

Department of Chemistry



Graduate Student Handbook

2008 – 2009

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1. INTRODUCTION

This handbook is a compilation of policies and procedures of the graduate chemistry program in the Clemson chemistry department. It is meant to serve as a guide to help students (you!) as you make your way through the program. Note that this handbook does not cover all of the policies of the Clemson Graduate School; those policies are compiled in the Graduate Announcements, which is published each year by the Graduate School. Access to the Graduate Announcements is also available via the Web at <http://www.grad.clemson.edu/>. You must follow both the chemistry department guidelines and the graduate school guidelines as you pursue your advanced chemistry degree.

The graduate chemistry program at Clemson is administered by a graduate committee consisting of (usually) six faculty members, with one chairperson and five committee members, usually one from each departmental division. The committee composition for the present academic year is given below:

Composition of chemistry department graduate committee for 2008-2009

Dr. Steve Stuart, Chair / Graduate Program Coordinator / Physical
Dr. Gautam Bhattacharya, Chemistry Education
Dr. George Chumanov, Analytical
Dr. Karl Dieter, Organic
Dr. Bill Pennington, Inorganic
Dr. Dvora Perahia, Physical
Mrs. Nicole Hodgson, Graduate Student Coordinator

Usually, the first point of contact for students in the graduate program is the student coordinator listed above. That person will handle the processing of all forms relating to the program, and can answer most questions about program policies and procedures. Students should feel free to contact this student coordinator or any member of the graduate committee regarding questions or other issues relevant to the program. Few of the policies in this handbook are so inflexible that they cannot be modified if circumstances warrant; the starting point for such cases is to bring them up with someone on the committee.

Note that this handbook summarizes the policies and procedures that are / were in effect on the date on the front cover. Policies will stay generally the same over time but may evolve from one year to the next. Students will be notified of changes as they occur, but this handbook is not a contract and if policies change in minor ways during a student's course of study, then the student may be asked to work toward a degree under the new policies in place of policies that were in effect when the student was admitted. For cases involving major policy changes, students will be allowed to work toward their graduate degree under the policies that were in effect when they were admitted. The graduate committee and the department chairman will consider cases in which a change in policy creates a hardship for a student on a case-by-case basis.

Aside from the formal policies, the graduate committee and the entire chemistry faculty and staff would like to take this opportunity to wish you every success in your journey toward a graduate degree. Graduate school is a time of intensive learning and professional development which will call upon the very best in you to achieve success; but, it is also (we

hope!) a time of great personal development that we hope you will look back upon with fondness. Good luck!!!

2. PROFICIENCY REQUIREMENTS

2.1. Chemistry Proficiency

Entering graduate students will normally take a series of entrance examinations at the beginning of the first semester of study. Four exams will be given, one each in the areas of analytical, organic, inorganic, and physical chemistry. These are standardized, multiple-choice exams, covering undergraduate-level material. Passing the exam indicates that the student has achieved proficiency in the subject area sufficient to continue taking courses at the graduate level. The exam results will not appear on the student's transcript.

The results of the placement exams are used to advise students regarding course selection. Students who pass an exam in a given area will normally be advised that they may immediately take graduate-level courses in that area. Students who do not pass an exam in a given area may be advised to take a remedial class to address the lack of proficiency before enrolling in graduate classes in that subject area.

2.2. English Language Speaking Proficiency

Newly-admitted graduate students who are not native English-speaking students are required by South Carolina state law to pass an English speaking exam (the SPEAK test) before they can be certified to teach as a laboratory teaching assistant. The Clemson English department administers the exam, which is similar in form to the Test of Spoken English administered by ETS. The exam is offered at the start of each semester, and once in the summer, and students may take the exam anytime that it is offered. It is expected that students will pass this exam during the first year of study. If a student does not pass the exam by the end of the first year of study, then that student is not eligible for department support, and may be asked to leave the program.

When a student does pass the English speaking exam, he / she will then become eligible to serve as a teaching assistant in one of the undergraduate laboratory courses. The student would then receive the same stipend as all other students who are teaching lab sections. In most cases, the stipend that students receive before they pass the English exam and become certified to serve as a teaching assistant is lower than stipend received by students who do teach laboratory sections.

3. ADVISEMENT

3.1. Initial advisement

Entering students will normally be advised by a member of the graduate committee in an advising session to be held after the entrance exams have been completed but before classes begin. The main purpose of the initial advisement session is to select coursework

for the first semester of study. Students should come to the advisement session prepared to discuss what courses they would like to take in the first semester. After the advisement session, students will complete registration for the first semester. Advisement for subsequent semesters will usually be undertaken with the research advisor.

3.2. Selection of a Research Advisor

Your selection of a research advisor is a very important decision to which you should give much thought. It will strongly affect the course of your graduate studies and your professional life. Each research group in the department is unique, and it is to your benefit to be as open-minded as possible at the start of your program of study as you consider your interests and options.

The following paragraphs specify the procedures followed in the Clemson chemistry department for student selection of a major research advisor. The procedures may vary from year to year, but will always be generally similar to those presented below.

