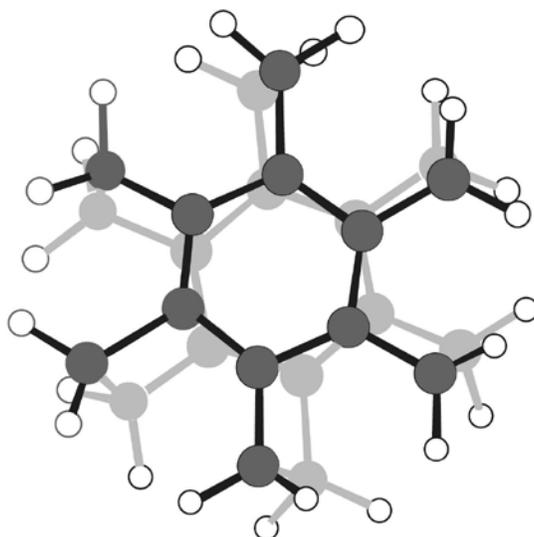


# **Graduate Student Handbook Fall 2018**



**Department of Chemistry & Chemical Biology**

**Prof. Partha Basu, Department Chair**

**Prof. Eric C. Long, Director of Graduate Programs**

**Ms. Kitty O'Doherty, Graduate Program Administrator**

## **Preface**

*It is not enough to teach man a specialty. Through it he may become a kind of useful machine but not a harmoniously developed personality. It is essential that the student acquire an understanding of and a lively feeling for values. He must acquire a vivid sense of the beautiful and of the morally good. Otherwise he, with his highly specialized knowledge, more closely resembles a well-trained dog than a harmoniously developed person. He must learn to understand the motives of human beings, their illusions, and their sufferings in order to acquire proper relationship to individual fellow-men and to the community.*

*These precious things are conveyed to the younger generation through personal contact with those who teach, not, or at least not in the main, through textbooks. It is this that primarily constitutes and preserves culture. This is what I have in mind when I recommend the "humanities" as important, not just dry specialized knowledge in the fields of history and philosophy.*

*Overemphasis on the competitive system and premature specialization on the ground of immediate usefulness kill the spirit on which all culture depends, specialized knowledge included.*

*It is also vital to a valuable education that independent critical thinking be developed in the younger human being, a development that is greatly jeopardized by overburdening him with too much and with too varied subjects. Overburdening necessarily leads to superficiality. Teaching should be such that what is offered is perceived as a valuable gift and not as a hard duty.*

Albert Einstein, *The New York Times*, Oct. 5, 1952

## Table of Contents

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<i>Introduction</i>	4
<i>Registration</i>	5
<i>Fee Remission</i>	5
<i>Graduate Credit – Other University or GND</i>	6
<i>Enrollment Status</i>	7
<i>Misc: Key Access, Student ID, Health Ins., Mailbox, Paychecks</i>	8
<i>Graduate Appointments – TA, RA</i>	9
<i>General Degree Requirements – Deadlines, Seminar, Poster Sessions</i>	10
<i>Thesis Advisor Selection</i>	11
<i>Purdue Career Account</i>	12
<i>Plan of Study</i>	13
<i>Cumulative Exams</i>	14
<i>CAND (Candidacy)</i>	15
<i>Thesis Preparation and Defense</i>	15
<i>The Deposit Process</i>	16
<i>Normal Progress</i>	18
<i>PhD Degree – Summary of Components and Milestones</i>	19
<i>PhD Administrative Requirements- At A Glance</i>	22
<i>PhD Student Checklist</i>	23
<i>MS Degree – Summary of Components and Milestones</i>	26
<i>MS Thesis and Non-Thesis Administrative Requirements- At-A-glance</i>	27
<i>MS Thesis Student Checklist</i>	28
<i>MS Non-Thesis Student Checklist</i>	30
<i>After Your Defense- Summary</i>	31
<i>English Proficiency Requirements</i>	32
<i>Sexual Harassment</i>	34
<i>TA-Student Relationships</i>	35
<i>Safety in the Laboratory</i>	36
<i>Summary of Graduate Forms and Faculty ID's</i>	38
<i>Useful Contact Numbers</i>	40
<i>Thesis Advisor selection and Thesis Committee Forms</i>	<b>Back pages, Tear off for use</b>

## **INTRODUCTION**

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Welcome to the Department of Chemistry & Chemical Biology at IUPUI. As a department within the Purdue School of Science at IUPUI, our graduate programs are affiliated with the Graduate School of Purdue University and, as such, you will receive a Purdue graduate degree awarded at Indianapolis for your efforts. Thus, the rules and regulations of the Purdue University Graduate School, rather than those of Indiana University, apply. All Purdue graduate degree programs are supported administratively through the IUPUI Graduate Office.

This Handbook contains information on the rules and policies regarding degree requirements, appointment information, and other items of concern to graduate students in our department. An orientation session is held for incoming graduate students each year. At this session you will receive information about the graduate program, registration, payroll, and insurance. In addition, Teaching Assistants will participate in a workshop to help prepare them for their instructional duties. Mandatory laboratory safety sessions are also carried out at this time.

## REGISTRATION FOR GRADUATE CLASSES and RESEARCH CREDITS

All graduate students are cleared for computer registration during the open registration period on all courses except those that require authorization (PERM — listed by the course in the Schedule of Classes). The Graduate Program Administrator, Kitty O’Doherty (LD 326K, czinski@iupui.edu) authorizes all graduate students for research sections 69800/69900.

Please contact Kitty for authorization request or if you should have difficulty when registering for courses. Your 10 digit IUPUI student identification number is needed to access the registration system and to set up your computing account. This can be done by going to One.iu.edu and typing in “Create My First IU Account”. The Schedule of Classes can also be accessed from the One.iu portal. Select One, Public Services, then Schedule of Classes.

Enrollment requirements for students on a Fellowship or Assistantship is a minimum of 6 credit hours in every fall and spring semester (and 1-2cr in summer) of residency. This status ensures you are eligible for health care, student visas, and student loan deferments. In general, most full-time students will have a semester schedule that includes:

- One or more classroom courses
- Thesis research activity (69900 for PhD students, 69800 for MS students)
- 69500 Seminar (1 credit in each of the 1<sup>st</sup> two semesters, 0 credit in subsequent semesters.)

If you and your thesis advisor/committee consider it necessary for you to enroll in an IUPUI graduate course **outside of the Department of Chemistry & Chemical Biology**, you must have your request approved by your research advisor (thesis students). For non-thesis students, the Director of Graduate Programs must give approval before enrolling in the course.

If you consider taking an online course from another university, you must provide us with the Course Syllabus and have your request approved by the Director of Graduate Programs before enrolling in the course.

**Please note:** If enrollment lapses for more than 2 semesters (summer counts as one semester), students must reapply and be formally readmitted to the program. See Kitty O’Doherty for instructions on how to reapply.

## FEE REMISSION

For supported students (TA/RA), the Chemistry Department pays the majority of your tuition costs in the form of fee remission. Current state law **requires** a student to pay about \$55 per credit hour with fee concessions; we are unable to cover these state-mandated fees. In addition, each student is responsible for student activity fees, recreation costs, parking, etc. Please go to the Bursar’s website to use the Tuition & Fee Estimator: <https://www.bursar.iupui.edu/>

Fee remission is applicable only to those courses that meet the requirements of the degree program or that may be included on a Plan of Study. No remedial courses (below 500) or courses used to satisfy the English requirement will be supported through fee remission.

### **Graduate Credit from Other University**

Students who enter the PhD program with an MS degree can apply a maximum of 30 credit hours toward the 90 credit hours required for the PhD degree. Please speak to your advisor and the Graduate Program Administrator regarding your specific situation regarding transfer of credits.

Your research advisor must approve any graduate credit transfer and those courses must be eligible to be used on the Plan of Study. Not acceptable are research credits from another university, nor credits for courses graded as P/F, S/U. Transfer credits must be letter graded. A Transfer of Credit form must be completed on your behalf by the Graduate Program Administrator and approved by your advisor, the Graduate Program Director, and the IUPUI Graduate Office Dean.

### **Graduate Non-Degree Credit**

Students who have been enrolled as Graduate Non-Degree (GND) students prior to being admitted to the Purdue Graduate School and the Chemistry & Chemical Biology Department can transfer a maximum of 12 graduate chemistry credit hours, with grade of no less than B-, toward a Chemistry degree.

At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the IUPUI campus.

**Enrollment Status from IUPUI Registrar website:**

**Full-Time, Half-Time, Part-Time Student Enrollment Status for Loan Deferment, Medical Insurance, etc.**

Certification of full, half or less than half-time enrollment status for loan deferment, medical insurance, etc. is based on hours of enrollment in a term (Fall, Spring, Summer). Listed below are the requirements that constitute full-time student status for official enrollment certification purposes by the Office of the Registrar and for financial assistance.

Full time enrollment as defined below, is often required in order for students to be covered for health/medical insurance or to defer repayment of student loans. For example, a dependent student may be covered under their parent's medical insurance plan as long as that student remains enrolled as a full time student. If that student were to drop below full time status, they may not be covered. This should be considered when dropping from full time to half/part time status.

