INFORMATION FOR GRADUATE STUDENTS IN CHEMISTRY

Department of Chemistry and Biochemistry
Utah State University

The Department of Chemistry and Biochemistry offers advanced study and research in analytical, biological, inorganic, organic, and physical chemistry. The Ph.D. degree is awarded primarily for independent research. The M.S. degree is awarded for successful completion of specific courses and of a research problem less complex than a doctoral problem. The section on Ph.D. candidacy examinations does not apply to M.S. candidates.

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U.S. Department of Education
Office of Assistant Secretary for Civil Rights
800-421-3481
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Getting Started: In the weeks just before the start of the first academic semester, new students must participate in the graduate student's orientation program. Specifically, new students are required to attend the safety workshop and departmental orientation sessions, take departmental competency examinations, and receive academic advising. Students receiving a teaching assistantship must attend training sessions administered by the School of Graduate Studies. The scheduling of these events will be announced well in advance. New students are required to participate in a Workshop on Responsible Conduct in Research that is organized by the Graduate School during their first semester of residence.

Competency Examinations: Graduate students must demonstrate a satisfactory level of undergraduate knowledge in key areas to be eligible for the M.S. or Ph.D. programs. All entering graduate students must pass a General Chemistry ACS exam (pass score TBD) and one additional ACS exam selected by their Division (pass score = 40th percentile or higher). Students will have three chances to pass these exams: (1) during their first week in the program, (2) ~1 month after entering the program and (3) ~3 months after entering the program.

To serve as a TA with a standard assignment (i.e. overseeing one or more sections of a lab course), students must obtain the TA pass score (TBD) or better on the General Chemistry ACS exam. Students who do not meet this threshold on their first chance will either be assigned an RA position if funding is available or a special TA assignment (i.e. lab prep) during their first semester in the program.

Students must obtain the program pass score (TBD) or better on the General Chemistry ACS exam within three chances and by the end of their first semester. The program pass score is TBD but will be more rigorous than the TA pass score. Students who do not meet this requirement will be dismissed from the program even if they have RA funding.

Students who do not pass their Divisional ACS exam by the end of their first semester will be dismissed from the program even if they have RA funding.

Selection of the Major Professor: Newly entering graduate students should identify at least three professors within the department whose research is of potential interest to them and provide this list to the department head for approval. A form will be provided for listing the individual professors chosen by the student. The student should arrange to meet briefly (20-30 minutes) with each of the chosen professors as a first step towards choosing a major professor. Students must have the form signed by each of the professors after completion of the initial meeting. These initial meetings must be completed by the end of the third week of the semester which the student begins graduate study. From these initial meetings, the student should choose and list on the same form as above, up to three of the professors with which the student wishes to do a laboratory rotation. Each laboratory rotation will be for a period of three weeks and is designed to allow the student to gain a more in-depth understanding of a particular professor's research program. The exact nature of the rotation (for example: attendance at group meetings, additional research discussions with the professor, mutually agreeable laboratory work, etc.) will be determined by each individual professor and the student.

The completed Laboratory Rotation Form must be returned to the Department Office by the Monday of the 4th week of the entering semester. The Department Office will coordinate the scheduling of rotations for each new graduate student so as to evenly distribute students among the requested laboratories throughout the semester. The first laboratory rotations will begin the Monday of the 5th week of the entering semester, the second series of laboratory rotations will begin the Monday of the 8th week of the entering semester and the final series of laboratory rotations will begin the 11th week of the entering semester. Students must complete all laboratory rotations that have been scheduled and should have the professor sign the rotation form signifying completion at the end of each rotation. When all laboratory rotations have been competed, students will turn in the completed form to the Department Head, no later than the start of the 14th week of the semester. The graduate student should also indicate a 1st, 2nd and 3rd preference, from the laboratory rotation list, for the assignment of a major professor. Final assignments of major professor will be by the Department Head in consultation with, and approval by, the appropriate professor and the student.

Supervisory Committee Composition and Responsibilities: After the major professor is assigned, and within the first year of residence, the student and the major professor must select faculty for the student's supervisory committee. For a Ph.D. student, a minimum of 5 faculty are required, with at least 4 members coming from the Department of Chemistry and Biochemistry, and one from another Department; a minimum of 2 members must be chosen from the Division in which the student is seeking the degree. For M.S. Students, 3 faculty from the department are required, with 2 representing the student's area of specialization.