Upon selection of a major area of interest, you will be given a sheet (Attachment I) with the names of all faculty accepting research students. For students starting in the fall semester, a series of faculty seminars will normally be held shortly after the start of the semester, in which faculty will make brief presentations about their research programs and answer questions about their research groups. A schedule for these sessions will be distributed shortly after the semester begins. It is expected that all entering students will attend all of these faculty seminars. Attendance is required, and will be taken!! After all of the faculty presentations have been made, students should make individual appointments with several faculty members for a more detailed discussion / interview about their research programs. It is expected that each student will interview with at least three faculty members, independent of divisional affiliation. All three interviews are required even for those students who already think they know which faculty member they wish to choose as their advisor. The interviews are required to ensure that each student has an opportunity to hear about several different research projects, and that the student begins graduate study with a good knowledge of research that is conducted in a variety of different research groups. Students are encouraged to interview with more than three faculty if there are multiple faculty for whom there is a good match between the research interests of faculty member and the student. This is especially so for students listing multiple divisions within the department for their primary interest.

Students beginning study in the spring semester will not normally participate in the faculty seminars since these are given only once per year, normally in the fall. Such students should begin the process of interviewing with individual faculty as soon as possible after the start of the spring semester.

After the faculty interviews are completed, students will complete a form (Attachment II) indicating their choice for major research advisor. Normally the student will approach their first choice privately to indicate a desire to pursue their degree under that person's advisement before selecting that person as a first choice. The faculty member will indicate his/her agreement (or not) to serve as major advisor, and the form is then turned

in to the graduate coordinator, after which the student will meet with the department chair to discuss the selection. This process is normally completed two weeks prior to the end of the first semester of study.

4. PROGRAMS OF STUDY

4.1. Overview

The Clemson chemistry department offers programs of study leading to the M.S. and Ph.D. degrees. Each degree program has specific requirements in terms of coursework, student seminars, qualifying examinations and comprehensive exam (Ph.D. only), and a thesis (M.S.) or dissertation (Ph.D.) that presents the results of an original research project. It is possible (and common) to earn a Ph.D. degree without stopping to earn an M.S. degree on the way. It is also possible to earn only an M.S. degree. It is also possible to first earn an M.S. degree en route to a Ph.D. degree.

The following sections summarize chemistry department policies as they relate to the programs of study for the M.S. and Ph.D. degrees. The Clemson graduate school also has policies that relate to programs of study for these degrees. Graduate School policies are summarized in the Graduate Announcements, available online at <http://www.grad.clemson.edu/>.

4.2. Curriculum

The curriculum requirements differ substantially for the M.S. and Ph.D. degrees. The M.S. degree requirements are primarily designed to ensure that a sufficient amount of graduate coursework is completed. The coursework requirements for the Ph.D. degree are more rigorous, requiring that the student take courses or pass exams in the core areas of chemistry, in their focus area, as well as in areas outside of chemistry. Both programs are sufficiently flexible to allow the student and their research advisor to construct a curriculum that matches the student's research emphasis.

4.2.1. M.S. Curriculum

Coursework. Students pursuing an M.S. degree in any field at Clemson University must complete at least 30 credit hours of coursework including at least 24 credit hours of graduate-level coursework. Graduate classes at Clemson are classes offered at the 600 level, 800 level, or 900 level. A 600-level class that has a 400-level counterpart that is required for the undergraduate degree can not be used towards the M.S. degree. At least one-half of the total graduate coursework credit hours required by the committee must be in courses numbered 800 or above, and at least 12 credit hours must be in the major field of study, as required by the Graduate School. Up to three credits (but no more than three credits) of seminar classes, e.g. CH851 and CH852, may be counted toward the required total of 24 credit hours of coursework.

4.2.2. Ph.D. Curriculum

Coursework. Ph.D. students must complete graduate lecture coursework subject to the requirements outlined in the sections below on Broad Chemical Awareness, Focus Area, and Distribution Requirement. Additionally, within the first year of enrollment, the student must complete at least 18 graduate credits counting towards the Ph.D. degree. These credits include seminars but do not include graduate research. They also may not include 600-level classes for which the companion 400-level course is required for the undergraduate major. At the end of three academic semesters (not including summers) of full-time graduate study, the student must have a cumulative grade point average (GPA) of 2.90 or better. There is no probationary period. Students who do not have an aggregate GPA of 2.90 or better at the end of their third semester will be removed from the graduate program. All required coursework must be completed by the end of the third year of full-time graduate study (although additional courses may be taken after the third year).

Broad Chemical Awareness. By the end of the first year of study, the Ph.D. student must display competency in each of the four traditional areas of chemistry (analytical, inorganic, organic, and physical chemistry) in order to demonstrate a well-rounded foundation in chemistry. This competency can be demonstrated in any one of four ways:

- Passing the entrance exam in that subject area with a score of at least the 50th percentile when compared to the national average. If the entrance exam is passed upon arrival, no further action is needed. These exams are offered three times per year, in August, January, and May. No more than three attempts are permitted in any subject area.
- Completing a two-semester sequence of the undergraduate 200- or 300-level courses in the subject area that are required for the undergraduate major, with a grade of B or better in both semesters. Such courses are available in the areas of organic chemistry (CH223,CH224) and physical chemistry (CH331,CH332), but not in analytical or inorganic chemistry.
- Completing a 600-level course in the same subject area as the entrance exam with a grade of B or better. Such courses are available in all four traditional areas of chemistry. These courses may be used for graduate credit, when allowed by Graduate School rules (i.e. if there is no corresponding 400-level course that is a requirement of the undergraduate degree).
- Completing an identified 800-level or 900-level course in the subject area with a grade of B or better. Courses satisfying this requirement are CH812, CH813, CH816, CH818 and CH910 for analytical chemistry; CH805, CH807, and CH808 for inorganic chemistry; CH821 and CH822 for organic chemistry; and CH830 and CH837 for physical chemistry. Note that these courses may simultaneously satisfy the focus area or distribution requirement (see below).