**Fall, Spring, Summer Term Enrollment Status Requirements**

	Full time	Half time	Less than Half time
* Undergraduate	12 hrs.	6 hrs.	1-5 hrs.
Graduate & Professional	8 hrs.	4 hrs.	1-3 hrs.

For certain graduate students, typically those doing dissertation work, the number of credits to be considered full-time may be lower. The Office of the Registrar is responsible for determining standards for full and half time enrollment and if an exception to those standards may be made. Questions regarding exceptions for academic purposes should be directed to the [Office of the Registrar](#). Questions regarding exceptions for financial aid purposes should be directed to the [Office of Student Financial Services](#).

**Enrollment Requirements for Fellowships/Assistantships**

	Fall/Spring/Summer
Fellowships <sup>1,2</sup>	Grad. - 6 units <sup>3</sup>
Assistantships <sup>4</sup>	Grad. - 6 units

1. Except for those enrolled in thesis or dissertation units/hours.
2. Some fellowships require enrollment in more than 6 units (credit hours). Consult the IU office providing the fellowship for more information.
3. For summer fellowships, consult the IU office providing the fellowship for enrollment requirements.
4. Graduate students on an assistantship (student academic appointment) at 37.5% FTE or greater must enroll in a minimum of 6 units.
5. While the minimum hours of enrollment to receive a Fellowship/Assistantship is 6 hours, students still must be enrolled in 8 credit hours per semester to be considered full time for official University enrollment verification purposes.

## MISCELLANEOUS ITEMS

### Access

Full-time students should see Patricia Beddow (LD 303) for access to research laboratories, teaching laboratories, and other areas of the department after obtaining a Crimson Card. When you complete your work at IUPUI, you are expected to return all library books, clean your office and laboratory areas, and leave a forwarding address with the main office. If library or parking fines, unreturned keys, or other encumbrances exist, the registrar will not provide copies of your transcripts.

### Crimson Card/Student Identification

Full-time students will need a Crimson Card from Campus Card Services in the Campus Center. Students must bring a valid, government-issued photo ID, proof of university registration, and their 10-digit student identification number.

### Health Insurance

Health Insurance Coverage for graduate students is mandatory (a condition of hire) for any student enrolled in at least 8 credit hours and having a Student Academic Appointment of at least 37.5% FTE. This will include all chemistry graduate students who are appointed as Teaching Assistants (50% FTE), Research Assistants (50% FTE) or Fellowship recipients. The policy coverage will begin on August 15 each year and end August 14 the following year. To contact the Graduate Student Health Insurance representative call 812-856-4650. You can find coverage information at <http://www.iupui.edu/~gradoff/students/health.html>. If you have questions about your insurance email them to [studenhc@indiana.edu](mailto:studenhc@indiana.edu).

### Mailbox

Each full-time student is assigned a mail box in the Main Office (LD 326). All of your mail will be placed in these boxes. Through the Dean's Office you may rent a locker in the 3rd floor SL/LD study area. We will attempt to assign each new graduate student a desk in the department until you have chosen a thesis advisor; then, you will have space assigned in your research laboratory.

### Paychecks

If you are not on a fellowship (paid through the Bursar), you will be paid through payroll. Direct deposit is now mandatory for IU employees. Pay stubs can be printed from your One.iu account under the Staff Tools tab. Generally you receive 5 paychecks per semester of appointment and 2-3 paychecks for a summer appointment. Beverly Hewitt is the departmental payroll administrator and can be reached at [blhewitt@iupui.edu](mailto:blhewitt@iupui.edu) with any questions.

## GRADUATE APPOINTMENTS

The Department of Chemistry & Chemical Biology provides support for full-time PhD graduate students through Teaching Assistantships (TA), Research Assistantships (RA) and Research Fellowships. Students with these appointments also receive fee remission (see below) to cover most of the tuition expenses incurred. Support stipends and fellowships are awarded because completion of a PhD graduate degree normally requires a time commitment at least comparable to a full-time job. Consequently, a condition for receipt of departmental financial support (including fee remission) is that any full-time student must not accept outside employment, full or part-time, while holding a graduate appointment.

### ***Teaching Assistantships***

Students who are supported as Teaching Assistants (TA) receive stipends for the academic year; TAs will have 6-8 contact hours during both the fall and spring semesters. A typical assignment is two, three-hour labs. Graduate students TA responsibilities are expected at 50% of full-time, i.e., **20 hours per week**. Additionally you will be scheduled for 2-3 hours in the tutoring center and you will have grading work and TA meetings to attend.

During orientation, the department will organize special TA workshops that all TAs (new and current) will be required to attend. To continue to be supported as a Teaching Assistant you must carry out your teaching duties in an acceptable manner. Problems in this regard (justified student complaints, failure to perform duties in a timely manner, etc.) will result in counseling from the professor in charge of the involved course and/or the Department Chair. If there is no improvement, continued support may be withdrawn. Also, to continue to receive a Teaching Assistantship, the student must be making “normal progress” (see later) toward the student’s graduate degree objective.

### ***Research Assistantships***

Faculty may support students within their research groups from research grants. These funds are supplied solely to accomplish the research activities in their program and do not have teaching duties.

## **GENERAL DEGREE REQUIREMENTS for PhD and MS STUDENTS**

### **University Deadlines**

IUPUI has various deadlines that must be adhered to when scheduling and completing degree requirements. A complete list of graduate deadlines is available each semester on the IUPUI School of Science website: [www.science.iupui.edu](http://www.science.iupui.edu).

Failure to meet deadlines by even one day could delay the awarding of your degree by a semester.

### **Departmental Seminar Series**

Full-time (Ph.D. and MS thesis) graduate students are to be enrolled every semester in Chem 69500. For 69500 credit, graduate students are required to attend **all** weekly departmental seminars. This is especially important in that many cumulative exams will be directly derived from past or upcoming seminars.

In each of the first two semesters, you will register for 1 credit hour. For all other semesters you will register for 0 credit hours, but are still expected to attend all departmental seminars. Before completing your degree requirements for a Ph.D. degree, you will be called upon to present a seminar before your thesis committee. The grade assigned to this presentation will be the basis of the grade for the two credit hours of seminar.

### **Poster Sessions**

3rd semester PhD AND MS thesis students are expected to participate in the Fall Departmental Poster Session. This important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense.

In addition to the formal 3rd semester requirement, PhD thesis students are expected to present in the Departmental Poster Session held every Fall semester. January admit students are expected to participate on or before their 4th semester in residence.

## THESIS ADVISOR SELECTION

Selection of a Thesis Advisor is one of the most important decisions to be made in undertaking graduate study and should be given careful consideration. The Thesis Advisor selection process should be completed early in the first semester of IUPUI enrollment. At the beginning of each fall semester, usually several Friday afternoons, members of the faculty will give presentations describing available research projects. Students are required to attend **ALL** scheduled sessions to identify a Thesis Advisor of interest and to also identify possible thesis committee members. **Attendance at all presentations is considered to be essential to a proper introduction to the activities of the department.**

After the research presentations described above, students should schedule one-on-one interviews with faculty members and obtain signatures of at least 3 using the **Thesis Advisor Selection paper form C-2**. Students then select a potential Thesis Advisor from among the faculty interviewed and enter into more detailed discussions of faculty expectations and project scope. It is important to identify early the faculty member whose group you would like to join as there are a limited number of openings in each group. Upon further discussion of a thesis project with a potential Thesis Advisor, and mutual agreement, the student should obtain that faculty member's signature on **Form C-2** as formal acceptance into their research group. The completed **Form C-2** should then be returned to the Graduate Program Administrator by the end of the first month of the semester. If an assignment cannot be made on the basis of this process, students are asked to consult with the Director of Graduate Programs.

**Selection of a Thesis Advisory Committee (paper Form C-3) should be completed within 30 days of selection of a thesis advisor.** Each student's Thesis Advisor will assist in the selection of additional faculty members to complete the IUPUI advisory committee. The Thesis Advisory Committee is responsible for yearly normal progress evaluations of MS and PhD students. **Form C-3**, which is used to establish a Thesis Advisory Committee, should be completed and returned within 30 days of selection of a thesis advisor and submission of Form **C-2**.

**Ph.D. Committee:** Four faculty members including the Thesis Advisor. Two faculty advisors in the major area of research, one outside the major area, one either inside or outside of major area.

**MS Committee:** Three faculty members including the Thesis Advisor. Two faculty in major area, one outside major area.

**MS Non-Thesis Students:** Director of Graduate Programs oversees progress. No Committee is necessary.

**(Forms C-2 and C-3 are located at back of this handbook for you to tear off and use)**

**Purdue Career Account**

**You will receive information from the Graduate Office near the end of your first semester with a passcode and instructions for activating your account.**

All Ph.D. and MS students in Purdue Graduate programs will log in to their Purdue Career Account on the [mypurdue.purdue.edu](http://mypurdue.purdue.edu) website to initiate these official forms: Plan of Study, Change to the Plan of Study, Request for Appointment of Examining Committee (e-Form 8), and your Thesis/Dissertation Deposit Forms (ETAF/Electronic Thesis Acceptance) forms.