If all members of the committee cannot be present for the entirety of *any* supervisory committee meeting with the student (annual, oral defense, final defense, etc.) then the meeting must be rescheduled. Electronic participation is permitted but for all such meetings this must conform to the same rules as those which the Graduate School prescribes for the final defense.[1] For routine annual supervisory meetings (only), exceptions to those virtual

[1] As of 2024-2025 Section H.1 of the Graduate School's General Catalog states the following: A faculty member *should not* be appointed to a supervisory committee if, for any reason, he or she *will not be available* for committee meetings. All members should be present for the final defense, and the defense should be scheduled accordingly. Technology-assisted participation in the defense by a faculty member is acceptable, when an absence is unavoidable. The student and the student's major professor *must be present* for the defense.

attendance rules may be made with advance approval of the Graduate Studies Committee provided that all committee members are nevertheless in attendance, either in-person or virtually. The committee letter to the department describing the outcome of *any* meeting of the supervisory committee with the student must also report attendance and certify that all committee members were present for the entire meeting, specifying if this was in-person or virtually.

The student should meet with potential supervisory committee members to confirm their willingness to serve on the committee. The committee must be approved by the Department Head and the Dean of Graduate Studies. Selection of the committee should be accomplished by April 1, and the Supervisory Committee Form is to be submitted to School of Graduate Studies during the student's 2nd semester.

Annual meetings with the supervisory committee, scheduled by the Graduate Program Coordinator, must be held each academic year during the Spring semester. The purpose of these meetings is to monitor and assess progress of the student in coursework and research. For the first meeting, students must submit a one-page research statement to their committee one week prior to the committee meeting. The research statement should describe the research project, detail methods learned, and outline expected research directions for the coming year. After approval by the supervisory committee, the signed cover page is submitted to the School of Graduate Studies. In all subsequent years, students must submit a progress report, including a brief description of their research project, an overview of the progress made to date, and a research plan for the coming year, of no more than 5 pages, to their committee ten days prior to the meeting. An appendix at the end of this document contains guidelines for students and their committees regarding expectations of progress, and for the format of the meetings.

Note: Annual meetings are required every year, including the year of the oral exam and proposal (typically the third year).

Within two weeks of the meeting, the committee will forward a letter to the student, summarizing the conclusions from the meeting, which the student will sign acknowledging understanding of its contents. The signed letter will be sent to the student's file. The letter will detail the progress of the student, perceived deficiencies, steps to be taken to remedy them, and expectations for successful completion of the degree, and a recommendation will be made as to whether or not the student should be allowed to continue in the program.

Curriculum: Students should discuss course schedules with their advisors during the first year and with their supervisory committee in subsequent years. The Master's degree requires 30 credit hours including a minimum of 15 coursework credits (**including** seminar). For the Ph.D. degree, students entering with a BS need 60 credits including a minimum of 15 coursework credits (**excluding** seminar). Students entering with a Master's degree need 30 credits. The remaining credits will be primarily in research (CHEM 6970 or CHEM 7970). Other courses may also be required as the student discusses the Program of Study with their Supervisory Committee. Students should check the graduate catalog for residence and other requirements. The maximum load for a student doing half-time teaching or research (a Teaching Assistant or a Research Assistant) is 12 credits per semester; normal student registration is 6-7 credits per semester. Continuous registration is required until completion of the degree program.

Students in the chemistry program can choose to specialize in the areas of analytical, inorganic, organic, or physical chemistry. To qualify as a Ph.D. candidate, students must complete a minimum of 15 (MS-Ph.D.) or 30 (BS-Ph.D.) credits of graduate courses at level 6000 and above. Of the 15 or 30 credits, 6 must be from courses outside the student's chosen area of specialization. These may include courses outside the Department of Chemistry and Biochemistry.