Note that multiple attempts to demonstrate a minimal competency are permitted. Thus, for example, a student earning a C in an 800-level course would not demonstrate minimal competency, but could still re-take the entrance exam and score at the 50th percentile or higher, perhaps aided by the material studied in the 800-level course.

If the entrance exams are not passed at the 50th percentile upon arrival, the student should consider their course of action very carefully to ensure that they meet the broad chemical awareness requirement by the end of the first year. Note that some courses (especially 800-level courses) are not guaranteed to be offered every year and may have prerequisites, and some subject areas do not have courses at the 200 or 300 level. To avoid unforeseen problems, it is crucial that the student plan their curriculum in conjunction with their academic and/or research advisor.

At the end of 12 months of study, students who have failed to meet the Broad Chemical Awareness requirements will be removed from the graduate program, and are ineligible to transfer to the M.S. degree program.

Distribution Requirement. The Ph.D. student must take at least two 800-level courses in subject areas other than the major area of interest. These two courses must not belong to the same subject area.

Focus Area. In addition to the two courses required for the Distribution Requirement, the Ph.D. student must take a minimum of four additional courses carrying graduate credit. (Note that a 600-level course for which the 400-level counterpart is required for the undergraduate major does not carry graduate credit.) These courses should be chosen by the student and his or her research advisor based on the student's research program.

4.3. Non-Chemistry Courses

Most classes taken to satisfy the coursework requirements for a graduate chemistry degree will be those offered by the chemistry department. Credit received for graduate-level courses taught by other departments may also be counted toward a chemistry graduate degree, provided those classes involve subject matter that is directly relevant to the student's degree program. The student should consult with and receive approval from his or her major research advisor before taking such classes with the intention of having them count toward a graduate chemistry degree. Students may also take other Clemson courses for credit during their graduate program, though normally such classes will not be counted toward the graduate degree. A student supported on either a research or a teaching assistantship MUST obtain approval from his or her research advisor prior to taking any such class while working toward a graduate chemistry degree.

4.4. Research Requirement

Ordinarily, both M.S. and Ph.D. students will spend a significant portion of their time doing chemistry research. The graduate school requires a minimum of 18 hours of research (CH991) for a Ph.D. degree and 6 hours of research (CH891) for a M.S. degree.

Typically students will take significantly more research hours than these minimum amounts, as the degree requirements are based on finishing a comprehensive research project and thesis or dissertation, rather than a fixed number of credits. The research topics are chosen in conjunction with the research advisor.

For students specializing in chemical education, a one-year research project must be conducted in one of the traditional areas of chemistry (analytical, inorganic, organic, physical), in addition to the chemical education research. The purpose of this requirement is to ensure that the student has experience and specialized knowledge in a field of current chemical research. Students may perform their one-year research project in any research group in the chemistry department, or can pursue their project in a research group outside the department with prior written approval by the graduate committee.

4.5. The GS-2 Form

The coursework plan for both the M.S. and Ph.D. degrees is specified on a Graduate School form called the GS-2 form. Students should complete a GS-2 form as soon as they have formulated the coursework plan that they intend to pursue for the graduate degree. Normally, the coursework plan is formulated in consultation with the major research advisor. It is expected that students will have filed a GS-2 form by the end of the first complete year of study, indicating all graduate courses to be taken to satisfy the degree requirements. If changes are made to the plan of study after the first year, then a modified GS-2 form should be filed.

At the time of filing of the GS-2 form, the student will also select members of his/her degree advisory committee. Normally, in the case of an M.S. student the committee will consist of the research advisor and two other members of the faculty. For a Ph.D. student, the committee will normally consist of the research advisor, one faculty member in the student's major area, one in each of the minor areas (if any), and one or two additional faculty members as needed to complete the committee of four.

Committee members not employed by the University may serve if they have been appointed to an adjunct faculty status. Please see the Graduate Student Coordinator for details regarding the appointment process.

Every time that a change occurs in the composition of the student's advisory committee, a new GS2 must be filed (examples: upon the advisor's recommendation, a student needs to add or replace a committee member; a committee member leaves Clemson University, etc.) The deadline to submit the GS2 form is announced in the "Graduate Announcements" and at <http://www.grad.clemson.edu/deadlines.php>.

4.6. Student and Department Seminars

All chemistry graduate students must register for one credit each of student seminar (CH851) and departmental seminar (CH 852) each semester. Attendance in both seminar programs is required; attendance will be taken, and grading reflects attendance and participation.

Each student is required to give a number of public seminar presentations; these are usually given within the context of the graduate student seminar course (CH851). Two credits are awarded in CH851 rather than one, in semesters in which a seminar is presented as part of the course. Doctoral students present a total of three public seminars, normally consisting of one seminar on the student's planned research, one seminar on a literature topic unrelated to the student's research, and one seminar on the student's research completed for the thesis or dissertation. This final seminar is often given upon the occasion of the student's thesis or dissertation defense, rather than as part of the student seminar course. Students whose major area of interest is analytical chemistry are only required to give two seminars, and typically do not give a public presentation on the planned research program. Masters students are only required to present one departmental seminar, the final research presentation, which may double as the thesis defense.