When you receive notice to create this account you will use your Purdue ID (PUID) number and Purdue Career Account User ID to activate your account. Follow the steps below to find your 10 digit PUID and User ID:

Use One.iu.edu to access the SIS Student Center:



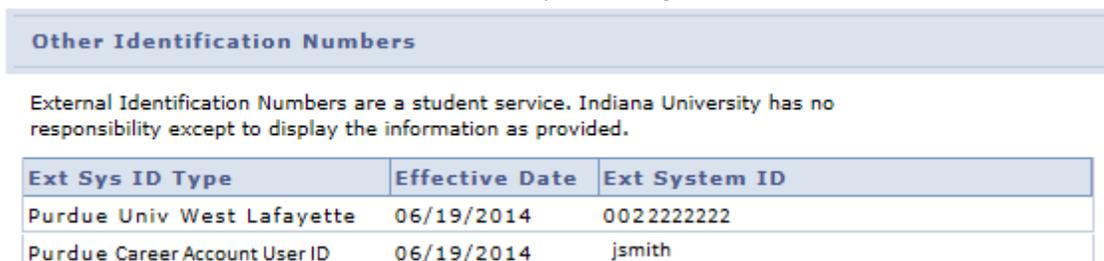
Log in using your CAS credentials:



Scroll down to the Personal Information section, and click on Demographic Data:



Look under Other Identification Numbers for your 10 digit Purdue student number and User ID:



## Plan of Study

Purdue degrees at IUPUI require a Plan of Study to be filed with the Graduate School. All plans of study must be submitted electronically through a **Purdue Career Account** at <https://mypurdue.purdue.edu>.

The Plan of Study is a course contract with the University. It includes a listing of the 500 and 600 level courses from the Chemistry Department (primary area) and courses from other departments (related areas) that the student intends to apply toward the requirements for the degree. It does not include 69800/69900 credits but does include 59900 (if applicable) and 69500 credits. NOTE: Plans of Study will not be accepted by the Graduate School until an official final transcript indicating the award of a Bachelor's Degree is received.

The official Plan of Study should be filed by thesis students prior to the end of the third semester. The Thesis Advisory Committee must sign the form indicating their approval. For part-time students or non-thesis students, the Plan of Study must be submitted at least one semester prior to graduation. ***For Ph.D. students, the Plan of Study must be submitted before the Preliminary Examination.***

You must have a GPA of 3.00/4.00 for all courses you list on your Plan of Study. A grade of B- may be used on your Plan of Study; however, grades below B- are not allowed. You may be required to repeat any course in which you receive a grade of C+ or below. Graduate faculty identifiers are listed further in this handbook.

Please feel free to see the Graduate Program Administrator with any questions regarding this or other forms. Paper versions of other special request forms) may be found on the Purdue University Graduate School website:

<http://www.purdue.edu/gradschool/faculty/forms.html>.

Everyone will be required to use their **Purdue Career Account** to submit their Plan of Study (and Change to the Plan of Study, if needed), as well as the Request for Examining Committee and other progression forms (for thesis students.) To access these eForms, a Purdue Career Account has been generated for you by the IUPUI Graduate Office. After admission to the Chemistry degree program you should have received an e-mail from the Graduate Office with instructions on how to set up and activate your Purdue Career Account.

## HOW TO FILL OUT A PLAN OF STUDY (POS)

Please see directions via this link: <http://graduate.iupui.edu/doc/forms/plan-of-study-purdue.pdf>

### **Cumulative Examinations – Ph.D. Students Only**

Cumulative examinations are a typical means to assess a student's readiness for PhD-level work. These examinations are designed to determine a student's undergraduate proficiency, ability to perform PhD-level scholarly activity in the discipline, and as a means to reinforce many of the skills necessary to be a functioning and successful PhD degree recipient.

Ten cumulative examination sessions are offered each year, each session often offering 4-5 individual exams that parallel the traditional sub-disciplinary areas of chemistry, i.e., organic, biological, physical, etc. PhD students must pass five cumulative examinations by the end of the fourth semester, i.e., five exams in twenty chances. *If you fail to appear for an exam session, that still counts as one chance.*

Specific dates are announced at the beginning of each academic year. Generally, cumulative examinations are given once each month on Saturday mornings from 10:00 am to 12:00 noon in LD 326T. Topics will be announced prior to the exam by e-mail from the Graduate Administrator.

### **Cumulative Exam Dates (Academic Year 2018-19)**

#### **Fall 2018**

August, 25, 2018  
September, 15, 2018  
October 13, 2018  
November 10, 2018  
December 8, 2018

#### **Spring 2019**

January 12, 2019  
February 2, 2019  
February 23, 2019  
March 23, 2019  
April 20, 2019

### **CAND 99100**

In the final semester of your intended graduation, thesis and non-thesis students must register for 0 credits of CAND (CAND 99100 plus 1 fee-bearing credit). This course flags the school auditor of your intent to graduate. You may register for CAND up until the sixth week of the semester (third week in summer) but if you do register after the semester starts you will incur substantial late fees even though it is a zero credit class. Failure to register for CAND will delay the awarding of your degree by a semester. If graduation is delayed a semester for any reason, students must re-register for CAND the following semester. **You must ALWAYS be registered for CAND in the semester you expect to graduate.**

### **THESIS PREPARATION AND DEFENSE**

When you have arranged for a defense date with your committee you must file Graduate School Form 8 to officially convene your committee. This form is to be filed **at least three weeks** prior to the actual examination date. Not adhering to this deadline will delay your graduation. Follow these instructions to generate Form 8 - Request for Appointment of Examining Committee: <http://graduate.iupui.edu/doc/forms/examining-committee-form-8.pdf>

Candidates for the PhD and MS-Thesis degrees must submit a thesis describing the results of their research. Regulations regarding the preparation of the thesis are described in *A Manual for the Preparation of Graduate Theses* which is available online at <http://www.gradschool.purdue.edu/thesis.cfm>.

Plan to attend the **mandatory** Thesis Format Pre-Check workshop the semester prior to, or the semester you intend to graduate. Students will need to register at [Scigrad@iupui.edu](mailto:Scigrad@iupui.edu) once the date is announced every semester.

Ms. Summer Layton of the IUPUI Graduate Office (317-274-0134 and [sllayton@iupui.edu](mailto:sllayton@iupui.edu)) has been designated the official Thesis Format Advisor. Ms. Layton will provide instructions regarding the post-defense thesis format review and deposit process. Before submitting/uploading a thesis, students are **required** to have at least one thesis review meeting with Ms. Layton. To schedule a thesis review appointment, contact [sllayton@iupui.edu](mailto:sllayton@iupui.edu).

The thesis defense will consist of two parts. The first part will involve a public presentation of the research with time and format arranged to permit questions from the audience. Immediately following the presentation, the candidate will be examined on the material in the thesis by the student's advisory committee.

Copies of the thesis must be distributed to the examining committee at least two weeks prior to the final oral examination. It is the student's responsibility to duplicate and distribute their thesis to the members of their committee.

## The Deposit Process

**(This process is subject to minor changes; Always check with Summer Layton of the IUPUI Graduate Office)**

After you've defended your thesis and have made any required changes, you are ready to deposit. Summer Layton, of the IUPUI Graduate Office, is the Purdue Graduate Recorder and Processor on the IUPUI campus and it is with whom you will communicate during the deposit process. Her contact information is: [sllayton@iupui.edu](mailto:sllayton@iupui.edu); 317-274-1577.

- 1) Schedule your post defense thesis review with Ms. Layton  
We recommend scheduling your appointment as far in advance as possible, especially if you are planning to deposit during the week before the deadline.
- 2) Initiate the Electronic Thesis Acceptance (ETAF) Form 9

Using your Plan of Study link in your MyPurdue account you can initiate Form 9 (Thesis/Dissertation Acceptance Form.)

Access to your Purdue account is through: <https://mypurdue.purdue.edu>

All committee members will need to (electronically) sign this form before your deposit appointment.

The ETAF Process forms include:

Personal Information and Thesis/Dissertation Title

Thesis/Dissertation Committee Members

Confidentiality

Thesis/Dissertation Agreement

Delay of Publication (if necessary)

Research Integrity and Copyright Disclaimer Statement/iThenticate Plagiarism Detection Review

- At least one iThenticate review is required for all thesis/dissertations deposited at Purdue.
- Your major professor will need to perform the review.
- S/he can obtain an iThenticate account from Dr. James Mohler, Purdue's Research Integrity Office, by sending an e-mail to: [jlmoehler@purdue.edu](mailto:jlmoehler@purdue.edu)
- More information on this can be found at:  
<https://www.purdue.edu/provost/researchIntegrity/plagiarism.html>

- 3) Submit Electronic Thesis Deposit (ETD) – and be very aware of deposit deadlines!  
Once your ETAF has been approved through the Thesis Form Head a link will appear in your Plan of Study portal with the link to upload your thesis to ProQuest ETD.

- 4) Check with Summer Layton for ScholarWorks submission deadlines.
  - Once you've been given permission, you will upload your thesis to ScholarWorks.
  - Summer will confirm that your thesis uploaded to ScholarWorks is approved.
  - If the uploaded document is not approved, your contact Summer will reject the upload and contact you via e-mail explaining how to resubmit.
  - ScholarWorks will make your thesis available after graduation.
  - For more information on ScholarWorks go to:  
<https://scholarworks.iupui.edu>
  
- 5) Expect to receive a paper bill within 2 months after your deposit appointment and please follow the payment instructions on the bill. At press time the fee is \$90 for MS candidates, \$125 for Ph.D. candidates.

