



**Department
of Chemistry**

The University of Alabama at Birmingham

Department of Chemistry
Graduate Program
Effective Fall 2019 Semester

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A. GRADUATE STUDENT HANDBOOK OVERVIEW

This document summarizes the requirements for the Ph.D. degree in Chemistry at the University of Alabama at Birmingham. The purpose of this handbook is to inform graduate students of the rules, regulations, timeline, and checklist for completion of the Ph.D. degree.

The primary reference for rules and regulations regarding graduate students is the University of Alabama at Birmingham Graduate School Policies. The Graduate School's current policies can be found at: <https://www.uab.edu/graduate/>

Questions regarding these requirements may be referred to the Graduate Program Director or the Department of Chemistry Graduate Program staff.

Graduate Program Director
Aaron L. Lucius, PhD
292, Chemistry Building
Department of Chemistry
University of Alabama at Birmingham
Birmingham, AL 35294-1240
Ph.: 205-934-8096
allucius@uab.edu

Graduate Student Affairs Secretary
Ms. Laura Knighten
201D, Chemistry Building
Department of Chemistry
University of Alabama at Birmingham
Birmingham, AL 35294-1240
Ph.: 205-934-8139
knighten@uab.edu

MILESTONES AND TIME LINE TABLE FOR A FIVE-YEAR CHEMISTRY PH.D.

MILESTONE ACTIVITIES	Year 1	Year 2	Year 3	Year 4	Year 5
Academic Coursework ¹					
Core Chemistry Courses ²					
Additional Courses ³					
Selection of Graduate Research Mentor ⁴					
Selection of Graduate Research Committee ⁵					
Meeting of Graduate Research Committee ⁶					
Teaching Requirements ⁷					
Research Program ⁸					
Annual Evaluation ⁹					
Literature Seminar ¹⁰					
Written Qualifying Examination ¹¹					
Research Proposal Defense ¹²					
Admission to Candidacy ¹³					
Application for Degree ¹⁴					
Defense of Dissertation Research ¹⁵					
Ph.D. Degree Awarded ¹⁶					

¹An overall GPA of 3.0 in all graduate coursework is required.

² Core chemistry courses (18 semester hours of 700 level Chemistry coursework)

³Minimum of two additional courses (6 semester hours of 700 level coursework)

⁴Graduate research mentor is chosen starting in the Spring semester but must be completed by end of first year.

⁵Selection of the graduate research committee must be completed by the end of the first year.

⁶Graduate Research Committee must meet once per year

⁷One semester of teaching experience is required of all graduate students

⁸Dissertation research starts in year one until completion

⁹Students will be evaluated on academic progress, teaching performance and research productivity

¹⁰Literature seminar is presented during Fall or Spring semester of the second year.

¹¹Written qualifying examination is taken in the Summer of the 2nd year

¹²Research proposal is defended in the 3rd year (no longer than 12 months after passing the written examination).

¹³Admission to Candidacy occurs in the 3rd year (after completion of the literature seminar, written qualifying examination and research proposal).

¹⁴Application of Degrees occurs one semester prior to Defense of Dissertation

B. REQUIREMENTS FOR THE PH.D. DEGREE

Graduate Course Advising

Entering graduate students are advised by the Graduate Program Director and the Graduate Education Committee. During this advisement meeting graduate students will be informed of available graduate courses and recommendations will be made. The committee and the student will decide which courses to take based on the student's research interests. To register for graduate classes the student is required to obtain a signature from the Graduate Program Director. Once the student has chosen a research lab then the student's research mentor will serve the role of academic advisor. Thus, the mentor will sign the registration form. In addition, the student's committee may also advise on needed course work for the student based on the student's ongoing research.

Academic and Social Support Services

UAB provides considerable support services to enrolled students. The Graduate School on-line catalog, facilities and services section has many support services. Information and links for Lister Hill Library of Health Sciences and Mervyn H. Stern Library, Student Housing and Residential Life, Student Health and Insurance Programs, Student Development (comprised of TRIO Academic Services, Career Services, Disability Support Services, Veteran's Services, Testing Office, Counseling and Wellness Services, and Women's Services) are included in the URL. The Graduate School's Professional Development Program provides graduate students with career support and advancement, training in academic and grant writing, teaching at the college level, presentation and discussion skills, academic English for Internationals, as well as pronunciation and accent improvement. Details on the Graduate School's Professional Development Program can be found at:

<https://www.uab.edu/graduate/students/current-students>

Graduate Academic Curriculum

Full-time students are required to register for 9 semester hours of graduate course work. This includes regular graduate courses approved by the student's graduate research mentor and program director, seminar (CH791), and non-thesis research (CH798) (prior to Admission to Candidacy) or thesis research (CH 799) (after Admission to Candidacy). Those students on departmental assistantships should enroll for no more than 9 hours per semester unless authorized by the Graduate Program Director and the Department Chair.

- a. Core Curriculum: All students entering with a B.S. degree or equivalent are required to pass 18 semester hours of chemistry core courses selected by the student and the student's graduate committee. If entering with a previously earned M.S. degree then 15 semester hours are required. Students must receive a grade of "B" or better in all chemistry core courses. If a grade lower than a B is achieved then the student has one opportunity to retake the course. The course must be retaken in the next semester after the first attempt by either re-enrolling or as a

directed study under the direction of the instructor of record. However, the student will no longer be in Good Academic Standing until the course is passed with a “B” or better (see Good Academic Standing below). If a “B” or better is not achieved on the second attempt then the student will be dismissed.

