for all acts of academic misconduct (as contained in the appendix of all University Timetables under the section entitled *Student Rights and Responsibilities*).

Of particular concern in the preparation of a written proposal is giving proper credit in writing to the originators of specific ideas or to the way they have chosen to express them; however, what you write should be almost entirely in your own words with quoted material being used very sparingly. Using the precise wording of any author without identifying the phrasing as a quotation is plagiarism.

2. **Appearance of Proposal** – The appearance of the proposal matters. What should matter most is the content, but reviewers tend to react in a strongly negative way to documents which contain misspelled words, grammatical errors, incorrect equations or reactions, or structures incorrectly drawn. They get especially angry if they go to the library to look up a reference you have cited only to discover that it does not exist. Sloppy work in the proposal is equated with sloppy science.

3. **Regulatory Requirements** – If your proposal involves human subjects, animals, biohazards, or radioisotopes, then you should be prepared to demonstrate an understanding of the regulations under which the above activities must operate. Discuss with your research advisor whether or not to include a short section at the end of the proposal to address such topics.

APPENDIX B: UNIVERSITY POLICIES & DEGREE REQUIREMENTS

This section contains information on requirements and policies of the Office of Graduate & Postdoctoral Affairs, hereafter referred to as "the University". It is not a complete list of all policies pertaining to graduate students. Only those policies that *most commonly* affect graduate students are included.

Policies are described in general terms and are intended to help students understand what is expected. They do not reflect the exact language of the official policy and should not be confused with official policy. Specific information and restrictions as well as links to relevant forms may be accessed by clicking on the policy headings. Links to the official policies in the KU policy library are found at the bottom of each policy description. Students are accountable to and should familiarize themselves with the University's official policies.

GENERAL POLICIES

The following University policies apply to ALL graduate students regardless of degree, program, or department. These are minimum general requirements. Your department or program may have more restrictive policies in any of these areas.

Admission

Degree or non-degree seeking applicants must have a bachelor's degree (as evidenced by an official transcript from the institution the degree was obtained).

Related Policies and Forms:

- Admission to Graduate Study

English Proficiency Requirements

The University requires all applicants, international or domestic, to demonstrate English proficiency for admission to any graduate program at KU. There are multiple ways to prove English proficiency:

- Declaration of native or native-like speaker status on the online application for graduate study.
- Official scores from an English proficiency standardized test (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years old. Scores must be reported to KU directly by the testing service. Self-reported scores or unofficial scores are not accepted. TOEFL scores should be sent by ETS to KU institution code 6871. IELTS should be sent to KU Graduate Admissions via the e-delivery service. PTE score sheets containing the Score Report Code and Registration ID should be emailed to graduateadm@ku.edu for verification.

- Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium college or university or an accredited college or university in the United States. Degrees earned online may not be used to verify English proficiency. Note: this option is not sufficient for employment as a Graduate Teaching Assistant.
- AEC Curriculum: Students who haven't taken one of the listed tests may complete coursework through the KU Applied English Center (AEC) to demonstrate English proficiency.
- US Military Employment: If you are employed as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank), then you will be considered fully proficient and will not be required to complete AEC testing.

Additional English Competency Requirements for GTAs:

English proficiency requirements for GTAs are governed by the Kansas Board of Regents and must be met separately from the English proficiency requirement for admission to a KU graduate program. Detailed information on English proficiency requirements for GTAs may be found on Graduate & Postdoctoral Affairs' Spoken English Competency page.

Related Policies and Forms:

- English Proficiency Requirements for Admission to Graduate Study
- Spoken English Language Competency of Faculty and Graduate Teaching Assistants, Kansas Board of Regents Policy

Enrollment

For graduate students, advising on enrollment and course selection take place at the department level. While individual units may have additional enrollment requirements, for students who are required to enroll full-time (e.g. students holding a GTA/GRA/GA appointment, international students on an F-1 or J-1 visa, students receiving federal financial aid, etc.) the University defines full-time enrollment it as follows:

Fall and Spring semesters:

- Enrollment in 9 credit hours;
- Enrollment in 6 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 6 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s). *See Doctoral post-comprehensive enrollment.

- Enrollment in 6 competencies for students in a Competency-Based Education (CBE) program

Summer sessions:

- Enrollment in 6 credit hours;
- Enrollment in 3 credit hours plus a GTA, GRA, or GA appointment, regardless of percentage of appointment;
- Enrollment in 3 credit hours for graduate students using the Montgomery GI Bill – Active Duty (MGIB-AD) and Post-9/11 GI Bill – Active Duty;
- Doctoral candidates enrolled in dissertation hour(s).
- Enrollment in 6 competencies for students in a CBE program

Graduate students are not normally permitted to enroll for more than 16 hours a semester or more than 8 hours in summer session.