Abstracts for seminar presentations should be distributed at least one week in advance of the seminar, regardless of whether the seminar occurs as part of the graduate student seminar course. The division, date, time and location for the seminar must be included in the abstract.

4.7. The Qualifying and Comprehensive Examinations; Becoming a Ph.D. Candidate

Two major steps on the way to earning a Ph.D. degree are the qualifying and comprehensive examinations. Passing the qualifying exam qualifies you to attempt the comprehensive exam. Passing of the comprehensive examination enables the student to be admitted to Ph.D. candidacy. In general, successful completion of these exams marks a transition from the more formal phase of the degree program involving coursework and the beginnings of a research project to the more informal but in many ways more important phase involving intensive pursuit of an independent research project.

The qualifying examination consists of a series of written exams – the cumulative examinations. The comprehensive examination takes the form of an oral examination or defense of a written proposal.

Cumulative Examinations (Cumes)

Cumulative examinations are given eight times per academic year (approximately one per month) in each of the traditional areas of chemistry: analytical chemistry, inorganic chemistry, organic chemistry, and physical chemistry. The exams are three hours in duration, and all exams are offered concurrently. Students may take any of the examinations that they wish, but may only take one exam during a given examination session.

Each exam is graded out of three points. A total of ten points is required in order to pass the cumulative exams. At least five of these points must be earned in a single one of the four subject areas (analytical, inorganic, organic, or physical chemistry). In addition, individual research advisors may require that their students complete a greater fraction of the ten required points in a particular emphasis area as a condition of remaining in that research group.

Students may begin taking cumulative exams as early as the first semester of graduate study. The cumulative exams must be completed by the end of the sixth semester of full-time graduate study. If the requisite ten points are not obtained by the end of the sixth semester, the student will be deemed to have failed the cumulative examinations, and will have failed to qualify for the Ph.D. degree. Individual research advisors may also require that students complete the cumulative examinations on a more accelerated schedule as a condition of remaining in that research group.

In the event that a student switches from an M.S. degree program to a Ph.D. degree program, any points earned on cumulative exams while a M.S. student may be used towards passing the cumulative exam requirement for the Ph.D. degree. In such an event the student will have two years from the time of starting the Ph.D. program to obtain the remaining points required to pass the cumulative exams. If a student fails to pass the qualifying exam, however, the points from cumulative examinations may not be carried over if the student is ever readmitted to the Ph.D. program.

The dates of the cumulative examinations are announced well in advance. Topics and reading assignments for the cumulative examinations may be announced in advance, depending on the emphasis area. The organic chemistry cumulative exams consist of three sections: literature, general, and review. No more than five points from any one of the three sections may be counted towards the ten points used in passing the cumulative exams.

Oral Examination

After passing the cumulative examinations, the student will take an oral examination. This oral examination should occur before the end of the first full semester immediately following the successful completion of the cumulative examinations. Requests for exemptions from this schedule are to be made in writing to the graduate program coordinator. Successful completion of the oral examination will admit the student to candidacy for the Ph.D. degree. In the event that the student fails the oral examination on the first attempt, the student will be allowed one opportunity to retake the oral examination. This second attempt must occur before the end of the first full semester following that in which the first oral examination was attempted.

As part of the oral examination, the student must prepare a brief written research proposal, typically not exceeding 10 pages. The student should consult with the research advisor regarding the content of the written report, as this varies between different research groups and emphasis areas. The report may comprise a proposal for the research to be conducted for the Ph.D., in which case it will summarize the basic elements of the student's research project, report on the progress to date, and present a research plan for the remainder of the dissertation research. Alternatively, the report may consist of an original research proposal, on a topic unrelated to the student's dissertation research. The oral examination itself will consist of an oral presentation by the student summarizing the written report, followed by a question and answer session. The emphasis will be on the fundamental science underlying the topics in the report, and on fundamental knowledge within the student's major field of study. The examining committee will consist of the student's Ph.D. dissertation committee.

Upon successful completion of the comprehensive (oral) examination, the student should file a completed GS-5 form, to be signed by all the committee members, with the Graduate School. Upon passage of the comprehensive exam and filing of the GS-5 form, the student is admitted to candidacy for the Ph.D. degree.

4.8. The M.S. Thesis, Ph.D. Dissertation, and Final Defense

Both the M.S. and Ph.D. degrees in chemistry at Clemson are research-based, which means that the central feature of the program of study is pursuit of an independent research project under the direction of a chemistry faculty member. For both degree programs, this project culminates in the preparation and defense of a thesis (M.S.) or dissertation (Ph.D.) to be written by the student, which provides background material and summarizes the research project. Successful completion of the writing of this thesis or dissertation, and defense of the thesis or dissertation before the degree committee, is the capstone feature of both degree programs.

Some notable facts regarding the thesis or dissertation preparation and defense are given below:

- The research advisor will determine the amount of work required for the thesis or dissertation.
- A final corrected and typed version of the thesis or dissertation will be given to each member serving on the degree committee at least two weeks before the oral defense.
- An oral defense of the final version of the thesis or dissertation must be presented to the members of the student's committee. This oral defense is open to members of the faculty, as well as members of the Graduate Committee and the Dean of the Graduate School. A majority affirmative vote of the committee members constitutes satisfactory fulfillment of this requirement.
- The Graduate School's guidelines for a thesis/dissertation, including an outline of the entire formatting and review process, is located at www.grad.clemson.edu/manuscript.php. A formatting template for students using Microsoft Word is also available at <http://www.grad.clemson.edu/Manuscript/format.php>

4.9. Time Limits for Degree Programs

For students working toward an M.S. degree, the degree requirements must be completed by the end of the sixth year following the first semester of study. For students working toward a Ph.D. degree, the final defense must be completed within five years following the completion of the qualifying exam, as indicated by the filing of a GS-5 form.