Chemistry Core Courses (MS: 600 level; PhD: 700 level):

For detailed descriptions: [\[link\]](#)

- b. Teaching/Communications Skills requirement. All students are required to complete GRD 715 during their first term in the program. All students are required to take GRD 717 Principles of Scientific Integrity. These courses are required but are not counted toward the 24 semester hour minimum.
- c. Additional course work (6 semester hours): the graduate student and the graduate research mentor (in consultation with the student’s graduate research committee) select additional graded graduate courses to complete a minimum of 24 semester hours. This includes 18 semester hours of chemistry core and 6 semester hours of electives at the level of 700. The six semester hours of electives can be taken outside the department of chemistry. There is no semester hour maximum for additional course work but the student must complete a minimum of 24 semester hours of graduate coursework with an overall GPA of 3.0 or higher.

UAB Graduate School Ph.D. Minimum Course Credit Requirements

The Graduate School has minimum course credit requirements for students in doctoral programs. Program requirements for course work may exceed the Graduate School minimum but may not be less than the Graduate School minimum.

1. If entering with a baccalaureate degree, a student is required to earn a minimum of 72 credit hours comprised of the following:
 - a. Completion of 48 semester hours of coursework prior to candidacy :
 - i. A minimum of 22 hours of core coursework directly related to the discipline
 - ii. No more than 16 hours of non-dissertation research (i.e. 798) can be counted
 - iii. No more than 10 hours of labs, seminars, or GRD and CIRTLL courses can be counted
 - b. Completion of 24 semester hours of research-based work over a minimum of two semesters in candidacy which can be designated as either:
 - i. A minimum of 24 semester hours in 799 dissertation research OR
 - ii. A minimum of 12 semester hours in 799 dissertation research AND, either during or before candidacy, 12 semester hours in other appropriate research-based coursework which has been approved by the graduate student’s program
2. If entering with a previously earned master’s degree appropriate to the doctoral degree field, a student is required to earn a minimum of 51 credit hours comprised of the following. These requirements also apply to students with previously earned M.S., D.V.M., D.M.D., D.D.S., etc.:
 - a. Completion of 27 semester hours of coursework prior to candidacy:
 - i. A minimum of 15 hours of core coursework directly related to the discipline
 - ii. No more than 6 hours of non-dissertation research (i.e. 798) can be counted
 - iii. No more than 6 hours of labs, seminars, or GRD and CIRTLL courses can be counted

- b. Completion of 24 semester hours of research-based work over a minimum of two semesters in candidacy which can be designated as either:
 - i. A minimum of 24 semester hours in 799 dissertation research OR
 - ii. A minimum of 12 semester hours in 799 dissertation research AND, either during or before candidacy, 12 semester hours in other appropriate research-based coursework which has been approved by the graduate student's program

Up to 12 credits of course work that have not been applied toward meeting the requirements for an earned degree taken at UAB or other institutions may be used to satisfy these course credit requirements upon approval of the graduate program director and the Graduate School Dean. Courses which have been previously applied toward meeting the requirements of another degree are not eligible to satisfy minimum course credit requirements. The student's graduate department or program should provide a course planning curriculum worksheet along with the student's application for degree. This worksheet should detail the courses taken which are intended to be used toward meeting degree requirements.

Graduate Research Mentor Selection

In the Fall semester, first year graduate students are required to enroll in CH 790 (Introduction to Graduate Research). The students will be introduced to the graduate research faculty and their research interests in this course. The students are expected to meet with at least three prospective graduate research mentors during the first semester and discuss their interest in joining the prospective mentor's lab. Students are strongly encouraged to do 4-week rotations in prospective mentor's labs to learn more about their research and day to day activities. However, the lab rotation can be optional if a mutual agreement to join the lab is reached between the student and the mentor. After the rotations and/or arriving at a mutual agreement, the graduate student and the mentor agree upon their research project and inform the Graduate Program Director by signing the form in Appendix A. The graduate student is officially assigned to the mentor's lab when the Chair of the Department of Chemistry signs the form in Appendix A. If the student is uncertain of his/her research directions and needs help, the Graduate Program Director will assist in establishing rotations in the labs doing research within the student's areas of interest. The process of selecting the graduate research mentor must be completed by the end of the student's first semester in the department.

Graduate Research Committee Selection

Selection of the Graduate Research Committee is the responsibility of both the student and their graduate research mentor. Three (minimum) Graduate Chemistry Faculty and two (minimum) Graduate Faculty outside of the department must be chosen. The Graduate Study Committee Letter (Appendix B) is completed and forwarded to the Graduate Program Director. The Graduate Program Director will inform the Graduate School of the student's graduate research committee.