**NORMAL PROGRESS**

Students must maintain normal progress towards their degree objective to ensure continued financial support. The minimum criteria for normal progress include a GPA of 3.0 or above, satisfactory research progress as judged by your advisor and thesis committee, and completion of other degree requirements (seminar, cumulative examinations, written research report, oral candidacy exam, weekly seminar attendance, etc.). To attest to normal progress, the student's Thesis Advisory Committee will submit an annual progress report for each student. The evaluations begin one year after the student matriculates and will continue with a due date of October 1 thereafter. The specific criteria for the written evaluations will be set by the student's thesis advisory committee but typically include evidence of academic progress and research progress, e.g., preprint, published paper, meeting candidacy requirements, etc.

A minimum cumulative GPA of 3.0/4.0 is required of all chemistry graduate students. A student is automatically considered as probationary if at any time the cumulative index falls below 3.0. Two semesters of course work leading to a GPA < 3.0 generally results in the loss of financial aid (Teaching and Research Assistantships and fee remission). Moreover, after two semesters of work under a 3.0 index, students will not be permitted to register for classes without permission from the Chair in consultation with the Graduate Director and Thesis Advisor. Additionally, any student who receives a grade of C or below is subject to dismissal from the graduate program.

***NOTE: Any grade below B- in a graduate course is unacceptable because grades below B- cannot be included on the Plan of Study. Grades of C and below are considered failing. You may be required to repeat a course with a grade below B-.***

Grades of "S" or "U" may be assigned in certain courses, and they carry no grade point values and are not used to calculate the GPA. Another grade is the deferred grade, "R". This is reminiscent of an incomplete (I), but unlike a grade of "I", the R grade never reverts to an F. Usually the deferred grade is used to postpone a grade. This will be the case with Chem 69500 (Seminar), Chem 59900 (Special Assignment), and sometimes Chem 69800 and 69900 (Thesis Research).

If a student finds it necessary to withdraw from the graduate program, the student should provide as much notice as possible to the Thesis Advisor and Graduate Director. In the case of Teaching Assistants, students are expected to complete the semester once it has begun. Students may also be dropped from the program for reasons of poor performance. The department will provide students with as much advance notice as possible if such action is warranted.

## **PhD DEGREE Summary of Required Components and Milestones**

A PhD Degree in the IUPUI Dept. of Chemistry and Chemical Biology requires 90 credit hours made up of 20 credit hours of course work and 70 credit hours of research. *Keep track of your total credits so as to be taking your 90th credit hour the semester you complete your thesis*

### **Select Research Advisor and Graduate Advisory Committee**

The advisory committee is made up of **four** members including your Thesis Advisor. Two members must be in your major area of study (analytical, biochem, organic, etc.,) and one member must be in another area of chemistry other than your major area. The fourth member can be either in or outside of your major area.

### **Cumulative Exams**

Ten cumulative examinations are offered each year. The student must pass five cumulative examinations by the end of the fourth semester, or five exams in twenty chances. *If you miss an exam, that still counts as one chance.* Specific dates will be announced at the beginning of each academic year. Generally, cumulative examinations are given once each month on Saturday mornings from 10:00 am to 12:00 noon in LD 326T. (No exams are given in the summer session.)

Cumulative exams are designed to address students' critical thinking skills, depth of knowledge, and active learning via reading and comprehension of selected literature and related concepts. Performance on the exams provides points of reference for assessing satisfactory progress in the program.

### **Plan of Study**

An approved Plan of Study should be submitted prior to the end of the third semester. The plan should include course work and your two credits of chem seminar. Research credits will not be recorded on this form. The plan **MUST** be submitted and approved before the Preliminary Examination takes place. *(Please submit a draft of this form for Grad Administrator to proof before doing final submission.)*

This form is accessed through your Purdue Career Account. Late in your first semester, you will receive directions from the IUPUI Graduate Office on how to set up this account. If you can't locate that message and haven't set it up you'll need to call Purdue IT (iTAP) at 765-494-4000 for help.

The following 20 credit hours of approved graduate courses will go on your Plan of Study:

- i. 9 credit hours in the primary major area
- ii. 9 credit hours outside the major area, in at least two other (separate) areas
- iii. Among items (i) and (ii), 12 credit hours must be approved 600-level courses
- iv. 2 credits of CHEM 69500 Seminar (you will enroll in 1 credit each of your first two semesters, then continue to register for the 0 credit sections of Seminar in subsequent semesters through graduation.)

### Poster Sessions

3rd semester PhD thesis students are expected to participate in the Fall Departmental Poster Session. This important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense. In addition to the formal 3rd semester requirement, PhD thesis students are expected to present in the Departmental Poster Session held every Fall semester. January admit students are expected to participate on or before their 4th semester in residence.

### Written Research Report

Each student will provide a written research report to the advisory committee in the fourth semester (or by the end of the fifth semester at the time of the Oral Candidacy Prelim exam) describing research progress and future plans. The dissertation research summary should consist of a statement of research already accomplished as well as a discussion of directions that further research might take. No forms are needed to be filled out for this. Forward copy of report to Grad Program Administrator.

### Oral Candidacy Examination (Original Proposal/Preliminary Exam)

The oral candidacy examination, which consists of an original proposal (OP) and an up-to-date summary of the student's dissertation research, must be taken after the cumulative examinations have been successfully completed but no later than the end of the fifth semester. The OP must originate with the student and not be related to their doctoral research. **Submit electronic Form 8** (Request for Appointment of Examining Committee – Preliminary Exam) **at least four weeks prior to your exam.** *Note: there MUST be two full semesters, (summer counts as one semester) between your Preliminary (Oral Candidacy) and Final Exam/Defense. For example, a preliminary exam in Spring semester means the earliest graduation can be is in the following Spring semester.*

### Formal Literature Seminar Requirement

Before the end of the 6th semester students must present a formal (Lit) seminar. The timing and content of the seminar must be approved by the candidate's committee and the faculty member in charge of the seminar program. There are no forms to fill out for this, however, please notify Grad Program Admin so that an announcement can be made and distributed.

### CAND

Register for **CAND** (Candidacy) in the semester you intend to graduate. NOTE: "Graduation" is the semester in which you complete all course work, research, have defended your dissertation, and otherwise completed all requirements. An intended August graduate may walk in the May commencement ceremony prior to completion of requirements, however, they are not considered a May "graduate."

### Request for Appointment of Examining Committee

Submit electronic Form 8 (Request for Appointment of Examining Committee – Final Exam) **at least** four weeks prior to your defense

### Defense

**Defend and deposit** dissertation. The graduation deadlines for each semester are posted on the School of Science website under the "Preparing for Graduation" tab (<http://science.iupui.edu/graduate/graduation>)

### **Oral Candidacy (Original Proposal/Preliminary) Examination**

The oral candidacy examination, which consists of an original proposal (OP) and an up-to-date summary of the student's dissertation research (Written Research Report), must be taken after the cumulative examinations have been successfully completed but no later than the end of the fifth semester. *The OP must originate with the student and cannot be related to ongoing doctoral research. This is an opportunity to assess your ability to quickly assimilate new information, come up to speed using the published scientific literature, and to ask new, significant scientific questions – these are necessary and essential attributes of a fully functional PhD-trained scientist.*

The OP should include a concise statement of the problem or hypothesis to be tested, a statement of its significance and originality, why the proposal is superior to previous approaches (if applicable), how you propose to attack the problem, what difficulties can be expected in the course of the project and their solutions and what will be accomplished by addressing the project. Although the student is expected to have a complete knowledge of the area(s) related to the OP, the written OP should not include an extensive review of the area and should outline a research program as opposed to a single experiment. The original proposal is to be your own work; **consultation with a living faculty member is not permitted.**

The dissertation research summary should consist of a statement of research already accomplished as well as a discussion of directions that further research might take.

The oral examination will consist of a presentation by the student and discussion of the OP and research summary. The committee is free to interrupt the student at any time and probe, by detailed questioning, the depth of the student's understanding of the proposed research.

The written OP and research summary must be submitted to the Graduate Advisor two weeks prior to the oral examination for distribution to the committee.