4.10. Computer / Foreign Language Literacy and Competency

The chemistry department has no formal requirements for computer or foreign language literacy or competency. Competency in various software programs will be necessary both in your teaching and research, and it is expected that students will acquire whatever skills are needed to use these resources as they are needed. Workshops provided by the

Clemson Computing and Information Technology (CCIT) and on occasion by the department are periodically made available to help students who need help to gain this competency.

4.11. Duplication of Degrees

The holder of a master's degree in a given field, received at another institution, may not become a candidate for another master's degree in the same field at Clemson. If a doctoral student who is a holder of an M.S. degree in chemistry fails the Ph.D. qualifying examination, then that student must leave the University without a degree.

4.12. Tables Summarizing Sample Programs of Study for M.S. and Ph.D.

A sample M.S. program of study

- Year 1. First semester: take 3 graduate courses, attend seminars, attend faculty research presentations, choose a research advisor.
Second semester: take 3 graduate courses, attend seminars, begin work on research project
- Year 2. File GS-2 form. Take 2 more graduate courses (or more as needed / desired), attend seminars, continue working on research project. Present seminar and write and defend thesis if research is completed.
- Year 3 or more (if needed). Take more graduate courses as needed / desired, attend seminars, continue working on research project, present seminar and write and defend thesis when research is completed.

A sample Ph.D. program of study

- Year 1. First semester: take 3 graduate courses. Attend seminars. Attend faculty research presentations. Choose a research advisor. Begin taking cumulative exams.
Second semester: take 3 graduate courses. Attend seminars. Begin work on research project. Continue taking cumulative exams.
- Year 2. File GS-2 form. Take 2 more graduate courses (or more as needed/desired). Attend seminars. Present the student seminar on proposed research. Continue working on research project. Continue taking cumulative exams.
- Year 3. Complete cumulative exams. Write a research proposal / report in preparation for oral comprehensive exam. Complete oral comprehensive exam. File the GS-5 form. Continue working on research project. Take more graduate courses as needed / desired. Attend seminars. Present the literature seminar.
- Year 4 and beyond. Continue working on research project. Take more graduate courses as needed / desired. Attend seminars. Present final seminar and write and defend thesis when research is completed.

4.13. Overview of Some Relevant Forms from the Graduate School.

GS Forms need to be filled out by all grad students as a way for the Graduate School and the Chemistry Department to keep a record of student progress. These forms are on-line (see URLs below). If you have questions, contact the Graduate Student Coordinator in 215A Hunter. Deadlines for turning in these forms to the Graduate School can be found in the “Graduate Announcements” and at <http://www.grad.clemson.edu/deadlines.php>. After completing each of these forms turn it in to the Graduate Student Coordinator, who will submit them to the Graduate School.

GS2 Form (Plan of Study). The GS2 represents the formulation of an individual student’s curriculum as approved by their Committee. It must adhere to Graduate School as well as departmental policies. This form must be typed. It is available on the Graduate School’s website at www.grad.clemson.edu/forms/GeneralForms.php

GS5-D Form (Results of the Doctoral Comprehensive Exam and Candidacy Form). The GS5-D form should be filled out upon completion of the Ph.D. comprehensive (oral) exam. This is for Ph.D. students only. <http://www.grad.clemson.edu/forms/pdf/g5.pdf>

GS4 (Application for Graduation and Diploma Order). You must submit a formal application for a diploma to the Graduate School. You must complete this form online in the first four weeks of the semester in which you intend to graduate. Visit <http://www.grad.clemson.edu/forms/GeneralForms.php> and click on the GS4 link to

access the application. Early submission is not accepted (e.g., do not complete the form in January if you do not plan to graduate until August or December, only if you plan to graduate in May). If you miss the deadline, you must contact Enrolled Services to receive a hard-copy version of the application; late fees will accrue at \$25 the first day after the deadline and an additional \$5 each business day thereafter to a maximum of \$125. If you submit the form and, for some reason, do not graduate in that semester, you must re-submit in each term in which you hope to graduate thereafter.

If your name in the student database is not as you want it to appear on your diploma (due to marriage, etc.), you must contact Enrolled Services prior to submitting the Diploma Application form online. Any degree/major changes via form GS2 must also be processed before you submit the Diploma Application.

There is no fee to receive a diploma if you attend the graduation ceremony or agree to pick up your diploma in the Enrolled Services office in Sikes Hall. There is a \$10 fee assessed if you request that your diploma be mailed to you.

For more information, contact Enrolled Services at (864) 656-5339, if your last name begins with A-L, or (864) 656-5341 if your last name begins with M-Z.

If you choose to participate in graduation ceremonies, you should make arrangements for cap and gown purchase (or rental, if preferred, for PhD gowns) at this same time. See the Clemson University Bookstore's website at www.clemson.edu/bookstore/gsupplies.htm for deadlines and more information.