<https://www.uab.edu/graduate/faculty-staff/other/forms>

The student should meet with their graduate research committee during the summer of their first year of graduate school. During the first meeting, the committee will discuss with the

student the required coursework to be completed by the student's second year. The student should also be seeking the committees approval for their departmental seminar topic. The graduate research committee will also set a goal to complete core courses by Spring semester of the second year. Thereafter, the student is required to meet with the committee at least once a year to update the committee on the student's progress in achieving milestones and completion of their Ph.D. degree. The graduate research committee plays a crucial role in the direction of the student's research program. The student and the graduate research mentor have the joint responsibility in scheduling all meetings of the graduate research committee. However, the student is expected to update the committee annually. If the student does not have annual meetings then the student will no longer be in Good Academic Standing (see Good Academic Standing Policy below).

It is the responsibility of the graduate research mentor to provide a written summary of the discussion that transpired during the meeting and provide a copy of this memorandum to the student, all members of the student's graduate research committee, and the Graduate Program Director.

Faculty may be added or removed from the graduate research committee with the approval of the Department of Chemistry Program Director and the Dean of the Graduate School. A request to change the composition of the committee should be initiated only after consultation with the existing committee. A memorandum requesting and indicating the reason for the change is forwarded to the Department of Chemistry Graduate Program Director.

Communication Skills Requirements

All graduate students are to demonstrate written and oral communication skill competencies. Adequate performance is required on the literature seminar, written exams, research proposal (oral and written), dissertation defense, teaching, publications, and presentations at professional meetings. For graduate students whose native language is not English, it is recommended to take Academic English Courses for International students. Before registering for Academic English courses, students should contact Amy Snow at amsnow@uab.edu for initial evaluation of language proficiency. The following URL will direct you to information on registration for these classes:

<https://www.uab.edu/global/english-language-programs>

This requirement is consistent with the UAB policy that written work in all courses must meet minimum standards of English literacy.

Seminar Requirement

Graduate students are to attend and participate in the Department of Chemistry Seminar Program each semester (enroll in CH 791). Graduate student pursuing a Ph.D. degree present a departmental literature seminar (CH 792) during the second year of enrollment. The date of the departmental literature seminar will be assigned at least 6 months prior to delivery. The topic of the literature seminar must not be directly related to the student's chosen area of research or that of another student. The seminar topic is to be approved by the student's graduate research

mentor and by the student's graduate research committee members. The student must prepare a written summary (1 page) that provides an overview of the seminar topic along with a list of pertinent references. The summary must be distributed to the Departmental office a minimum of one week prior to the seminar date. Not providing the summary to the department one week in advance will constitute a failing grade. The student will enroll in CH 792 for the semester in which the seminar is scheduled. The student will present his/her seminar and the Chemistry faculty and committee members attending the seminar will grade the student. The student must receive a "B" or better to pass. The student will have one more opportunity to pass the seminar and must do this the next semester. The student will not be in Good Academic Standing in the interim between not passing and retaking the departmental seminar (see Academic Good Standing policy below). If the student fails twice they will be dismissed from the program. The Graduate Program Director will provide a written evaluation and grade to the student (See attached SAMPLE SEMINAR EVALUATION form in Appendix C).

Teaching Requirement

A minimum of one semester teaching experience is required of all graduate students. This requirement is designed to enhance the student's professional development as well as contribute to the graduate and research missions of the Department of Chemistry and the University of Alabama at Birmingham.

Teaching is also required during any semester that financial support is not provided by grant funds or an external fellowship. The normal laboratory instruction assignment load for a first-year graduate assistant is four units, consisting of undergraduate laboratories and/or recitations, equaling approximately 12-15 contact hours per week. In subsequent years, students will continue to have a four-unit assignment load until the graduate student selects a graduate research mentor and graduate research committee. The teaching requirement is three-units thereafter (9-12 contact hours). Additional responsibilities associated with the teaching assignment include staff meetings, reading and grading of student reports, interacting with students and record-keeping.

Teaching assignments are made to meet departmental needs. Effort is made to make the assignment relevant to the student's research interests (i.e., a student whose research is related to organic synthesis is assigned to teach organic laboratory). While the student is participating in the teaching program, they report to one of the Laboratory Coordinators (Introductory Chemistry, General Chemistry or Organic Chemistry). The Laboratory Coordinators will complete and submit annual reviews to the Graduate Program Director. Excellence in teaching is expected, and failure to meet expectations will result in removal from Good Academic Standing (see policy below) and jeopardize continued financial support.

Written Qualifying Exam

Graduate students pursuing Ph.D. degrees will be evaluated by a comprehensive written qualifying exam in the student's field of study. To be eligible to take the exam, a student must have completed 18 semester hours in the core courses with grades of "B" or better. The written qualifying exam is usually given the last week of June in the student's second year. The date for

the exam will be set three months in advance and announced through a departmental memo to all eligible graduate students pursuing a Ph.D. degree. Each student will be provided with guidelines for the written qualifying exam in his/her area of concentration. The exam will occur over two days and will consist of (on day 1) general knowledge questions, which require synthesis of knowledge, and (on day 2) more in-depth and problem-solving questions focused on the student's specific area of study. For students pursuing an interdisciplinary research program, the student, with the approval of their graduate research committee, may petition the Graduate Program Director for approval to have the graduate research committee write and administer the written qualifying exam. The composition of this examination should reflect the interdisciplinary nature of the required course work.