Each division (analytical, inorganic, organic and physical) has established a list of core courses for students specializing in that area:

Analytical Chemistry:

CHEM 6020	Molecular Spectroscopy (3 credits)
CHEM 7640	Analytical Special Topics: Chromatography (1 credit)
CHEM 7640	Analytical Special Topics: Mass Spectrometry (1 credit)
CHEM 7640	Analytical Special Topics: Practical GC/MS (1 credit)

Inorganic Chemistry:

CHEM 6500	Reactivity and Mechanisms in Inorganic Chemistry (3 credits)
CHEM 6510	Chemical Applications of Group Theory (1 credit)
CHEM 7310	Molecular Structure and Spectroscopy (3 credits)

Organic Chemistry:

CHEM 6300	Advanced Modern Organic Chemistry (Physical Organic) (3 credits)
CHEM 7300	Reactions and Synthesis in Modern Organic Chemistry (3 credits)
CHEM 7310	Molecular Structure and Spectroscopy (3 credits)

Physical Chemistry:

CHEM 6010	Quantum Chemistry (3 credits)
CHEM 6020	Molecular Spectroscopy (3 credits)

Students entering with prior graduate coursework may petition to have equivalent courses at USU waived, possibly without substitution by other courses. This decision will be made in consultation with the student's committee or with faculty within the student's division. Adequate documentation of equivalency, and possibly demonstration of competence will be required**.**

Program of Study and Research Plan: The Program of Study is to be formulated and approved by their supervisory committee and then submitted to School of Graduate Studies for approval before the end of the student's second semester. Students who make satisfactory progress are considered candidates for a degree even though they may not have been formally advanced to candidacy by the Graduate School. Formal advancement to candidacy requires the completion of coursework and a research proposal that has been approved by the supervisory committee. Ph.D. students also must successfully complete written and oral comprehensive examinations for formal advancement to candidacy.

Guidance of Employing AI in Graduate Study and Research: The purpose of these guidelines is to outline acceptable practices for using AI in study and research by graduate students. These guidelines are particularly important for students who need or plan to submit written work to meet the requirements of the graduate program, including coursework or reports, the progress update of the annual committee meeting, oral exam, required seminar presentation, master's thesis, and PhD dissertation. Please be aware that expectations for use of AI for coursework are subject to the discretion of the Instructor of each course and may differ from the guidelines described here. Similarly, the use of AI for graded publications and reports conducted under the supervision of a Principal Investigator (PI) is at the discretion of the PI.

The most important thing is that using AI may result in lack of data security. Any content, such as comments, discussion or questions, uploaded to AI tools may be retained by the tool's parent company and utilized in their training models. It is therefore not possible at this time to guarantee data security or privacy protections for such content. As a consequence, AI tools must not be used to generate output that would be considered non-public, for example, proprietary or unpublished research. Uploading unpublished data to generative AI should be strictly prohibited.

Recommended principles for the use of AI (adopted from Blau, W. et. al. Protecting scientific integrity in an age of generative AI PNAS 2024 121, e2407886121):

1. Students and advisors should clearly disclose the use of generative AI in research, including the specific tools, algorithms, and settings employed; accurately attribute the human and AI sources of information or ideas, distinguishing between the two and acknowledging their respective contributions; and ensure that human expertise and prior literature are appropriately cited.
2. Students and advisors are accountable for the accuracy of data analysis even when using AI-generated content and analyses. In other words, analysis should be reproducible by other researchers with or without AI assistance. In addition, students and advisors need to be able to defend and explain whatever presentation or publication they generated with AI.
3. Students and advisors should mark AI-generated or synthetic data, inferences, and images, so that it is not mistaken for observations collected in the real world.
4. Students and advisors should take credible steps to ensure that their uses of AI produce scientifically sound and socially beneficial results while taking appropriate steps to mitigate the risk of harm.
5. Students and advisors should continuously monitor and evaluate the impact of AI on their scientific work with transparency and adapt strategies as necessary to maintain integrity.

Examples of Acceptable Uses of AI Tools (adopted from Duke University Department of Chemistry Guidance of Acceptable Use of AI for Graduate Milestone Exams). *Be aware that anything you input into AI becomes public information.*

1. Stimulate thinking: Gather various angles as to the significance or relevance of your research and identify knowledge gaps suitable for your proposal.
2. Structuring: Draft outlines but avoid putting personal data or unpublished results.
3. Writing Refinement: Run abstracts, sentences, or paragraphs through the software to check for grammatical errors and improve writing style.
4. Feedback Incorporation & Revision: Direct the software to provide ideas for restructuring your document based on feedback.