GS7-M Form (Final Exam and Approval Form – MS Candidates). Upon successful completion of your oral defense and the approval of your manuscript by your committee, the GS7-M form should be filed. The Graduate Student Coordinator will hand this form to you on the day of your defense. Return this form to the Graduate Student Coordinator after the defense. This form is due two weeks prior to graduation.

GS7-D Form (Dissertation Oral Defense and Approval Form – PhD Candidates). Upon successful completion of your oral defense and the approval of your manuscript by your committee, the GS7-D form should be filed. The Graduate Student Coordinator will hand this form to you on the day of your defense. Return this form to the Graduate Student Coordinator after the defense. This form is due two weeks prior to graduation.

GS14 Form (Request for Change of Degree and/or Major). This form is a request for change of degree and/or major. <http://www.grad.clemson.edu/forms/pdf/g14.pdf>

The Graduate School sets deadlines for the following items, some of which are listed below. The specific dates are determined according to the academic calendar for the semester in which you plan to graduate.

Form/process	Approximate deadline*
Submit your final GS2 to Enrolled Services	End of the term prior to the term in which you plan to graduate
Submit GS5 to Enrolled Services	Six months prior to defense
Complete online application for diploma (formerly Form GS4)	Within the first four weeks of the term in which you will graduate
Written notification of defense submitted to Enrolled Services	At least 10 days prior to your defense.
Submit completed thesis/dissertation electronically for formatting review	Two weeks prior to graduation
File GS7 with Enrolled Services	Two weeks prior to graduation
All revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office	One week prior to graduation

*Refer to the Graduate School's website for actual deadline dates (www.grad.clemson.edu/Deadlines.php). All Graduate School forms are available online at www.grad.clemson.edu/forms/GeneralForms.php.

4.14. Costs

For current tuition and fees, see www.grad.clemson.edu/Financial.php and <http://www.clemson.edu/cfo/receivables/sar/feesched.html>.

Graduate assistants may choose to defer tuition and fees. This is accomplished easily on the day of registration. Staff in the fee assessment area will have a list of all graduate assistants. Anyone listed may sign a note to defer these costs, which will be deducted from the first six full paychecks of the semester.

Please see the Graduate Student Coordinator if you have any questions about your tuition and fees.

4.15. Withdrawing from the Program

If for any reason you decide to withdraw from the program, inform your advisor, and the Graduate Student Coordinator, who will inform you of the procedure to officially withdraw from the university. If you do not follow this procedure, you could end up owing tuition and other fees to the University. This applies to both domestic and foreign students.

5. WORKING AT CLEMSON

Graduate students in good standing in the Clemson chemistry program are normally supported as either teaching assistants (TAs) or research assistants (RAs). Students supported on assistantships normally receive a stipend, which provides for living expenses while the student pursues his/her degree. Funds for teaching assistantships normally come from Clemson University; stipends are normally set at the same level for all students who are qualified to teach lab sections (i.e., for international students, this means the student has passed the SPEAK test with a satisfactory score.) Funds for research assistantships normally come from faculty research grants; stipends are normally set by the principal investigator of the research grant from which the funds are derived.

5.1. Teaching Assistantships

Students supported as teaching assistants will be assigned specific duties, which may include one or more of the following: teaching laboratory sections, grading papers, and proctoring exams. It is important that these considerable responsibilities be taken seriously and discharged conscientiously. If illness, accident, or an emergency prevents you from meeting your commitment, you must inform your supervisor and help make arrangements to cover that duty.

5.2. Research Assistantships

Through mutual agreement, a student may work for a professor on a research problem and while doing so be supported as a research assistant. The duties of such an assignment are given to the student by the professor in charge. Each graduate research assistant will work out with his research supervisor his responsibilities and duties regarding research.

5.3. Summer Support

Graduate students in the Clemson chemistry department are supported in summer as either teaching or research assistants, as in the academic year. Support is normally guaranteed for the first summer as part of the teaching assistantship offered to entering students in their first year, with the understanding that such students will not be assigned teaching duties in the first year and will be free to dedicate themselves fully to research.

First year students will need to register for research hours during the summer to be supported on an assistantship and will be required to pay the Grad Assistant fee and any other related fees. After the first summer, students who are supported as teaching assistants in summer will be expected to perform duties as specified above in the section above on teaching assistantships. They will also be required to register for hours and pay the related Grad Assistant fees.

5.4. Time Limit on TA Support

Teaching assistantship support is normally made available to graduate students for only a limited time. A student pursuing a Ph.D. degree may be supported from departmental

funds for no more than 5 calendar years total (ten academic semesters) as a teaching assistant, and a student pursuing an M.S. degree may be supported for no more than 3 years (six academic semesters) as a teaching assistant.

It should be noted that while most chemistry graduate students are supported as either teaching or research assistants, no student is ever guaranteed financial support. Unsatisfactory performance of teaching duties, in course work or research work can be cause for termination of financial support.

5.5. Payroll and Paydays

All Clemson University employees receive bimonthly paychecks on alternate Fridays (26 installments every two weeks throughout the year). Your first check in the fall semester is usually the first payday in September. The Department Office Manager can inform you of the payday schedule.

5.6. Holidays

Graduate students are entitled to take as holidays the days on which the University is officially closed. In addition graduate students are allowed to take ten working days during the year, that is, essentially, two weeks, as vacation. The latter should be taken so that the interference with teaching responsibilities and the research program is minimal. Any leave beyond their allotments require approval of the research advisor, and notification of the Graduate Coordinator and Department Chair. Students will not normally receive a departmental stipend for extended leave beyond that indicated above.