The graduate research mentor forms a committee of a minimum of three faculty members who write the exam to evaluate the student's performance. The form in Appendix F is filled out and sent to the Graduate Program Director with a grade (pass/fail). A passing grade will be awarded to the student who demonstrates competency of greater than 75% of the material.

If failure of the examination occurs, a student will be allowed one repeat exam within a 6 month time frame. The student will no longer be in Good Academic Standing in the intervening time between failing the qualifier and retaking the qualifier (see Good Academic Standing policy below). A student who does not successfully pass his/her second attempt at the written qualifying exam will not be allowed to continue in the Ph.D. program.

Research Proposal Defense

Graduate students pursuing Ph.D. degrees are to compose and defend a research proposal (RP) within one year of completion of their written qualifying examination. The students will follow the guidelines outlined in Appendix E. The topic of the RP will be selected by the student in consultation with his/her graduate research mentor. It may be directly related to the graduate student's research and thus serve as a defense of dissertation research. If the topic is unrelated to student's research, the student must receive approval of the topic from the graduate research committee. This can be done by presenting a two page preliminary proposal to the graduate research committee. Upon review, the committee will make a decision on the proposed topic. These students must also present and defend their Ph.D. dissertation research to their graduate research committee at a later date.

The full proposal must be submitted by the student to the graduate research committee two weeks prior to the proposed date for defense. The student must make an oral presentation and defend their RP to their graduate research committee. The Research Proposal Results form in Appendix F is filled out upon completion of the RP. Students, who fail the defense of the RP in the first attempt, repeat the defense within twelve weeks from the date of first attempt. The student will no longer be in Good Academic Standing in the intervening time between failing the RP and retaking the RP (see Good Academic Standing policy below). A student who does not successfully pass his/her second attempt at the research proposal will not be allowed to continue in the Ph.D. program.

Research

The graduate student will carry out original research under the direction of their graduate research mentor and the advice of the student's graduate research committee. This research serves as the basis of the student's Ph.D. dissertation. The student will enroll in CH 798 (non-thesis research) prior to admission to candidacy or CH 799 (Ph.D. dissertation research) after admission to candidacy for no more than 9 semester hours. After Admission to Candidacy, the student requires a minimum of one academic year to complete research, write the dissertation, and present and defend the dissertation.

The graduate student's research progress toward a degree is to be reviewed by the graduate research committee on a yearly basis. The student must meet with the committee at least once per year but may meet more frequently. The student can also expect the research mentor to periodically provide an evaluation of his or her scientific development as well as progress toward completion of the dissertation work.

Admission to Candidacy

Admission to Candidacy should occur during the third year of the student's enrollment in the program. When the student has passed the literature seminar, written examination and research proposal defense, the committee will recommend to the Graduate School Dean that the student be admitted to candidacy. A student must be in good academic standing to be admitted to candidacy. Admission to candidacy must take place at least two regular terms before the expected completion of the doctoral program. The graduate student committee completes the APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY:

<https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms>

Admission to candidacy is an important step forward in the student's pursuit of the doctorate. By this step, the graduate committee indicates its confidence that the student is capable of completing the proposed research project and the doctoral program.

Annual Reviews

Graduate students will be reviewed on an annual basis by the Graduate Program Director and the Graduate Education Committee. The review typically takes place early in Summer semester. Based on the information provided by the student and the expectation set forth in this document, the Graduate Program Director and Graduate Education Committee will recommend to the Chair of the Department of Chemistry that the student continue in the Ph.D. program with financial support.

Application for Degree

During the semester preceding the desired graduation date, the student files the APPLICATION FOR DEGREE (Master's, Educational Specialist, or Doctoral Degree) form with the UAB Graduate School Office.

The student must have formal approval of both the research committee and their research mentor to apply for graduation. In addition to having approval of both the research committee and research mentor the department requires that the student must have a minimum of one peer reviewed manuscript published in an indexed journal before their defense. However, it is important to note that this is a minimum and the total number of published manuscripts before approval for graduation is between the research mentor, the research committee and the student. Consequently, the student is encouraged to discuss expectations for graduation upon joining the research mentor's lab.

The graduate student is responsible for completing the form and filing the form with the Graduate School. The deadline dates for receipt of the APPLICATION FOR DEGREE form are available on the Graduate School website each term.

<https://www.uab.edu/graduate/students/current-students/academic-policies-progress/forms>

Ph.D. Dissertation

The research carried out by the student serves as the basis for the written Ph.D. dissertation. When the research project is considered complete by the student and graduate research mentor, an outline of the dissertation is prepared. A graduate research committee meeting is called to discuss if satisfactory research progress has been made toward degree. The student must get approval from the research committee and the research mentor to apply for graduation and set a defense date. Once a defense is approved by the graduate research committee, the student prepares a written Ph.D. dissertation. Published manuscripts serve as the chapters of the written dissertation. After review by the graduate research mentor, this written dissertation is forwarded to the graduate research committee for comments. These comments serve as the basis for the dissertation revision. The dissertation should be completed while the student is in residence (enrolled). The writing, typesetting, and copying are the responsibility of the student.

Prior to writing the dissertation, review the document "Format Manual for Theses and Dissertations" from the UAB Graduate School's website.

https://www.uab.edu/graduate/images/documents/resources/current_students/FormatManual.pdf

It provides details for format, style, mechanics, approval process, and checklist for the dissertation.