Potential Problems with the use of AI:

1. Plagiarism: Copying and pasting text, images, media, etc. generated by AI software into your document without attribution counts as plagiarism. Repeating or slightly modifying phrases, sentences, or passages generated by AI tools without attribution is also plagiarism. Plagiarism is not tolerated and may result in disciplinary action.
2. Incorrect Information: AI models can generate inaccurate or misleading information, including citations and references to works that do not exist. Verify any information with credible sources, i.e., from multiple literature articles, and trustworthy literature bases (Scopus, Web of Science, etc).
3. Insecurity of the Intellectual Information: Anything input into AI becomes public information. Therefore, intellectual information or results should not be input into AI, for example grant proposal, unpublished manuscript, etc.
4. Superficial Understanding: AI is not a substitute for reading the literature on your own and applying critical thinking to the problems you face. An over-reliance on AI sources may result in a superficial understanding of your subject, which will become apparent in the oral component of the examination. Ask yourself, or have peers ask, questions to check whether you fully understand the topic.
5. Deficient in Research Development: Heavy reliance on AI could lead to students lacking proper training in developing independent research idea or project. In addition, research ideas or projects that utilize AI assistance could be accessible by general public and hence viewed as not novel.

6. Problem in Job Application: AI-generated self-assessment or essays could look generic, and make the applicants who use AI less competitive.

Seminars: Divisional and departmental seminars are an important aspect of graduate training. Annual seminar registration is required while in the chemistry program. Analytical/Physical students will register in the Fall and Inorganic/Organic students will register in the Spring. Significant participation in the departmental seminars (CHEM 7800-001), held on Wednesdays, is required regardless of the student's registration status. The grading for seminar is on a Pass/Fail basis. Each student will present at least one divisional seminar each year. Students' attendance and a satisfactory annual seminar presentation are a requirement for continuation in the program and will be evaluated at the annual meeting with the supervisory committee.

Research Proposal Workshop: At some point during their first two years in the program, the student will participate in the proposal-writing workshop, "Getting Started as a Successful Proposal Writer and Academician," organized by the Office of Research and Graduate Studies. This will help prepare the student to write their research proposal that accompanies the oral exam, described below.

Responsible Conduct of Research (RCR) Training: Students are required to complete RCR training during their first year. RCR training is conducted by the Office of Research and can be done online via CITI or through Canvas and in-person presentations.

Language: The Department of Chemistry and Biochemistry has no foreign language requirement for advanced degrees. However, a student's supervisory committee may require a student to show proficiency in a language when deemed necessary for satisfactory progress in the student's area of research.

Academic Status: Students must maintain a 3.0 GPA in all courses taken at Utah State University included in their graduate Program of Study. This GPA is computed at the end of the first year and then on a semester by semester basis. It *does not* include research or seminar grades. Only one C grade in any course work listed in the Program of Study is allowed. Students receiving a second C grade will be dismissed from the program. Students must continually make satisfactory progress toward completion of a degree.

The Graduate Studies Committee will inform the Department Head of students who have failed to meet any of the requirements. A recommendation will be made for a probationary semester to make up the deficiency or for dismissal from the program. If the deficiency has not been satisfied by the end of the probationary semester, further reinstatement will be a decision of the entire faculty.

Ph.D. Candidacy Examinations: Ph.D. students must take both written and oral candidacy examinations. The written examination ensures that students have a broad understanding of chemistry and the depth of knowledge in their chosen fields required for Ph.D. work. The written examination must be passed before the oral examination is attempted. Both exams are normally finished by the end of the second year, but must be passed by the end of the third.

Students must satisfy the written portion of the Ph.D. candidacy examination by passing a series of cumulative examinations. The organization of the scheduling and administration of the exams is done by the Graduate Studies Committee. Questions are solicited from the entire faculty. The examination procedure is outlined below:

1. Students normally begin taking the cumulative examinations at the beginning of the **Fall** semester of their **second** year. For the purpose of cumulative exams, a student's effective date of entry will be considered to be either (i) the first day of fall semester (on-sequence) or (ii) the first day of the fall semester following the student's actual entry date into the program if the student enters during a different semester than fall (off-sequence). With the approval of their advisor, their supervisory committee, and the Graduate Studies Committee, off-sequence students may start taking

cumulative exams earlier should they so desire. Any student may petition to begin the cumulative examinations earlier or later in special circumstances. Such requests must be approved by the student's advisor, supervisory committee, and by the Graduate Studies Committee.