While these are KU's definitions of full-time enrollment, other institutions may have different definitions. Be sure to consult with your financial aid and/or health insurance providers before making enrollment decisions.

Students not enrolled by 11:59pm the day before the first day of classes will be assessed a late enrollment fee. The University Registrar then deactivates the KU ID of any not enrolled by the last Friday in October (for Fall) or last Friday in March (for Spring). Students who wish to enroll after that must submit a Permit to Re-Enroll to be reactivated.

Students who wish to leave their graduate program should inform the department of such plans in writing so that a Voluntary Withdrawal form may be submitted on their behalf. Please note that voluntarily withdrawing from your program does **not** automatically withdraw you from coursework. You must also withdraw from all classes in Enroll & Pay via the "Withdraw from the University" option.

Deadlines for adding, changing, dropping, or withdrawing from all courses, as well any fines associated with the change, are set by the University. **Deadlines vary from year to year. Students should carefully review the current Academic Calendar.**

You may also wish to consult the Registrar's page on Effects of Dropping or Withdrawing on your Transcript.

Your graduate program coordinator (or similar title) is available to guide you through any enrollment scenarios or questions that come up. In order to avoid problems on your record, please consult with them prior to dropping or changing enrollment.

Related Policies:

- Discontinued Enrollment

- Enrollment
- Full-time Enrollment for Graduate Students
- Graduate Coursework Expiration Dates
- Master's Degree Requirements

Graduate Credit (Including Transfer Credit)

The University's Graduate Credit policy defines KU's conditions for the following:

- Definition of graduate credit for the purposes of a course "counting" towards a graduate degree or graduate certificate at KU;
- Transfer of graduate credit to KU from an outside institution;
- Reduction in the required number of graduate hours for Master's students;
- Counting credit hours taken as non-degree seeking student towards a later graduate degree at KU;
- Counting credit hours taken as a certificate seeking student toward another graduate degree.

Transfer Credit

The transfer credit option allows master's students to add graduate-level coursework completed at another institution to their KU transcript to count toward their KU degree. Upper-level coursework taken as an undergraduate, even courses numbered at the graduate level, is not eligible for transfer in any case. Additional restrictions apply to what non-KU graduate courses and the number of credit hours that can be counted toward a KU master's degree, so students should carefully review the information provided in the link above and the related policies below, as well as consulting with their DGS. In all cases, transfer credit must first be approved at the department or program level. To begin the transfer process, students should consult with their DGS to submit the required transfer materials. These include a transcript reflecting the courses to be transferred and descriptions and/or syllabi for the courses in question.

No transfer of credits is allowed for the Ph.D. In circumstances where students enter the Ph.D. program with an M.A. from another intuition or other relevant graduate coursework, it may be possible for students to request a reduction in the number of hours required for the Ph.D. Students should consult with their DGS about their enrollment plan.

Reduced Credit Hour Degree

KU policy defines 30 hours as the minimum for master's degrees. Departments may petition for a reduced hour degree master's degree for individual students in cases where they may provide evidence that the student entered the program especially well-prepared to complete a graduate-level degree and the student is able to maintain a superior grade point average. Reduced credit

hour degrees must be based on coursework or experiences that can be objectively measured, such as coursework or qualifying internship or study abroad programs. Professional or life experience does not qualify. A reduction in hours is distinct from a transfer of credit and is reserved for students whose prior coursework doesn't qualify for transfer credit (e.g. was already used to fulfill requirements towards a completed degree) and there are no modifications on the transcript.

Restrictions apply to the number of credit hours that can be reduced for a master's degree, so students should carefully review the information provided in the link above and the related policies below.

In all cases, a reduction in hours must first be approved at the department or program level, so to begin the process for approval, students should consult with their DGS. Students must also provide documentation of the coursework or experience being used to justify the reduced hours (e.g. transcripts, program descriptions).

Because there is no minimum number of required hours for the Ph.D., reduction of required hours based on prior degrees or experience is determined solely at the program level. Doctoral students should consult with their DGS about their enrollment plan.