Presentation and Defense of Dissertation

Students must defend their dissertation research during a formal seminar to the public coordinated by the graduate research mentor and in the presence of the graduate research committee. This defense must occur at least 30 days prior to the date of graduation. The date, time and location of the seminar is reported to the Graduate School through the on-line "Request Thesis or Dissertation Approval" form and submitted no later than 2 weeks before the final defense:

<https://www.uab.edu/graduate/students/current-students/theses-dissertations/request-approval>

The approval form cannot be completed before your Application for Degree has been processed. Students must be in good academic standing and registered for a minimum of 3 semester hours of graduate research during the semester when the defense takes place.

All faculty and graduate students will be invited to attend this seminar. A closed meeting of the candidate with the graduate research committee will follow the seminar. The graduate research committee will examine the student on the dissertation research. If the committee does not pass the student then the student will be given one more opportunity to defend their dissertation. The committee will set the requirements for the second defense if needed. Upon successful completion of the defense, the student will be recommended for the doctoral degree to the Graduate School Dean by memorandum from the graduate research committee and the graduate program director. The memorandum must be accompanied by the following documents:

- A completed "Application for Graduate Degree":
- 2 complete and corrected copies of the dissertation approved by the graduate research committee
- The "Request Thesis or Dissertations"
- 3 copies of an abstract of the dissertation (less than 600 words) approved by the graduate research mentor and the Graduate Program Director.

These documents must be received by the Graduate School office no later than 20 days prior to the end of the term in which the student is expected to graduate. Students will not be cleared for graduation until all paperwork has been processed, all grades have been finalized, and all fees have been paid. The student should consult the Graduate School office for specific deadlines and the fees. Failure to meet the deadlines will require the filing of a new "Application for Graduate Degree" form and registration in subsequent term. The application approved at the departmental level should be filed prior to the beginning of the term in which the student plans to graduate.

Prior to awarding the degree, the graduate student is responsible for completing the Final Laboratory Inspection Form (Appendix G) which includes packaging and labeling of all chemicals

used or produced in the student's research. In consultation with the graduate research mentor, the materials should be either saved or disposed of according to the UAB hazardous waste disposal guidelines. All instrumentation, glassware and supplies are to be left in a clean condition, in the assigned cabinets, and/or returned to the stockroom. A final check by the graduate research mentor and stockroom manager will be made prior to final approval being given by the Graduate Program Director for the awarding of the degree.

Conferring of the Ph.D. Degree in Chemistry

The attendance of both the student and the graduate research mentor is expected at the special doctoral hooding convocation ceremony. The student, graduate research mentor, mentors, family and friends are invited to attend the ceremony. You may find more information at the graduate school website.

Time Limits to Complete Degree

Students seeking a Ph.D. in the Department of Chemistry are expected to complete all degree requirements within a maximum of 7 years from their date of entry into the program. Under unusual circumstances where mitigating circumstances preclude completion of degree requirements within 7 years, one extension of these time limits can be requested. Such a request should originate from the student and their graduate research mentor in the form of a written memorandum of request that includes a plan and timeline for completion of the Ph.D. degree. Such a request requires the approval of the student's graduate research committee and is submitted to the Graduate Program Director for consideration. If agreeable, the Graduate Program Director must provide a written appeal for an extension to the dean of the Graduate School for consideration and approval. Courses taken more than 7 years before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.

C ADDITIONAL POLICIES and PROCEDURES

1. Employment Outside of the Department of Chemistry
2. Travel
3. Paid leave of absence (Vacation)
4. Good Academic Standing Policy
5. Dissertation Charges

Employment Outside of the Department of Chemistry

Ph.D. students are expected to spend full-time on their program of study and research. Students that hold departmental fellowships and/or assistantships are not permitted to hold jobs outside the department unless such employment directly relates to the degree program and written

permission has been given by the graduate research mentor, the graduate research committee, and approved by the Graduate Program Director. Violations of this policy will result in the loss of the departmental assistantship and/or fellowship.

Travel

The department will provide matching funds (up to \$500.00) for the travel to one regional or national professional meeting at which a Ph.D. student will be presenting a paper on his/her Ph.D. dissertation research. The student has the responsibility to request and receive approval for these funds prior to commencing travel. No retroactive approvals will be given. To request matching supplemental funds, the Ph.D. student is to complete and process the Department of Chemistry Travel Authorization Form (Appendix H). The other sources that the student must pursue for the remainder of the travel funds are: the Graduate School, Graduate Student Association travel fund program, extramural funds that support the Ph.D. student's research, etc.

Paid Leave of Absence (Vacation)

The policy of the UAB Graduate School is that Graduate assistants and trainees are not entitled to paid leave. Any scheduled time away must be coordinated between the student and the mentor. However, the department of chemistry does allow for the following short-term leaves:

- A maximum of 15 days of paid leave of absence (vacation) per calendar year,
- 3 calendar days paid sick leave of absence per calendar year, and
- Parental leave of absence (with pay) of 30 consecutive days per calendar year upon the birth or adoption of a child. Either or both parents are eligible for parental leave.