2. Students must pass 3 out of 8 consecutive examinations offered. Missed examinations without a legitimate documented reason will be counted as failures. Eight examinations are offered each academic year on a monthly basis.
3. Cumulative examinations are offered in analytical, inorganic, organic, and physical chemistry. Students may elect to take a single cumulative exam outside of their area, but not all areas will necessarily offer cumulative exams at every sitting. Students should consult the cumulative exam Canvas course page to determine which divisions will be offering a cume and what the examination topics will be.
4. Examinations will be graded Pass/Fail, based on the percent score. A score of 60% or better always constitutes a Pass grade. Students are notified in writing about their performance on the examinations.
5. Students must pass 3 out of a maximum of 8 attempts at cumulative examinations in order to continue in the PhD program; otherwise they can transfer to the MS program.

Upon successful or unsuccessful completion of the cumulative exam process, the Graduate Studies Committee will present the results to the faculty at the next regular faculty meeting.

Students must take the oral portion of the qualifying examination before the end of the seventh semester after entrance, including summer semesters. Administration of the oral examination is the responsibility of the student's supervisory committee. To pass this examination, students must write, discuss, and defend an original research proposal.

In preparing for the oral examination, a student is permitted to solicit information from others, including faculty. However, this must be done on a strictly limited basis and good judgment must be exercised on both sides. It is expected that the originality of the research proposal and the bulk of the preparation for the defense represents the student's own work. The project should be one that, if presented as part of an academic job application package, would be interpreted as demonstrating independence from their mentor. If a student is in doubt about the propriety of requesting information in a specific case, the supervisory committee should be consulted. Any information in the written proposals obtained from others should be acknowledged. Since the faculty regards the oral examination to be a very important indication of research ability, students should not limit their preparation to the three months just before the exam. Instead, possible topics should be considered and seriously pursued from the beginning of graduate study. The procedure for this examination is outlined as follows:

1. The student will meet with their supervisory committee to clarify the expectations of the committee regarding the oral examination. The student's Program of Study may also be discussed at this meeting. Prior to the preparation of the oral proposal, the student will submit a one-page pre-proposal and acquire approval of their topic from the members of their supervisory committee. The one-page pre-proposal should include title, summary (250 words limit) and justification of any overlap that might exist with the research projects in the student's current laboratory.
2. Students must submit a typed proposal to the members of their supervisory committee at least two weeks prior to the examination date. The proposal format is the same as required for proposals submitted to the National Science Foundation, or other national funding organization approved by the supervisory committee, and is not to exceed 15 double-spaced pages (excluding abstract, references, and vitae). A timeline for the project should be part of the proposal indicating how long each segment might take. No budget information should be included in the proposal but a brief biographical section about the author must be included.
3. No later than one week before the scheduled examination date, the student must obtain approval to proceed with the examination from each member of the supervisory committee.

4. The oral examination begins with the student presenting a short summary of the proposal. The examination is conducted in the presence of the supervisory committee only. While the examination begins with a focus on aspects of the student's proposal, questions on topics of a more general nature will likely be asked.
5. After the examination is complete, the supervisory committee will deliberate on the student's performance in light of the expectations outlined in the preliminary meeting. A grade of Pass or Fail will be immediately announced to the student. In certain cases where the student fails the exam, the supervisory committee may at their discretion direct the student to prepare a new proposal, revise the existing proposal, and/or address specific topics in another attempt.

Students who do not pass the examination may transfer to the Master's degree program.

Upon completion of the oral examination, the supervisory committee will present the results to the faculty at the next regular faculty meeting. The students will be informed of the recommendation of the supervisory committee prior to this faculty meeting.

If, after completing the Master's degree, a student failing the oral exam wishes to reapply to the PhD program, the student must petition the Graduate Studies committee to that effect. This petition should explain why the student believes they can succeed in this program, and any extenuating circumstances concerning their previous failure. In addition, this petition must be supported by at least one faculty member in the department who would be willing to accept the student into their research group.

Final Requirements: After completing research, students must report their results in a typed M.S. thesis or Ph.D. dissertation. A copy must be given to each member of the supervisory committee at least four weeks before the final examination is held. The student and the supervisory committee members must complete and sign an Appointment for Examination form for submission to the School of Graduate Studies at least ten days prior to the examination. The defense must be coordinated with the departmental seminar coordinator and announced to the faculty at least one week in advance.

The final defense of the dissertation or thesis includes a formal departmental seminar followed immediately by a closed meeting of the candidate with the supervisory committee. Although a detailed summary of the research is expected, the seminar should demonstrate the ability to present material that is understandable to chemists *outside of a special research discipline.* This seminar is an important degree requirement, and it must be presented to the satisfaction of the faculty at large. Students who pass the oral examination must make any changes or revisions specified by the supervisory committee and obtain their signatures before submission the School of Graduate Studies.