Related Policies:

- Graduate Credit
- Co-enrollment
- Master's Degree Requirements (on Reduced Hour Master's Degree)

Credit/No Credit

The University supports and encourages interdisciplinary study, which may include graduate students enrolling in coursework at the graduate level that is outside of their primary discipline. The Credit/No Credit (CR/NC) is an option for graduate students who are taking a course that is not required for their degree or certificate and who do not wish to have the course grade reflected in their cumulative graduate GPA. Rather than a grade appearing on the transcript, the student receives a designation of CR or NC, which does not factor in the GPA.

No course graded CR/NC will count toward the satisfaction of any graduate degree or certificate requirement. This includes, but is not limited to, courses taken to fulfill the Research Skills and Responsible Scholarship requirement for doctoral students.

Students make the CR/NC election via the Registrar's CR/NC online request form. Elections and changes to elections can only be made during the specific CR/NC period. For regular semester courses, this period begins after the last day to add a class and extends for approximately two weeks. Exact dates may be found on the current KU Academic Calendar. Please keep in mind, short courses may have alternate dates.

The student should consult with their own program advisor about the appropriateness of the course prior to enrolling; however, in cases where CR/NC is elected, the course instructor is not informed of the election unless the student chooses to share this information.

Additional restrictions apply. Students should carefully review the information in the link above.

Related Policies and Forms:

- University Senate Rules and Regulations (USRR), Section 2.3.8

Probation & Dismissal

Probation is an academic status that can be assigned to a graduate student that is not making satisfactory progress toward completing their degree. The department initiates the probation process and will inform the student of why they are not making satisfactory progress, what they must do to return to good standing, and the deadline for doing so.

Students are most commonly placed on probation due to their graduate cumulative GPA dropping below a B average (3.0 on a 4.0 scale). In these cases, probation occurs automatically and is reflected on the student's record for the semester following the semester in which the student's GPA drops below 3.0. If the student's cumulative GPA is raised to 3.0 by the end of the probationary semester, the student will be automatically returned to good academic standing.

Individual Schools/the College may set more stringent GPA requirements.

Students may also be placed on probation by their departments for other reasons that constituting a failure to make satisfactory progress towards degree. These may include, but are not limited to;

- Lack of progress on the thesis, dissertation, or capstone project
- Unacceptable academic performance on program milestones outside of coursework (e.g. exams)
- Unsatisfactory grades or GPA within foundational required courses (despite the overall cumulative GPA)
- An unsatisfactory result in their department's annual progress evaluation
  Nearing or going beyond their maximum time to degree. See the Time Limits section below for more information.

Students should carefully review the Good Academic Standing policy for graduate students at KU for more information on what constitutes making satisfactory academic progress.

Individual programs may also have additional measures of progress. Students should also consult the Annual Review section of their department graduate handbook or the degree requirements section and with their program advisor for more information.

If a student is unable to raise their cumulative GPA or otherwise meet the communicated terms of the academic probation, the department will reconsider their continuation in the program, and in most cases will recommend the student for dismissal. Once dismissed, a student is no longer able to be enrolled in coursework and cannot complete their degree. Students dismissed from any graduate program may not be admitted to any other graduate program at the University of Kansas.

A student on probation or facing dismissal should discuss their status with their advisor.

Related Policies:

- Academic Probation
- Dismissed Enrollment
- Good Academic Standing policy

Grading

The Office of Graduate & Postdoctoral Affairs' (GPA) Grading policy governs requirements for the grading of graduate students above those described in Article II of the University Senate Rules and Regulations. Additionally, individual schools, departments, or programs may have grading policies that are more stringent than those of GPA.

Students should also consult their advisor and the departmental grading section of this handbook for additional information that may affect them.

At minimum, for all graduate students at KU, at least a B average is required on course work counted toward any of the master's degrees at KU, and only courses graded A, B, or C (excluding C-) may be counted. Course work counted toward a doctorate, including that for a master's degree if obtained at KU, should average better than a B.

Related Policies:

- University Senate Rules & Regulations
- Grading
- Academic Probation
- Dismissed Enrollment

Time Limits

The University expects that master's degree should typically be completed in two (2) years of full-time study, the doctorate degree in five (5) years of study, and both the master's and doctorate together in six-seven (6-7) years of study.

Students who anticipate exceeding these targets should review the information in the policies below, as well as consult with their program advisor to create a timeline for degree completion. In order to support this process, students are encouraged to use a Mentoring Agreement Template and/or adapt to their own needs to support effective mentoring and a positive mentoring relationship.

Note that individual schools/the College/degree programs may require Mentoring Agreements for students who are nearing their maximum time to degree.