<i>University Holidays</i>	<i># of Days</i>
New Year's Day	1
Martin Luther King Day	1
Spring Break (1 day)	1
Independence Day	1
Fall Break (1 day)	1
Thanksgiving (2 days)	2
Christmas (4 days)	4
TOTAL	11

5.7. Outside Employment

One of the purposes of the graduate assistantships (research or teaching) is to support the student's subsistence during his or her graduate studies. Therefore, it is the policy of the chemistry department to disallow students from outside employment if the assistantship is equivalent to more than half time. Exceptions to this policy are temporary consulting and/or tutoring jobs, which the student may do with the approval of his/her supervisor.

6. DEPARTMENTAL OPERATIONS AND GENERAL INFORMATION

6.1. Student Contact Information

All students are required to update their contact information. These records are kept by different departments and should be reported to each separately.

You need to update the Chemistry Department by informing the Graduate Student Coordinator whenever there is a change in your Clemson University contact information: room, building, and/or phone number. You should also inform the department of home phone and local address changes. The department is not authorized to release your personal information to third parties. In addition, you need to change your address in the Student System using SIS.

If you have been awarded an assistantship, you also need to complete the "Change of Address Form available at the Office of Human Resources' website, <http://www.clemson.edu/humanres/Forms/forms.htm>. Contact the Graduate Student Coordinator if you have questions.

6.2. Student Offices

For the first semester, new graduate students will have a desk in Room 203. After the student has chosen a research advisor then he/she should move to office space in that professor's laboratory. Students should not move from their assigned desk until the department chairman has approved their selection of a research advisor. After moving, the student should notify the Graduate Student Coordinator of the move so that department listings may be updated.

6.3. Building Security and Keys

An administrative assistant in the main office will issue you the keys you will need during new student orientation or shortly thereafter. You will receive keys to the labs you are assigned to.

To request a key, you must complete a key request form, which is available in the main office, 219 Hunter. Two signatures are required on the form: yours and the faculty member who is in charge of the room. There is a \$5.00 deposit per key.

It shall be clearly understood by all those receiving keys that he or she shall:

- Exercise great care to prevent loss. Should loss of a key occur, this loss shall be reported immediately to the Chemistry Department office.
- Not loan a key to anyone.

- Enter the building using your student ID card after regular hours. The outside door will lock each afternoon at 4:30 p.m. and will be locked until 7:30 a.m. You must enter using your student ID card. The library and copy room will always remain unlocked. Please see the building manager, Laura Hupp in 235B Hunter, to have your ID card activated to access the building after hours.
- Under no circumstances hold the door for anyone to enter the building after 4:30 p.m. daily or on the weekends. They must enter the building using their student ID card.
- Report to the University Police and to the Office Manager any unusual or suspicious occurrence or persons found in Hunter Lab after the building is normally closed.

6.4. Mail

Graduate student mailboxes are located in the graduate student lounge, Hunter room 370. Delivery of US mail and Clemson campus mail is made to these boxes. You should check your box daily for memorandums, notes, mail etc. Contact the Graduate Student Coordinator if you have questions.

6.5. Photocopying

The chemistry department maintains several photocopiers, some for student use and some exclusively for departmental staff use. Normally, one of these copiers is located in the Hunter chemistry library and is designated for student use in copying library materials. All photocopiers designated for student use may be accessed using an ID number that is assigned on arrival in the department. At present, photocopying on departmental copiers may be performed free of charge, up to certain monthly limits which are set by the master operators.

Photocopier hardware and policies change frequently, so students are advised to ask in the main office if they are unsure of which copier(s) are available for student use.

6.6. Library Resources

Library resources for chemistry are housed in two separate facilities at Clemson. Most of the materials, including nearly all books and many important periodicals (journals) are housed in the Cooper Library, which is the main library building on the Clemson campus. In addition, many materials of particular interest to chemistry students, faculty, and staff are housed in the chemistry branch library in Hunter Laboratory (i.e., the chemistry building.). You will almost certainly make use of both libraries during your graduate studies, so you should be familiar with them both.

Cooper library is located in the center of campus, near the reflecting pool. Students may borrow books from Cooper library using their student ID. There are several photocopiers on the entry floor that are coin-operated. Two of the copiers may be used with prepaid accounts, which may be set up by individual research groups.

The chemistry branch library in Hunter is located in Room 215. Current journals are located on display shelves, and bound journals are on the labeled bookshelves. A full list of periodicals and their location is available at the desk in the chemistry library.

The Chemistry branch library is an important resource for your work and your help is needed to maintain its usefulness. Please follow these rules when using the Chemistry branch library:

1. Do not remove journals and books from the library.
2. Reshelf books and journals after use.
3. No food or drink in the library.

A recent trend in library science is the shift to electronic resources. Clemson provides access to a broad range of electronic resources including electronic journals, search engines, databases, and other materials. Further information on electronic library resources available at Clemson may be obtained at the Cooper Library web site, or at the reference desk in Cooper Library.

6.7. Computers in Hunter

Student access to computers in Hunter is through computers in the individual research labs, and through a few public-access computers in various places throughout the building. One such computer is maintained in the Chemistry branch library; others are in various places, which change as the computers are upgraded and moved. Students should ask in the main office for up-to-date information regarding availability of public computers in Hunter.

6.8. E-mail

Upon acceptance to Clemson University, you will receive information about your user ID and password from the Graduate School.