**The oral candidacy examination must be scheduled with and approved by the Graduate School at least four weeks prior to the exam.** Use the Graduate School Electronic Request for Appointment of Examining Committee, Form 8, to convene your committee for your final exam. Access this form through <https://mypurdue.purdue.edu>

## ***PhD Administrative Requirements...at-a-glance***

<b><i>Activity and Form to Submit</i></b>	<b><i>Deadlines and Due Dates</i></b>
Thesis Advisor Selection, paper <b>Form C-2</b>	By the end of your 1 <sup>st</sup> month
Establish Thesis Advisory Committee, paper <b>Form C-3</b>	30 days after thesis advisor selection
File electronic File Plan of Study	By the end of your 3 <sup>rd</sup> semester
Complete Cumulative Examinations	By the end of your 4 <sup>th</sup> semester
File Written Research Report (2yr report)	By the end of your 5 <sup>th</sup> semester
Convene Thesis Committee for Prelim, <b>e-Form 8</b>	<b>At least</b> 4 weeks prior to your oral exam
Complete Oral Candidacy Exam	By the end of your 5 <sup>th</sup> semester
Formal Seminar (Lit Seminar) Presentation	By the end of your 6 <sup>th</sup> semester
Attend Thesis Writing Workshop	In semester prior to defense
Convene Thesis Committee, <b>e-Form 8</b>	<b>At least</b> 4 weeks prior to defense date
Thesis Format Check	Make appointment with Summer Layton. IUPUI Grad Office
Defend Thesis/Dissertation	Consult Graduation Deadlines Calendar for the semester you intend to defend
Post-defense Thesis Format Check	Make appointment with Summer Layton. IUPUI Grad Office
Deposits	Consult Graduation Deadlines Calendar for the semester you intend to defend

**STUDENTS ARE RESPONSIBLE FOR MEETING DEADLINES-SEE THE GRADUATE ADMINISTRATOR, Kitty O'Doherty, [czinski@iupui.edu](mailto:czinski@iupui.edu), WITH QUESTIONS OR CONCERNS.**

## Ph.D. Graduate Student Checklist – 90 credits required

### Prior to 1<sup>st</sup> Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar's office
- Teaching Assistants get teaching assignment from Mr. Keith Anliker in the week before semester begins

### 1<sup>st</sup> Semester

- Create computing/e-mail account
- Orientation
- Register for classes and seminar (9 course work credits, 1 CHEM 69500 Seminar credit)
- Student ID/Crimson Card
- Parking tag
- Begin taking cumulative exams (Ph.D. students only)
- Select Thesis Advisor (paper form C-2)
- Create Purdue account (directions sent to you by Grad Office toward end of 1<sup>st</sup> semester)

### 2<sup>nd</sup> Semester

- Register for classes, CHEM 69900 Ph.D. Research, and CHEM 69500 seminar
- Appoint Thesis Advisory Committee (paper form C-3)

### Summer Session

- Register for Research

### 3<sup>rd</sup> Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Present in Poster Session
- Submit Plan of Study (E-form, via Purdue account)

### 4<sup>th</sup> Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Fulfill cumulative exam requirement (5 passed exams)
- Written Research Report to Advisory Committee; electronic copy to Grad Administrator

### Summer Session

- Register for Research

### 5<sup>th</sup> Semester

- Register for Research and the 0 credit section of Seminar
- Schedule Prelim/OP by filing the Request for Appointment of Exam Committee via Purdue account at least 4 weeks prior to exam
- Complete OP exam

(NOTE: There must be 2 full semesters between OP and final defense. For example, if you complete your OP in Fall 2018, the earliest you can graduate is Fall 2019.)

### 6<sup>th</sup> Semester

- \_\_\_ Register for Research and the 0 credit section of Seminar
- \_\_\_ Third Year Literature Seminar, a formal literature presentation (no paperwork to file)

**Subsequent semesters** – Continue to register for research (Fall, Spring, Summer) and 0 credit seminar (Fall, Spring)

### Final Year

- \_\_\_ Keep graduation deadlines calendar handy
- \_\_\_ Attend Thesis Format Pre-Check Workshop presented by the Grad Office
- \_\_\_ Complete Graduation Application and Survey
- \_\_\_ Write thesis, provide copy of thesis to committee at least 2 weeks before defense
- \_\_\_ Ensure Plan of Study has been approved one semester before graduation

### Final Semester

- \_\_\_ Register for CAND (candidacy) and one fee bearing credit, such as research
- \_\_\_ Schedule Defense by filing the Request for Appointment of Exam Committee via Purdue account **at least** 4 weeks (for Ph.D. students; **at least** 2 weeks for MS thesis students) prior to exam
- \_\_\_ Schedule post-defense thesis review with Summer Layton of the IUPUI Grad Office
- \_\_\_ Defend thesis
- \_\_\_ Submit Electronic Thesis Acceptance (ETAF) forms:
  - Thesis acceptance form 9
  - Confidentiality
  - Thesis/Dissertation Agreement
  - Publication Delay (if applicable)
  - Research Integrity and Copyright Disclaimer/iThenticate Plagiarism Detection Review

**NOTE:** All theses and dissertations **must** be reviewed by your committee chair using the iThenticate Plagiarism Screening software. Any issues identified by the software must be addressed prior to final deposit. Satisfaction of this requirement will be certified by both committee chair and degree candidate. **Your committee chair must contact Purdue Graduate School Associate Dean James Mohler, of the Purdue Thesis Office to request creation of a user account ([jmohler@purdue.edu](mailto:jmohler@purdue.edu)). It is YOUR responsibility to initiate this process with your committee chair.**

- \_\_\_ Electronic thesis deposit
- \_\_\_ Thesis Receipt
- \_\_\_ Deliver bound copies of thesis to Committee Chair and Grad Administrator (check with your advisor first)

- At the end of your final semester an audit will be done by the Chemistry program and the IUPUI Graduate Office to confirm that you've completed all requirements. You will not have any final forms to sign.

- Graduation is not the same as Commencement. Your **graduation** is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. **Commencement** is the *ceremony* held in May of each year. August graduates may walk in the May commencement prior to finishing their courses. Participating in this ceremony DOES NOT mean you have graduated.
- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.

**MS Degree Summary of Required Components and Milestones**

Specific requirements for the MS degree are summarized below. You should familiarize yourself with these requirements. ***Ultimately, it is your responsibility to satisfy the requirements; failure to do so likely will delay awarding of your degree.***

A Master's Degree requires 30 credit hours. Full time MS candidates must register for a maximum of 9 credit hours of research and/or classes each semester (1-2 in summer). A non-thesis MS may be obtained on a part-time basis with no minimum semester credit hour requirement. However, if enrollment lapses for more than two semesters (summer counts as one semester), students must reapply to be "re-admitted" by the University.

## Requirements for the Master's Degree

1. 15 credit hours of approved graduate courses including:
  - a. 9 credit hours in the primary major area
  - b. 6 credit hours outside the major area in at least two other (separate) areas.
  - c. 12 of the 15 credit hours must be approved 600 level courses
2. MS Thesis Candidates Only: 13 credit hours of 69800 Research and 2 credits hours of 69500 Seminar (for 1 credit in semesters 1 and 2, 0 credit in remaining semesters).
3. MS Thesis Candidates Only: A thesis approved by the student's Thesis Advisory Committee
4. MS Non-Thesis Candidates Only: An additional 15 credit hours of approved graduate courses of which 6 hours can be 59900 Special Assignment. *Note: Seminar 69500 for credit is not available to part-time students.* Please contact the Director of Graduate Programs, Prof. Eric Long, [elong@iupui.edu](mailto:elong@iupui.edu), with any questions.

*All MS Candidates:*

5. An approved Plan of Study submitted before the end of the 3<sup>rd</sup> semester (thesis candidates) or at least one semester prior to graduation (non-thesis candidates).
6. Registration for CAND 99100 in the semester you intend to graduate. If graduation is delayed a semester, students must be term activated by the Registrar's Office and then re-register for CAND 99100 the following semester.

In addition to the above formal requirements, 3<sup>rd</sup> semester MS thesis students are expected to participate in the **Departmental Poster Session** held every Fall semester. This important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense. January admit students are expected to participate on or before their 4<sup>th</sup> semester in residence.

Non-thesis MS candidates may participate in research activity within the department by enrolling in Chemistry 59900 after consultation with, and approval by, the faculty member who will supervise the research. A maximum of 6 credit hours of 59900 taken by part-time students may count as part of the 30 credit hour requirement. Please contact the Graduate Advisor for further information.

## ***MS Thesis Administrative Requirements...at-a-glance***

### ***Activity and Form to Submit***

### ***Deadlines and Due Dates***

Thesis Advisor Selection, paper <b>Form C-2</b>	By the end of your 1 <sup>st</sup> month
Establish Thesis Advisory Committee, paper <b>Form C-3</b>	30 days after thesis advisor selection
File electronic File Plan of Study, <b>e-Form</b>	By the end of your 3 <sup>rd</sup> semester
Attend Thesis Writing Workshop	In semester prior to defense
Convene Thesis Committee, <b>e-Form 8</b>	<b>At least</b> 4 weeks prior to defense date
Thesis Format Check	Make appointment with Summer Layton. IUPUI Grad Office
Defend Thesis	Consult Graduation Deadlines Calendar for the semester you intend to defend
Post-defense Thesis Format Check	Make appointment with Summer Layton. IUPUI Grad Office
Deposit	Consult Graduation Deadlines Calendar for the semester you intend to defend

## ***MS Non-Thesis Administrative Requirements...at-a-glance***

### ***Activity and Form to Submit***

### ***Deadlines and Due Dates***

File Plan of Study, <b>e-Form</b>	One semester prior to intended graduation
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**STUDENTS ARE RESPONSIBLE FOR MEETING DEADLINES-SEE THE GRADUATE ADMINISTRATOR WITH QUESTIONS OR CONCERNS.**

## MS Thesis Graduate Student Checklist – 30 credits required

### Prior to 1<sup>st</sup> Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar's office
- Teaching Assistants get teaching assignment from Mr. Keith Anliker in the week before semester begins