Chemical Biology Emphasis Area for Chemistry Graduate Students:

1. Students must join the lab of one of the participating faculty and work on a project with a connection to the life sciences.
2. The supervisory committee must include two biochemists or biologists
3. Students will be expected to participate in the biweekly Lunch with Science.
4. As a group, students in the Chemical Biology emphasis area will select a departmental seminar speaker working in the area of chemical biology each year; this special seminar would be jointly hosted with Biology.
5. The student's Program of Study must contain at least one graduate level course (5xxx level or above) in biochemistry or biology.

There are no changes to the standard degree requirements.

Guidelines for Annual Progress Report Meetings: Annual meetings with the supervisory committee are an important part of the mentorship of graduate students. These provide a venue for feedback about the progress being made on the research project, to clarify expectations for the successful completion of the degree, and for constructive criticism to be given when necessary. Committees will particularly look for progress in the areas below, and comment on these in the letter following each annual meeting that is sent to the student and placed in the student's file.

Committee Meeting Progress Report Checklist Items:

For the first meeting:

- Is satisfactory progress being made in completing coursework on the Program of Study, and are grades satisfactory?
- Is satisfactory progress being made in the research project; is progress toward research proficiency evident, and does the student show signs of taking intellectual ownership?
- Does the student meet the advisor's expectations with regard to time and effort, lab safety, notebook standards, and citizenship?
- Is there evidence that the student reads and understands the current literature in their research area?
- Did the student complete the self-evaluation form and provide it to the committee for their evaluation?
    - The committee will then, at the meeting, complete its own evaluation using the self-evaluation form (skills matrix). The form will then be attached to the committee's letter to be sent to the student and included in the student's file.

For subsequent meetings:

- Has clear research progress been made since the previous year's meeting?
- Has the student produced work that has been presented at conferences, or in publications? If not, is there clear progress toward this goal; what are the committee's expectations in this area, and are they being met?
- Did the student complete the self-evaluation form and provide it to the committee for their evaluation?
    - The committee will then, at the meeting, complete its own evaluation using the self-evaluation form (skills matrix). The form will then be attached to the committee's letter to be sent to the student and included in the student's file.

Particularly important for fourth year and beyond:

- Does the level of measurable research progress, in terms of meeting abstracts or manuscripts, compare favorably with previous successful PhD students, in a comparable research area, at this point in their studies?
- Has the candidate taken intellectual ownership of their project? Can he/she make choices about the next steps in research, or just doing what they are told?
- If any these areas are not clearly satisfactorily, is there justification for continuation in the PhD program?

Any areas in need of improvement should be clearly identified in the letter, and the student given constructive criticisms during the meeting. Expectations to be met before the following year's meeting should be specified in the letter.

Format of the Meeting: An essential part of the committee meeting is a discussion of the student's research progress. Students should come to the meeting with their notebooks, and any other materials needed to enable them to answer questions and discuss their results. The progress report must be given to committee members no later than 10 days before the meeting, and may include any publications since the previous meeting. An oral

PowerPoint presentation may be a part of the annual meeting, but is not mandated. Students should consult with their committee in advance of the meeting to ascertain whether or not such a presentation will be expected, and its length.

Summary of Important Dates and Deadlines

First Year

- Beginning of 14th week: Deadline to submit choice for major professor
- April 1: Deadline to select supervisory committee
- *Committee meeting must be held during Spring semester*
- 1 week prior to committee meeting: Deadline to submit research statement to committee
- Program of Study must be approved by the end of second semester
- CHEM 7800 registration in fall and spring semesters

Second Year

- Cumulative exams
- 10 days prior to committee meeting: Deadline to submit progress report to committee
- *Committee meeting must be held during Spring semester*
- CHEM 7800 registration in fall and spring semesters

Third Year: Qualifying Examination

- 2 weeks prior to exam: deadline to submit written proposal
- 1 week prior to exam: must obtain committee approval of written proposal.
- *Qualifying exam must be taken by the end of the seventh semester (including summer semesters)*
- *Committee meeting must be during Spring semester*

Subsequent Years: Committee Meetings

- 10 days prior to committee meeting: Deadline to submit progress report to committee
- *Committee meetings must be held each year during Spring semester*

Final Defense

- 4 weeks prior to seminar: Deadline to submit thesis/dissertation to committee
- 1 week prior to seminar: seminar announcement