Related Policies and Forms:

- Master's Degree Program Time Constraints
- Engagement and Enrollment in Doctoral Programs
- Doctoral Degree Comprehensive Oral Exams (on exam expiration and recertification)
- Doctoral Program Profiles with Time to Degree Information
- KU CLAS Mentorship Agreement Template
- Univ. Michigan Rackham Graduate School Mentoring Plan Templates
- KU Graduate & Postdoctoral Affairs IDP template

Leave of Absence

In exceptional circumstances (e.g. cases of illness, emergency, financial hardship, military leave, to pursue family responsibilities, or to pursue full-time activities related to long-range professional goals) it may be necessary for graduate students to take a break from their program temporarily, without having to withdraw entirely from the program. An approved leave of absence allows a student to take a temporary break from enrolling in graduate coursework while remaining in good standing with the University and the department and while "stopping the clock" on their time to degree. When a student is on Leave of Absence status it is understood that they have temporarily suspended their graduate work and therefore will not make use of University resources, including faculty time.

Requesting a Leave of Absence is done through a University petition. University petitions must first be approved and supported at the program level, so students wishing to initiate the petition process should first consult with their Director of Graduate Studies and review their department's internal petition procedures. Units or the Director of Graduate Study may request documentation to support the student's need for a leave of absence.

In order for a Leave of Absence to be approved, the student must be withdrawn from all active and/or future enrollment. Withdrawal for the purposes of Leave of Absence is still subject to all Registrar deadlines, required forms, and applicable tuition and fees.

Students on Leave of Absence are automatically reactivated after their leave is over and are eligible to enroll for their intended semester back during the normal enrollment periods. See the KU Academic Calendar for exact dates that enrollment begins.

If at any time plans change and a student wishes to return and enroll before leave was supposed to end, they may contact their department to be reactivated early.

Related Policies and Forms:

- Leaves of Absence (policy)
- Leave of Absence (GPA website, form linked at bottom of page)

Required University Milestones

All graduate students must complete one or more exams as part of their degree requirements. In addition to department or program guidelines, the following milestones are required for all students and specific regulations apply:

- Master's Final Culminating Exam (written or oral)/Thesis Defense for Master's degree
- Doctoral Comprehensive Oral Exam
- Doctoral Final Exam/Dissertation Defense

*A final culminating effort is not required for departments with an approved coursework-only master's degree option in the Academic Catalog (note that programs with a capstone are considered coursework only).

Before a student is allowed to complete any of these three exams, pre-approval from the school/College is required in advance of the exam date. This pre-approval request will be submitted on the student's behalf by their department after the exam date has been scheduled. The school/College reviews the student record and verifies all University requirements have been fulfilled. The full list of these requirements may be found via the link in the heading above. Students should work with their departments well in advance of their planned exam date, to schedule their exams in a timely fashion and to ensure that all University policies relating to oral exams are being followed.

There are additional policies requirements for oral exams. The following are University policies pertaining to oral exams:

Oral Exam Committee Composition

All voting committee members must be appointed members of the Graduate Faculty of KU. Additionally, a majority of committee members serving on a graduate student oral examination committee must be tenured/tenure-track faculty in the candidate's department or program of study.

Many additional restrictions apply, especially for doctoral exam committees. Master's and doctoral students should carefully review the University policies pertaining to exams, as well as consult with their Director of Graduate Studies when forming an exam committee. Your graduate program coordinator can assist with confirming the qualifying status of any faculty member at KU, or outside of KU.

Oral Exam Attendance

Oral Exams may be conducted in-person, remotely, or a hybrid of both. There are no University level requirements for physical presence; however, there are strict regulations on participation.

In all cases, all committee members must be present, either physically or via phone/video conference, for an exam to commence. **If a committee member does not arrive or appear, the exam may not begin and if a committee member leaves or loses connection such that they**

cannot fully participate, the exam may not proceed. Oral examinations that do not meet these attendance requirements are not valid.

Master's and doctoral students should carefully review the policies below, as well as consult with their Director of Graduate Studies in the formation of an oral exam committee.

Related Policies and Forms:

- Master's Student Oral Exam Committee Composition
- Doctoral Student Oral Exam Committee Composition
- Oral Exam Attendance
- Graduate Faculty Appointments

DOCTORAL DEGREE REQUIREMENTS

In addition to the student's individual Ph.D. program's degree requirements, the following are University requirements for graduation with a Ph.D. at KU.