### 1<sup>st</sup> Semester

- Create computing/e-mail account
- Orientation
- Register for classes and seminar (9 course work credits, 1 seminar credit)
- Student ID/Crimson Card
- Parking tag
- Select Thesis Advisor (paper form C-2)
- Create Purdue account (directions sent to you by Grad Office toward end of 1<sup>st</sup> semester)

### 2<sup>nd</sup> Semester

- Register for classes and seminar (9 course work credits, 1 seminar credit)
- Appoint Thesis Advisory Committee (paper form C-3)

### Summer Session

- Register for Research

### 3<sup>rd</sup> Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Participate in Poster Session
- Submit Plan of Study (E-form, via Purdue account)

### 4<sup>th</sup> Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar

**Subsequent semesters** – Continue to register for research (Fall, Spring, Summer) and 0 credit of Seminar (Fall and Summer)

### Final Year

- Keep graduation deadlines calendar handy
- Attend Thesis Format Pre-Check Workshop presented by the Grad Office
- Complete Graduation Application and Survey
- Write thesis, provide copy of thesis to committee at least 2 weeks before defense
- Keep graduation deadlines calendar handy
- Ensure Plan of Study has been approved at least one semester before graduation

### MS Thesis - Final Semester

- \_\_\_ Register for CAND (candidacy) and one fee bearing credit, such as research
- \_\_\_ Schedule Defense by filing the Request for Appointment of Exam Committee via Purdue account **at least** 2 weeks prior to exam
- \_\_\_ Schedule post-defense thesis review with Summer Layton of the IUPUI Grad Office
- \_\_\_ Defend thesis
- \_\_\_ Submit Electronic Thesis Acceptance (ETAF) forms:
  - Thesis acceptance form 9
  - Confidentiality
  - Thesis/Dissertation Agreement
  - Publication Delay (if applicable)
  - Research Integrity and Copyright Disclaimer/iThenticate Plagiarism Detection Review (your advisor must perform the review and sign)
  
- \_\_\_ Electronic thesis deposit
- \_\_\_ Thesis Receipt
- \_\_\_ Deliver bound copies of thesis to Committee Chair and Grad Administrator (check with your advisor first)

- At the end of your final semester and audit will be done by the FIS program and the IUPUI Graduate Office to confirm that you've completed all requirements. You will not have any final forms to sign.
  
- Graduation is not the same as Commencement. Your **graduation** is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. **Commencement** is the *ceremony* held in May of each year. August graduates may walk in the May commencement prior to finishing their courses. Participating in this ceremony DOES NOT mean you have graduated.
  
- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.

## MS Non-Thesis Graduate Student Checklist – 30 credits required

### Prior to 1<sup>st</sup> Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar's office

### 1<sup>st</sup> Semester

- Create computing/e-mail account
- Orientation
- Register for classes (full-time status = 8 credits)
- Student ID/Crimson Card
- Parking tag
- Create Purdue Career Account (directions sent to you by Grad Office toward end of 1<sup>st</sup> semester)

**Subsequent semesters** – Continue to register for classes.

### Semester prior to graduation

- Submit electronic Plan of Study via your Purdue Career Account

### Final Semester

- Register for CAND (candidacy) and one fee bearing credit, such as research
- Complete Graduation Application and Survey

- At the end of your final semester and audit will be done by the FIS program and the IUPUI Graduate Office to confirm that you've completed all requirements. You will not have any final forms to sign.
- Graduation is not the same as Commencement. Your **graduation** is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. **Commencement** is the *ceremony* held in May of each year. August graduates may walk in the May commencement prior to finishing their courses. Participating in this ceremony DOES NOT mean you have graduated.
- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.

## SUMMARY - AFTER YOUR PhD DISSERTATION OR MS THESIS DEFENSE

### ***Post - Defense Checklist***

- Ensure that you have submitted final transcripts from the institution(s) awarding your prior degree(s). (This should have been done in the first year of graduate study).
- Ensure all coursework is completed according to program requirements and grades are submitted. You should have a copy of your approved Plan of Study listing this coursework.
- After your defense, make any corrections suggested by your committee.
- Allow your advisor to double check that all the appropriate corrections have been made.
- Post-defense format review appointments are scheduled in advance. Contact Summer Layton by email for these appointments, [sllayton@iupui.edu](mailto:sllayton@iupui.edu). (Contact Ms. Layton well ahead of your defense to schedule – do not wait until the week of your defense!)

### ***Thesis Submission***

**All graduate students are required to deposit their thesis electronically.** Follow the School of Science graduation deadlines. Make an appointment well in advance with Summer Layton, [sllayton@iupui.edu](mailto:sllayton@iupui.edu), of the IUPUI Graduate Office for post-defense format reviews. She will explain the process of submitting a copy of your thesis to Purdue University through ProQuest (fees apply) and the submission of your thesis to ScholarWorks.

### ***Binding your Thesis***

Theses for the department are bound in a consistent manner. The covers are black with gold lettering. The edge contains the author's last name, thesis title, and year. Theses are usually bound by National Library Bindery Company, 55 South State Ave Suite 100, Indianapolis 46201, telephone, 317-636-5606.

- Deliver one copy of your bound thesis to your advisor and one to Kitty O'Doherty, the Graduate Program Administrator.
- Confirm that a copy of the Thesis Receipt has been received by Graduate Program Administrator.
- Diplomas are available from SOS Dean's Office, phone: 317-274-0625, approximately 2 months after graduation. You will receive an e-mail and a hard copy letter letting you know when your diploma is ready to pick up or have mailed to you.

### **ALL STUDENTS**

- Pick up and distribute the bound copies from the bindery.
- Clean up your work area.
- Return all keys to Patricia Beddow
- Leave a forwarding address with the Chemistry & Chemical Biology office staff.

## ENGLISH Proficiency Requirements

A student whose first language is not English must meet the English requirements by demonstrating proficiency in *written* English. This proficiency is determined by TOEFL or IELTS and GRE scores during the application process. In addition, TAs who are not native English speakers must demonstrate proficiency in *oral* English

Written English proficiency may also be demonstrated through the English as a Second Language (ESL) program. The IUPUI ESL Screening Test includes a written essay examination. Each student's essay is read by two independent raters and awarded a score of 1 to 4. Students who receive a score of 4 have demonstrated writing proficiency. Students who receive a score of 3 must enroll in either G013 or W131 (for international students) in order to fulfill the writing proficiency requirement; students who receive a 1 or 2 must take W001 before enrolling in G013 or W131. **NOTE: The cost of these classes will be paid by the student and the course credits will not count on the Plan of Study toward the graduate degree.** The ESL Screening Test may not be repeated. The cost of the test is \$30.00. For further information, contact the Testing Center, 274-2620.

IUPUI has a mandatory Oral English Proficiency Exam that all graduate students whose native language is not English must pass before being assigned Assistantships that require direct teaching responsibilities. The exam consists of an interview and a presentation (a mini-lesson) given by the graduate student. The student is evaluated by representatives from the ESL Program and the student's department; together the evaluators determine whether the student's English proficiency is acceptable for teaching; in case of a disagreement, the opinion of the ESL representative prevails.

### English for Academic Purposes (EAP)

By University policy, most graduate students who are non-native speakers of English are required to take the EAP Placement Test prior to registering for classes, before the start of their first semester on campus, even if they completed the TOEFL test.

**Students' letter of admission from the Office of International Affairs will indicate if they are required to take this test.**

Some students who are permanent residents, political asylees, or undocumented without a degree are strongly encouraged to take the EAP Placement test. Graduate students in this category should speak to their advisor or the EAP Program about enrolling into an EAP course. Both undergraduate and **graduate students** may elect to take EAP courses even if they are not required to.

Because the EAP Placement Test is a placement test used to accurately determine English language skill level, students do not need to "prepare" for it. The scores are used to assign EAP classes that best meet students' academic needs that will provide favorable English experiences necessary for a successful career at IUPUI and beyond.

The EAP Placement Test is always given during the fall (August) and spring (January) orientation weeks sponsored by the Office of International Affairs. Students who have not already taken the EAP Placement Test will be registered for a specific test time during the orientation activities.

Students arriving to the campus early can take the EAP Placement Test at the IUPUI Testing Center. Pay the test fee (\$30.00) in the Campus Center, Student Financial Services, Room 250. Bring a picture ID (your passport is acceptable) and your test fee payment receipt when you come to the testing center.

**The courses prescribed based on the students' results on the EAP Placement Test are required. Students who have not completed their EAP requirements will not be able to graduate.**

IUPUI has a mandatory Oral English Proficiency Exam (SPEAK test) that all graduate students whose native language is not English must pass before being assigned Assistantships that require direct teaching responsibilities. They must complete any required supplemental EAP courses recommended based on that test. The exam consists of an interview and a presentation (a mini-lesson) given by the graduate student. The student is evaluated by representatives from the ESL Program and the student's department; together the evaluators determine whether the student's English proficiency is acceptable for teaching; in case of a disagreement, the opinion of the ESL representative prevails.

Students who do not pass the Oral English Proficiency Exam (speaking) may be required to take a three-credit hour course, G020 Communication Skills for ITAs, and then retest. The evaluation guidelines for the test also allow for a restricted category, which indicates the graduate student has a restricted acceptability for teaching; departments are recommended to assign the student to less demanding teaching responsibilities, and the student enrolls in G020 to upgrade his/her language skills. If the student is not ready for G020, he/she may be recommended to enroll in other oral language skills courses (G010-G012) offered by the ESL Program.