These leaves (vacation, sick, parental) do not accrue. All leaves must be requested using the Vacation Request Form in Appendix I, which must be signed and approved by the student's research mentor, teaching mentor, and the graduate program director in that order. If additional time away is required then an unpaid leave of absence can be requested through the graduate school.

Good Academic Standing Policy

1. General UAB Policy on Good Academic Standing

The UAB Graduate School Handbook, found on-line at:

<http://catalog.uab.edu/graduate/academicprogress/>

Provides a general statement regarding what constitutes Good Academic Standing for all UAB Graduate Students. The relevant policy is found in Section 6 and reproduced here.

Policy 1. Good Academic Standing

For a student to maintain good academic standing in the Graduate School, a grade point average of at least 3.0 (B average) and overall satisfactory performance on pass/not pass courses are required. Satisfactory performance on pass/not pass courses is defined as earning at least as many hours of P grades as hours of NP grades.

Policy 2. Satisfactory Progress

Each graduate program should establish standards for satisfactory progress toward the degree. Students who do not meet these standards may be dismissed from the specific graduate program.

Policy 3. Conditional Dismissal

A degree-seeking or non-degree-seeking graduate student, who has been in good academic standing but who, at the end of any semester, fails to meet the criteria to continue in good academic standing will be placed on probation. Such a student must re-establish good academic standing within the next two semesters of graduate study undertaken. Students who do not accomplish this level of performance will be dismissed from the UAB Graduate School.

The rules stated above govern university probation and dismissal, administered by the Graduate School. Individual graduate programs may establish and administer program probation and dismissal governed by more stringent requirements. In general, a student's retention in a specific graduate program is contingent on the faculty's belief that the student is likely to complete the program successfully. If the faculty ceases to hold this belief, the student may be dismissed from the program.

II. Department of Chemistry Policies on Good Standing

Appointment as a Graduate Teaching Assistant or Graduate Research Assistant in the Department of Chemistry comes with both rights and responsibilities. Each appointment document for both graduate teaching and research assistants contains the following statement:

"Appointment as a Graduate Teaching/Research Assistant is available only to students with an excellent academic record. You must remain in good standing and make satisfactory progress toward meeting your degree requirements in order to continue as a Graduate Teaching/Research Assistant."

The assurance of continued support as a Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GTA) in the Department of Chemistry at UAB requires maintenance of good standing. The Department of Chemistry definition of good academic standing includes the general UAB definition described in Part I above, but also includes policies specific to the Department, which are outlined below.

In order to be considered in good standing, a UAB chemistry graduate student must observe the following requirements.

1. Fulfill all graduate program requirements and milestones **on schedule**, as outlined in the Department of Chemistry Graduate Student Handbook. In terms of degree completion, the expected time for a full-time student to complete studies for a Ph.D. in chemistry in the US is five years (statistics from the American Chemical Society <http://bit.ly/1HA6JtO>). Requests for continued financial support beyond five years from the initial date of beginning the Ph.D.

program will be evaluated annually by the student's advisory committee, Graduate Program Director, and Department Chair. However, continued financial support by the Department beyond five years is not guaranteed.

2. Maintain an overall 3.0 cumulative grade point average, including a 3.0 grade point average in graduate level chemistry classes.
3. Receive a grade of "B" or better in all chemistry core courses. See the UAB Department of Chemistry Graduate Student Handbook for a full listing of chemistry core courses.
4. Obtain a grade of "Pass" on every Pass/Not Pass course attempted, including GRD 715 (TA Training Course), and CH 798 (Non-Dissertation Research) or CH 799 (Dissertation Research)
5. Graduate Teaching Assistants must receive "Acceptable" (or better) ratings in each task of each course for which GTA performance was evaluated during the most recent semester in which GTA duties were performed.
6. For international students, meet the Department of Chemistry's communication skills and language requirements as described in the Graduate Student Handbook within one calendar year of admission.
7. Adhere to UAB's Academic Honor Code. A finding of academic dishonesty against a chemistry graduate student by a Department or University inquiry causes the student to lose their good standing.
8. Follow chemical safety protocols. Any chemistry graduate student found willfully or negligently guilty of violating chemical safety procedures will lose their good standing.

III. Procedures for Violations of Department of Chemistry Policies on Good Standing

In the event that UAB or Department of Chemistry policies on maintenance of good standing are violated, the following procedures will be followed.

1. The graduate student will receive a written warning that they are no longer in good standing in the Department of Chemistry. This warning will include the stipulation that the student must remedy this situation at the earliest practical date (generally within one semester), or his or her stipend may be reduced or eliminated.
2. If the student does not return to good standing at the earliest date, or if the student has a second instance that causes him/her to lose good standing, the amount of the student's assistantship will be permanently reduced by 15%.
3. If the student does not return to good standing within two semesters, or if the student has a third instance that causes him/her to lose good standing, the student's assistantship will be eliminated. The student may, in addition, be dismissed from the Department of Chemistry.

IV. Conditions for Immediate Removal from the Graduate Program

The procedures described above notwithstanding, a graduate student may have his/her assistantship reduced or eliminated, or be dismissed from the graduate program in the

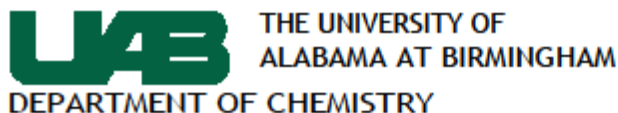
Department of Chemistry without prior warnings, at the end of any semester in which, in the opinion of the student's advisory committee, Graduate Program Director, and Department Chair, he or she fails to make sufficient academic progress to warrant continuance of study.