Enrollment Requirement

Prior to the semester in which the comprehensive exam is held, all doctoral students must complete a minimum program engagement equivalent to two full-time semesters. This may be accomplished through either of the following:

- Two semesters (fall and/or spring) of full-time enrollment in KU coursework, as defined by University policy
- At least 18 hours of enrollment in KU coursework spread out over several part-time semesters

Related Policies and Forms:

- Engagement and Enrollment in Doctoral Programs

Continuous Enrollment for Post-Comprehensive Students

During the semester in which the doctoral oral comprehensive exam is completed and each fall and spring semester follows, doctoral students must adhere to very specific enrollment requirements. These requirements may be different than enrollment requirements prior to the oral comp exam.

Failure to properly comply with the enrollment requirements may cause delays to graduation or additional enrollment requirements to make up what was missed, increasing tuition expenses near the end of your degree program.

To avoid delays or additional costs, you are also strongly advised to meet with your graduate program coordinator the semester before your oral comprehensive exam. Your graduate

coordinator will work with you to develop an enrollment plan that meets all policy requirements, while also preventing unnecessary or avoidable fees.

Post-comprehensive enrollment requirements also apply to students with GTA/GRA/GA appointments, but these students must be certified to drop their enrollment levels. Departments are responsible for tracking student enrollment and will submit the certification form on the student's behalf **at least two weeks prior** to the beginning of the semester in which the enrollment will drop below 6 hours. Students who are certified to reduce hours continue to meet the University's definition of full-time enrollment, as well as the enrollment requirements of their employment contract.

Related Policies and Forms:

- Full-time Enrollment for Graduate Students
- Doctoral Candidacy

GRADUATE CERTIFICATE REQUIREMENTS

The University offers a variety of Approved Graduate Certificate Programs to encourage current graduate students to pursue interdisciplinary study, gain a credential for expertise in an outside area of study, or provide an option for a coherent course of advanced study for those not ready to commit to a full degree program. Note that students must be fully admitted to a graduate certificate by the end of the last course that will count to fulfill the certificate. Students wishing to complete the certificate should apply as early as possible. Students whose interests or career goals may be served by a Graduate Certificate should familiarize themselves with the University's policies relating to Certificate programs (found below) early in their graduate career, in addition to individual certificate program requirements.

Related Policies and Forms:

- Graduate Certificate Programs: Eligibility and Admission Criteria
- Policies & Procedures for Graduate Certificate Programs

GRADUATION REQUIREMENTS (Master's & Ph.D.)

In addition to all program requirements, students planning to graduate must complete all University graduation requirements **prior to the published Graduation Deadline** in a given semester. Students should consult the current Academic Calendar for the published Graduation Deadline, which varies by semester.

Graduate & Postdoctoral Affairs Graduation Checklists (Master's | Doctoral)

These graduation checklists provide a comprehensive list of all University requirements for graduation and should be consulted by every graduating master's or doctoral student as soon as graduation is expected. Submission of the final draft of the thesis or dissertation is done electronically. Students must comply with all University requirements for formatting and electronic

submission of the thesis or dissertation. There is no University requirement that students provide a bound or printed copy of the draft.

We strongly encourage students to submit an Application for Graduation as early as possible; ideally prior to the 20th day of classes of the semester they intend to graduate.

GRADUATE & POSTDODCTORAL AFFAIRS FUNDING OPPORTUNITIES

The Office of Graduate & Postdoctoral Affairs (GPA) offers funding opportunities in several different categories. Students interested in applying should direct inquiries to the department's Director of Graduate Studies or to GPA. Some of the available funding includes:

Summer Research Scholarships**:** intended primarily for post-comp doctoral students.

Graduate Student Travel Fund**:** intended for graduate students presenting a paper at a national or regional meeting of a learned or professional society. A student may receive an award (max $750) only once per academic year, with priority given to students who have not received the fund previously. Funds are available on a first-come, first-served basis.

Doctoral Student Research Fund: Designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree. Applications for this fund are accepted only for a limited time as funding is available. Students are eligible to receive one award from this fund during their doctoral career. Students should check the link above for additional information and restrictions.

Policies Regarding Freedom of Expression on Campus

Kansas State Law (HB2333) requires postsecondary educational institutions in Kansas to publish in their handbooks and orientation programs the institution's policies, regulations, or expectations of students regarding free expression on campus.

Per KU General Counsel, this includes the following two policies:

- KU Public Assembly Policy
- Kansas Board of Regents Statement on Free Expression

Note that the two policies listed above apply to ALL members of the campus community; they are not specific to graduate students.