The Graduate Office monitors compliance with the campus policy. To register for the SPEAK Test, the department representative (secretary, advisor, etc.) should contact the EAP Program Office (274-2188) to register the graduate student for the next available testing time. There is a \$30 test fee, which is charged to the student's department.

More details about the SPEAK test can be found at [http://liberalarts.iupui.edu/english/index.php/academics/eap/eap\\_contact](http://liberalarts.iupui.edu/english/index.php/academics/eap/eap_contact).

The [Department of English](#) lists information such as test dates, testing locations, registration instructions, and more.

## SEXUAL HARASSMENT

The Department of Chemistry & Chemical Biology strives to create an environment in which faculty, staff, and students work and study together to accomplish personal, school, and University objectives. The creation of such an environment is essential to the goals of a liberal education. However, this environment cannot be cultivated if any of us are victims of sexual harassment or are subjecting others even unknowingly, to such harassment.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in other University activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for, or a factor in, decisions affecting that individual's employment, education, or participation in a University activity; or such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, living environment or participation in a University activity.

Sexual harassment is not confined to acts of a sexual nature. Any behavior that insults, ridicules or demeans a person on the basis of gender may constitute sexual harassment.

Sexual harassment takes a variety of forms; it may be verbal, written or physical. It may be ongoing persistent behavior or a single incident. Inappropriate behavior ranges from telling an offensive joke to physical assault.

If you believe you are being harassed, take action. The following are some of your alternatives:

1. Confront the person whose behavior is inappropriate, either in person or in writing; describe the specific behavior that offends you and clearly state how you would like the situation resolved.
2. Report the incident to the Department Chair.

If you are a victim of sexual assault, contact the police department.

Preventing sexual harassment requires constant vigilance on the part of all of us. Many incidents reported are unintentional actions that occur because of insensitivity or lack of awareness. But whether intentional or not, sexual harassment is prohibited by law and is a violation of University policy.

## **TA-STUDENT RELATIONSHIPS**

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As a Teaching Assistant you are often very close in age to the undergraduate students you will be teaching. This can make you an effective teacher but can also present problems. As a general rule, socialization with students whom you teach is not advised because this frequently is misinterpreted by other students who feel they are at a disadvantage. Also, in extreme cases, there may be cause for a charge of sexual harassment.

Always remember that as a Teaching Assistant you are a representative of the University and the Chemistry Department. The Indiana University Academic Handbook (governing all academic appointments) states:

The faculty subscribe to the long standing academic norm that sexual or amorous relationships between faculty (as well as teaching assistants) and students for whom they have professional responsibility are generally unacceptable even when both parties have consented to the development of the relationship.

Such relationships not only raise questions about the professional integrity of the particular faculty (or instructional assistant) involved, but also the University as a whole. Furthermore, when such liaisons occur, they can lead to demoralization among other students, who can perceive a student in such a relationship as benefiting in a special way in terms of academic, financial or career opportunities.

Maintaining a proper, ethical relationship with students is an important part of the teaching experience. Persons violating this policy will be subject to appropriate University disciplinary action, termination of teaching appointment, or possible dismissal from the University. The Department strongly endorses this policy and persons violating these guidelines will be subject to appropriate disciplinary action.

## SAFETY IN THE LABORATORY

Maintenance of a safe environment in our teaching and research laboratories is an absolute necessity. We are interested in your safety and you must be concerned about the safety of those around you.

As a Teaching Assistant, the burden of creating a safe environment for your students rests on your shoulders. As a researcher, you must develop safe habits and prudent practices because your colleagues in the laboratory expect and deserve a safe workplace.

***You are responsible!***

The Safety Coordinator for the Department of Chemistry & Chemical Biology is Jim Crase. As part of your orientation program, Jim will arrange to have Environmental Health & Safety present a Chemical Hygiene Program (CHP) training session that will provide you with basic safety information. Much of this program will focus on recognizing hazards, avoiding accidents, and responding appropriately when an accident does occur.

### Emergency Phone Numbers

<b>Police</b>	<b>274-7911</b>	<b>(dial 4-7911)</b>
<b>Fire</b>	<b>274-2311</b>	<b>(dial 4-2311)</b>
<b>Ambulance</b>	<b>634-1313</b>	<b>(dial 9-634-1313)</b>

The IUPUI Emergency Procedures Handbook outlines courses of action for a variety of emergency situations. This handbook is designed for quick reference and should be readily accessible near telephones in the department. **It is your responsibility to become familiar with these procedures.**

### General Rules on Safety and Cleanliness

This list is not inclusive. Additional information is found in the *Chemical Hygiene Program*, the *IUPUI Safety Manual*, and the ACS publication *Safety in Academic Chemistry Laboratories*. All teaching laboratories in the Department of Chemistry & Chemical Biology operate under the *IUPUI-Laboratory Safety Rules* (rev. 8/93). Also known as the *Safety Pledge*, this listing of 22 rules applies to students taking lab courses and the laboratory instructors in the various courses. Faculty and staff involved in your teaching and research are excellent resources as well. Please seek their help and advice!

1. **Wear Eye Protection!** Eye protection must be worn whenever you are in a chemical laboratory. Safety goggles provide the best protection and are required in most teaching laboratories. Less satisfactory protection is provided by metal-rimmed or plastic-rimmed safety glasses. If safety glasses are used, they must be ANSI Z87.1-1989 approved and equipped with side shields. Wearers of contact lenses must protect their eyes with safety goggles.
2. Eating, drinking, application of cosmetics, and similar activities are strictly prohibited in chemical laboratories.
3. Anyone carrying out experiments alone in a laboratory should inform someone in the vicinity of the nature of their work so that assistance can be rendered in case of an emergency.
4. Research and instructional laboratories should be maintained in a clean condition at all times. Keep refrigerators clean and defrost them whenever it is necessary. Avoid cluttering up floors with equipment.
5. Keep approaches to emergency doors absolutely unobstructed!

6. In general, reactions should not be left unattended if there exists the slightest possibility of their getting out of control. Reactions which involve continuous introduction of a gas should not be left without supervision. The reaction vessel must be separated from the gas source by an empty trap. Toxic and corrosive compounds such as HCN, HF, HCl, H<sub>2</sub>S, phosgene, NH<sub>3</sub>, mercaptans, etc., which might form in a reaction must be absorbed and not allowed to escape freely into a room or via the hood. Special consideration must be given to the location of a reaction. Reactions which require large amounts of flammable solvents, active metals, or metal hydrides should be carried out in the hood behind a safety shield. The heating of such reactions should be done electrically or by a steam bath; open flames must be avoided!
7. The use of acid baths is strictly prohibited because of the corrosive action of the fumes on the metal parts of fume hoods.
8. Familiarize yourself with the location of safety showers, eye wash stations, fire blankets, and fire extinguishers.
9. Container sizes are restricted for flammable and combustible liquids (Class 1A, glass, 0.5L; Class 1B, 1.0L, glass; Class 1C, glass, 4.0L). Consult the Reference Manual in the IUPUI Chemical Hygiene Program for detailed information on the storage of flammables.
10. Storage in the laboratory of chemicals such as metallic hydrides, active metals, peroxides, and explosives must be kept to a minimum quantity which shall be the smallest package available from the vendor.
11. Condenser tubing must be in good condition and properly wired.
12. Aspirators should not be allowed to run overnight.
13. Glass (broken or intact) should never be placed into regular trash containers. Glass items for disposal should be rinsed thoroughly and placed in a heavy-duty cardboard box that has a lid. The box needs to be labeled "Broken Glass."
14. Chemical waste must not be placed in trash containers. Sink disposal of waste is only permitted for listed "drain-safe" chemicals. Generally, chemical waste should be placed in suitable and properly labeled containers for removal by the Department of Environmental Health and Safety. Hazardous Material Manifests can be obtained from Jim Crase for this purpose.
15. Do not take any unnecessary chances especially if experimenting with hazardous chemicals. Work in the hood behind a safety shield.
16. In the event of an accident, get in touch immediately with the Campus Police, 274-7911. In the event of a fire, call Fire Emergency 274-2311.
17. Report any accident promptly to the departmental Safety Coordinator, Jim Crase.