A graduate student may also have his/her assistantship reduced or eliminated, or be dismissed from the graduate program without prior warnings, at the end of any semester in which he or she is found to have committed acts of academic dishonesty, or chemical safety violations, which in the opinion of the student's advisory committee, Graduate Program Director, and Department Chair, are sufficiently serious to warrant removal of the student from the graduate program.

Dissertation Charges

All doctoral students submitting a dissertation to the UAB Graduate School must sign an agreement with ProQuest/UMI Dissertation Publishing, the firm that has acted as the repository and distributor for the majority of dissertations written in the United States for more than sixty years. For more than a decade, ProQuest/UMI has also provided on line access to this database. It is important that you read and understand the ramifications of the ProQuest/UMI agreement, the UAB Publication Agreement, and any other publishing agreement that you may be asked to sign. To make informed decisions, you, your graduate research mentor, and your graduate research committee should be aware of the publication practices in your field of study, particularly if you have previously published or plan to publish any part of your research in a journal or book.

D. Appendices



Selection of a Research Advisor

Entering graduate students are encouraged to acquaint themselves with the various research opportunities available in the Department of Chemistry at UAB so that they can complete their selection of a research advisor by the end of the first non-summer semester in residence, i.e. usually the Fall semester of their entering year.

Students have several opportunities to familiarize themselves with research advisors: 1) enroll in Introduction to Graduate Research CH 790, 2) attend Chemistry Seminar (CH 791), 3) attend the Fall Department Retreat, and 4) faculty interviews. Enrollment in the Chemistry Seminar, and attendance at the Department Retreat are required of all entering graduate students in order to learn about the types of research being conducted in the various research groups.

Each student is also required to interview with at least three faculty members to discuss research opportunities before final selection of a research advisor. At the time of the interview, the faculty member will sign the form below. Upon completion of the interview process, the student should give this form to the selected research advisor for his/her agreement, and then sign and forward the form to the Department Chair for final approval.

Every effort will be made to accommodate the first choice of the student; however, this cannot be guaranteed in all cases.

Faculty Interviewed:

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Research Advisor Selected:

Department of Chemistry
901 14th Street South, Birmingham AL 35294-1240
205.975.5381 office 205.934.2573 fax
rdluhy@uab.edu

Mailing Address:
CHEM 201
1720 2nd Avenue South
Birmingham, AL 35294-1240

APPENDIX A.2 – Graduate Research Mentor Selection Form

Name _____ Signature _____ Date _____

Student:

Name _____ Signature _____ Date _____

Graduate Program Director:

Name _____ Signature _____ Date _____

Department Head:

Name _____ Signature _____ Date _____

APPENDIX B – Graduate Student Committee Letter form



UAB Graduate School
 Attn: Susie Talley
 LHL G03; 1720 2nd Ave.
 Birmingham, AL 35294-0013
swatts66@uab.edu

GRADUATE STUDY COMMITTEE LETTER

Date: _____ From: _____
 (Program Director's Name) (Signature)

I would like to request the following Graduate Study Committee be appointed for the below student who is enrolled in the _____ graduate program:

Student's Name	Blazer ID	Student ID (B#)	Email Address	Degree Type
----------------	-----------	-----------------	---------------	-------------

Please enter names in this format: Last Name, First Name, Middle Initial. If you have a co-chair or co-mentor, please indicate in parenthesis beside the name. Please note: Research Mentor = Committee Chair.

Committee Chair / Research Mentor's Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address
Additional Committee Member Name	Blazer ID	Dept/Program	Email Address

Graduate School Use Only:

 Approval of Graduate School Dean

 Date

Updated 06/2018

APPENDIX C – Literature Seminar Evaluation Form

SEMINAR EVALUATION FORM

Speaker Name: _____

Seminar Title: _____

	Poor 1	2	3	4	Excellent 5
Abstract:					
Clarity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation:					
Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scientific Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Depth of Coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Convey Important Points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Answer Questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score: _____

Comments: _____

Grade: _____ Reviewer Name: _____

use reverse side for further comments, if necessary

APPENDIX D – Written Qualifying Examination Results

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

Written Qualifying Examination Results

Student Information

Student ID: _____

Student Name: _____
Last Name First Name M.I.

Graduate Research Mentor: _____

Exam Committee Members:

Written Qualifying Exam

Topic: _____

Date of Written Qualifying Examination: _____

Written Qualifying Examination Results(circle one): Pass Fail

Graduate Program Director: _____

CC: Student
Mentor
Graduate Program Director
Student's File

APPENDIX E - Research Proposal Guidelines

Graduate students pursuing Ph.D. degrees are to compose and defend a research proposal (RP) within one year of completion of their written qualifying examination. The students will follow either NIH or NSF guidelines for the preparation of their RP. The student in consultation with his /her graduate research mentor will select the topic of the RP. It may be directly related to the graduate student's research and thus serve as a defense of dissertation research. If the topic is unrelated to student's research, the student must receive approval of the topic from the graduate research committee. This can be done by presenting a two page preliminary proposal to the graduate research committee. Upon review, the committee will make a decision on the proposed topic. These students must also present and defend their Ph.D. dissertation research to their graduate research committee at a later date.