**SUMMARY OF GRADUATE FORMS**

1. **Ph.D. Requirements Advisor Sign-Off Form** (paper): This form is to be signed by your advisor after each degree requirement milestone is completed. A copy should be given to the Graduate Administrator with each update.
2. **Graduate Thesis Advisor Form** (paper Form C-2): This form must be completed by all thesis option students. It includes signatures of faculty with whom you have discussed research opportunities and the signatures of the student and the thesis advisor indicating their agreement to the thesis advisor selection.
3. **Appointment of Thesis Advisory Committee** (paper Form C-3): After consultation with the thesis advisor, the student will choose additional members to serve as an advisory committee for the duration of the program. Signatures of these faculty must be obtained indicating their willingness to serve.
3. **Plan of Study**: The student completes the form electronically through their Purdue Career Account. All major area chemistry courses are primary (P), those outside the major area are related (R). There will be a drop-down menu for your courses. You will include the names of your committee chair and the committee members and their faculty identifiers:

Basu	X0811	Blacklock	X0483	Boyd	X0309
Deiss	X0781	Ge	X0613	Georgiadis	X0528
Goodpaster	X0542	Laulhe	X0832	Li	X0612
Long	X0253	Manicke	X0738	McLeish	X0574
Minto	X0484	Muhoberac	X2851	Naumann	X0378
O'Donnell	X0092	Pu	X0651	Sardar	X0652
Scott	X0421	Varma-Nelson	X0659	Webb	TBD

4. **Request for Change to Plan of Study (e-Form)**: This form is used to revise a previously approved Plan of Study. It is very important to submit this form if ANY change has been made (advisor change, course change.)
5. **Request for Appointment of Thesis Examining Committee (e-Form 8)**: This form must be submitted to the Graduate School (through the Graduate Administrator) **at least** four weeks prior to the scheduled date of your oral examination (two weeks for MS). It cannot be submitted until a date and time for the thesis defense have been established.
6. **Report of MS Thesis Examining Committee** (MS Form 7), **Report of the Preliminary Exam** (Ph.D Form 10), or **Report of the Final Examining Committee** (PhD Form 11): These forms are endorsed by your thesis committee and routed through university administration after your defense. These forms are initiated and approved on your behalf and not a form that you will need to initiate or sign.
7. **Electronic Thesis Acceptance Form (ETAF)**: Includes the Thesis/Dissertation Acceptance, Master's Thesis/Ph.D. Dissertation Agreement, Publication Delay, and Research Integrity and Copyright Disclaimer and iThenticate Plagiarism Screening) at the time of their final defense and deposit. Other special request forms may be found on the Purdue Graduate School website.

## Further Explanation of Purdue Graduate School Database Exam Forms

### **Plan of Study**

**FORM INITIATOR:** This form is initiated and submitted **by the student** using your Purdue Career Account <https://myPurdue.purdue.edu> and clicking on the Plan of Study Generator. You will save it as a draft for preliminary approval by the Graduate Administrator. Final submission of the form will route to Grad Administrator, Research Committee, Grad Program Director, and IUPUI Graduate Office for official approval.

**DEADLINE:** Third semester for Ph.D. and MS thesis students; one semester prior to intended graduation for MS non-thesis students. Missing the deadline for this form will delay your graduation.

### **Form 8: Request for Appointment of Examining Committee**

**FORM INITIATOR:** This form is initiated and submitted **by the student** through your Purdue Career Account. Approval of the Form 8 will generate the requested exam form (7, 10, or 11) for the examining committee to use in recording the results of the examination (final defense for MS students; preliminary exam and final defense for Ph.D. candidates).

**DEADLINE:** Form 8s are required for all thesis-option master's and doctoral candidates to schedule exams, and must be submitted and receive all department signatures at **least two weeks in advance of the exam for MS**, and **at least four weeks for Ph.D. candidates**.

### **Form 7: Report of Master's Examining Committee**

**FORM INITIATOR:** For thesis-option master's students, approval of the Form 8 generates this form. For non-thesis option master's students, department coordinators are responsible for initiating the Form 7. Form 7s are not required for non-thesis students if the department has an approved Alternative Graduation Criteria. Students do not sign.

**DEADLINE:** With the exception of non-thesis students in departments with an approved Alternative Criteria, department approvals are needed on Form 7s for all graduating master's candidates on or before the Final Exam Deadline in the session of anticipated graduation.

### **Form 10: Report of the Preliminary Examination (PhD. Candidates)**

**FORM INITIATOR:** Generated by approval of Form 8 and automatically sent to committee and administration for signatures. Students do not sign.

**DEADLINE:** At least two full sessions of active registration are required between the preliminary and final exam.

### **Form 11: Report of the Final Examination (Ph.D. Candidates)**

**FORM INITIATOR:** Generated by approval of Form 8 and automatically sent to committee and administration for signatures. Students do not sign.

**DEADLINE:** Department approvals are needed on Form 11s for all graduating doctoral candidates on or before the Final Exam Deadline in the session of anticipated graduation.

## **Useful Contact Information**

### **One.IU**

Campus portal for access to your IUPUI student account, registration, finance, etc.

<https://one.iu.edu/>

### **Purdue Career Account**

<https://mypurdue.purdue.edu>

### **IUPUI Dept. of Chemistry & Chemical Biology**

402 N. Blackford Street, LD 326

Indianapolis, IN 46202

Front Desk: (317) 274-6872

FAX: (317) 274-4701

<http://chem.iupui.edu>

Kitty O'Doherty

Grad Program Administrator

(317) 274-8969

[czinski@iupui.edu](mailto:czinski@iupui.edu)

Beverly Hewitt, Asst. to Chair and

Dept. Fiscal/Payroll Officer

(317) 274-6875

[blhewitt@iupui.edu](mailto:blhewitt@iupui.edu)

### **IUPUI Graduate Office**

<http://www.iupui.edu/~gradoff>

UL 1173

(317) 274-1577

### **Purdue University Graduate School**

<http://www.gradschool.purdue.edu/>

### **IUPUI Main Website**

<http://www.iupui.edu>

### **School of Science Dean's Office**

<http://science.iupui.edu/>

(317) 274-0625

LD 222

### **Crimson Card- Campus Card Services**

<https://crimsoncard.iu.edu>

(317) 274-5177

IUPUI Campus Center, Suite 217

**Office of International Affairs**

<http://international.iupui.edu/>

e-mail: oia@iupui.edu

(317) 274-7000

**IUPUI Office of the Registrar**

(317) 274-1519

<http://www.iupui.edu/>

[iupuireg@iupui.edu](mailto:iupuireg@iupui.edu)

**IUPUI Parking Services**

<https://www.parking.iupui.edu/home.do>

(317) 274-4232

Office is located inside the Vermont St. Garage

1004 W. Vermont St.

Indianapolis, IN 46202

**University Technology Service (UITS)**

<http://uits.iu.edu>

274-HELP

**IUware (software downloads)**

<http://www.iuware.iu.edu/>

**IUPUI Campus Police Department**

On Campus Emergencies: (317) 274-7911

Telephone: (317) 274-2058

1232 W. Michigan St.

Indianapolis, IN 46202

**PhD Degree Requirements Advisor/Committee Sign-off Sheet**

Name \_\_\_\_\_

Program Ph.D Research Advisor \_\_\_\_\_

Entry Date \_\_\_\_\_

**Research Advisor should sign-off on each program requirement:**

Advisor Selected \_\_\_\_\_ Date \_\_\_\_\_

Committee Selection \_\_\_\_\_ Date \_\_\_\_\_

Cume Exams Passed \_\_\_\_\_ Date \_\_\_\_\_

Plan of Study Approved \_\_\_\_\_ Date \_\_\_\_\_

Poster Session participation \_\_\_\_\_ Date \_\_\_\_\_

Written Research Report \_\_\_\_\_ Date \_\_\_\_\_

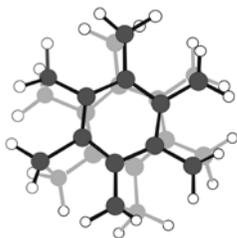
OP/Prelim Exam \_\_\_\_\_ Date \_\_\_\_\_

Literature Seminar \_\_\_\_\_ Date \_\_\_\_\_

Defense \_\_\_\_\_ Date \_\_\_\_\_

Deposit \_\_\_\_\_ Date \_\_\_\_\_





## Appointment of Thesis Advisory Committee

Department of Chemistry and Chemical Biology  
Indiana University-Purdue University Indianapolis

### Instructions to the Student

After consultation with your Thesis Advisor, choose additional faculty members to serve on your advisory committee.

**Ph.D. committee** should be made up of two faculty in your major area, one outside the major area, and one either in or outside of major area, for a total of four committee members (including the Chair of your committee.)

**MS committee** should be made up of two faculty in your major area and one outside the major area, for a total of three committee members (including committee Chair.)

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Major Area: \_\_\_\_\_

### Instructions to Committee Members

Please sign below if you agree to serve on the above-mentioned student's thesis advisory committee.

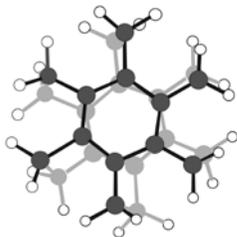
Committee member signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions to the Thesis Advisor

Please sign below if you approve of the constitution of the above-named student's thesis advisory committee. Please return this form to the Graduate Advisor 30 days after thesis advisor selection.

Thesis Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Graduate Thesis Advisor Form

Department of Chemistry & Chemical Biology  
Indiana University-Purdue University Indianapolis

### Instructions to the Student

This form is to be completed in the first month of residence and returned to the Department Graduate Advisor as soon as possible. Attend the Faculty Research Presentations and make appointments with eligible faculty members to discuss research opportunities. Registration will not be permitted for subsequent semesters if this form is not submitted.

Student Name: \_\_\_\_\_

Select a Major Area:  Analytical  
 Biological  
 Inorganic  
 Organic  
 Physical

### Instructions to Prospective Thesis Advisors:

Please sign below to indicate that the above student discussed research opportunities in your group.

Faculty member signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Instructions to Thesis Advisor:

Please sign below to indicate acceptance of the above student into your research group.

Faculty member signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Graduate Programs: \_\_\_\_\_ Date Received: \_\_\_\_\_