The student to the graduate research committee must submit the full proposal two weeks prior to the proposed date for defense. The student must make an oral presentation and defend their RP to their graduate research committee. The Research Proposal Results form in Appendix G is filled out upon completion of the RP. Students, who fail the defense of the RP in the first attempt, repeat the defense within twelve weeks from the date of first attempt.

APPENDIX F – Research Proposal Results

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

Research Proposal Results

Student Information

Student ID: _____

Student Name: _____
Last Name First Name M.I.

Research Proposal

Topic: _____

Date of Research Proposal: _____

Graduate Research Mentor: _____

Committee Members Attending:

Research Proposal Results (circle one): Pass Fail

Graduate Program Director: _____

CC: Student
Mentor
Graduate Program Director
Student's File

APPENDIX G – Final Laboratory Inspection Form

DEPARTMENT OF CHEMISTRY
UNIVERSITY OF ALABAMA AT BIRMINGHAM

FINAL LABORATORY INSPECTION FORM FOR GRADUATE STUDENTS

Graduate Student Name: _____ Student ID: _____

Graduate Research Mentor: _____

Assigned Laboratory Space: Building: _____ Room #: _____

Date of Final Laboratory Inspection: _____

Present for Inspection: _____ (Graduate Student)

_____ (Graduate Research Mentor)

_____ (Departmental Safety Coordinator)

Results of Final Laboratory Inspection:

- A. All chemicals produced and used by this graduate student have been packaged and labeled for saving by the Graduate Research Mentor or disposed through the UAB hazardous waste disposal procedure. The Graduate Research Mentor acknowledges receipt of all chemicals and/or chemical wastes and is responsible for ensuring proper disposal procedures through the UAB Department of Occupational Health and Safety.
- B. All equipment, glassware, supplies, assigned desk and/or workspace has been left in a clean, safe, and reusable condition or returned to the stockroom in a clean, safe, and reusable condition.

Comments:

Inspection Approved:

Graduate Research Mentor Signature: _____ Date: _____

Chemistry Safety Coordinator Signature: _____ Date: _____

Graduate Student Signature: _____ Date: _____

When completed, please forward this form to the Chair, Department of Chemistry

APPENDIX H – Travel Policy and Travel Authorization Form

Department of Chemistry Travel Reimbursement Policy for Graduate Students

The Department of Chemistry views participation of its faculty and graduate students in professional meetings as an important activity for professional growth and as a means of giving visibility to the department. As such, the Department of Chemistry encourages faculty and graduate students to attend and participate in regional and national scientific meetings. In order to qualify for reimbursement for travel, the graduate student must present an oral or poster presentation at the meeting. The Department of Chemistry will work with the student's Graduate research mentor by matching travel funding up to \$500 per student per meeting. With limited travel budgets, the Department of Chemistry urges the Graduate Faculty Advisor to provide matching funding for student travel through external funds and other sources such as the Graduate Student Association. Such travel assistance requires prior approval from the GSA and adherence to their policy guidelines. Usually the department, with a prior request for approval, will assist in making up the difference between actual cost and GSA reimbursement when the student presents a paper.

Prior approval must be obtained for reimbursement, which requires an impact statement from the student and faculty advisor, a budget breakdown, and approval from the department chair. The attached approval form must be used. No after-the-fact approvals or reimbursements will occur.



Department of
Chemistry

Travel Authorization

(submit one per individual)

From: _____	Date: _____
Title: _____	Title: _____
Name of Convention, Association or Meeting	Place of Meeting
_____	_____
Date of Meeting	Mode of Transportation
_____	_____

PURPOSE OF CONVENTION, ASSOCIATION OR MEETING:

Teaching duties to be covered by: _____

ESTIMATED COST:

Transportation: _____

Meals and Lodging: _____

Other: _____

TOTAL: _____

APPROVED:

APPENDIX I – Vacation Request Form

Graduate Student Vacation Request Form



Department of Chemistry

According to the UAB Graduate Student Handbook graduate students are entitled to a maximum of 15 calendar days (one-half month) paid leave of absence (vacation) per calendar year.

All leaves must be requested and require approval by the mentor and graduate program director.

Student requesting leave

Requested dates of leave	Requested number of days
--------------------------	--------------------------

Students signature	Date
--------------------	------

Research Mentor's signature	Date
-----------------------------	------

Teaching Mentor's signature*	Date
------------------------------	------

Graduate Program Director's signature†	Date
--	------

*If leave is being requested during times when you are responsible for TA duties you will need the signature of the faculty member to whom you report.

†The Graduate Program Director will only sign after all other required signatures are obtained.

APPENDIX J – Application for Degree (Master’s, Educational Specialist, or Doctoral Degree)

Online forms can be found on the Graduate School website, front page under *Graduate School Quicklinks* drop down menu.

APPENDIX K – Request Dissertation Approval Forms

Online forms can be found on the Graduate School website, front page under *Graduate School Quicklinks* drop down menu.