E-mail is the most common mode used by the department and the university to communicate with you. Please check your e-mail regularly.

6.9 Counseling Services

The demands of graduate school can sometimes seem overwhelming. If you feel you could benefit from talking to a counselor – about grad school stress or any other issue – you may be eligible to receive services from the Counseling and Psychological Services Program (CAPS), located in Redfern Health Center. To learn about their current programs, visit the CAPS website at stuaff.clemson.edu/redfern/caps or call them at (864) 656-2451.

6.10. The Chemistry Department Stockroom

Many of the chemicals, supplies, gases and equipment needed in research labs may be purchased from the Department Stockroom in Hunter 235. Stockroom purchases are

accurately recorded and are charged to each individual research group. Quarterly invoices of purchases, with an itemized list, will be charged to each research group's faculty member.

STOCKROOM WINDOW HOURS – HUNTER 235

MONDAY - FRIDAY

8:00AM – 12:00PM

1:00PM - 4:30 PM

Chemicals that are highly hazardous must be transported using approved safety carriers. Please remember to bring your safety carrier with you when picking up hazardous materials, e.g. acids, solvents, etc. If your lab doesn't have one, the stockroom will **lend** you one.

A small amount of equipment is available for loan from the stockroom including the following: carts, extension cords and safety carriers. This equipment is checked out and signed for.

The stockroom manager and personnel politely, but firmly, request that **NO** laboratory gloves be worn when picking up shipments and supplies at the Hunter 235 window.

THERE IS NO DISPENSING OF CHEMICALS DONE IN THE STOCKROOM

6.11. Procedure for Ordering Chemicals & Lab Equipment

Clemson University holds many state contracts with vendors. State Contracts held with Fisher Scientific, Spectrum Chemicals, and VWR International offer discounted prices and no shipping fees. These vendors also distribute for other chemical companies. Always check with state contracted vendors first when making lab supply purchases. Lists of contracted vendors can be found on the CU website under Procurement. Vendor's catalogs should be present in each research lab; copies may also be used in Hunter 235.

Purchases are made using the department's triplicate copy purchase form, which can be found on the windowsill of Hunter 235.

In filling out the form, please use the following guidelines:

- Fill in the proper information. **PRESS FIRMLY AND WRITE NEATLY!!!**
- Next to NAME: Fill in Advisor's name/your name and email address.
- Please fill in vendor's name (company we are ordering from) and the vendor's phone number.

- Under the QUANTITY: be sure to indicate the unit of measure (ea., pkg., gram, ml, etc.), along with the amount you want (100 g, 500 g, 100 ml, etc.). For example: 2 X 50g, 1 X 500ml
- It is essential that you indicate the correct catalog number; otherwise your order cannot be processed and will be returned to you for correction. **WRITE NEATLY!!!**
- Include the description of the item.
- Unit Price will usually vary from catalog price. Leave blank if unsure.
- After the requisition form is filled out, **always** have your advisor indicate the grant or account number the order will be charged to and sign the form. Orders without the authorizing advisor's signature, will not be processed.
- If order is needed ASAP, be sure to indicate this in writing on the order form. There will be an additional shipping charge with overnight and/or rushed orders.
- When the form is completed, return it to the stockroom manager in Hunter 235.

DO NOT place orders yourself unless your research advisor has approved it. Research advisors must indicate change in policy (in writing) to Stockroom Manager. **All** orders must have a purchase order number issued by the stockroom manager, your advisor's signature, and the account to charge.

You will be notified of your order's delivery electronically and/or names will be posted on the board in Hunter 235.

For all research groups that are not located in Hunter, orders can be sent electronically to chads@clemsun.edu. Ask your advisor for computer access to group order form. Please indicate room and building where delivery is needed. All packing slips must be turned in to the stockroom manager in 235 Hunter.

6.12. Procedure for Ordering Office Supplies

Office and computer supplies are ordered, maintained, and invoiced through the main office in Hunter 219.

6.13. Procedure for Requesting Departmental Letters

When applying for driver's license, SC identification, extension of visa (foreign students), and other personal matters, you may be asked to present evidence of your student and/or stipend status. Contact the Graduate Student Coordinator and make your request indicating your full name (as it should appear on the letter), student ID, and what you need the letter for. She will contact you once your letter is ready for pickup.

6.14. Procedure for Hazardous Waste Removal

Environmental Compliance Officer: Phil Carroll Web Site: http://ehs.clemson.edu 656-1770 e-mail- cphilip@clemson.edu
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You must be registered as having taken the on-line hazardous waste training before requesting hazardous waste pick up. Refer to the above web site.

All waste chemicals must be properly labeled and stored. All waste chlorinated solvents will be kept in separate containers from non-chlorinated solvents. There will be NO UNKNOWN WASTE CHEMICALS PRODUCED OR STORED BY ANYONE. When the supply of waste reaches a significant quantity, each individual lab is responsible for requesting a pick-up from the E.C.O.

1. Submit a pick up request, electronically, by clicking on the link found on the EH&S web site, <http://ehs.clemson.edu> Hazardous waste removal request forms and labels can also be found in the mail/copier room or Hunter 235.
2. Request empty hazardous waste and biohazard sharps containers from EH&S Dept. on the pickup request form.

Please refer to your Clemson University EH&S Hazardous Waste Management Manual with any questions, or contact EH&S.

PLEASE take the proper steps in requesting a hazardous waste removal from your lab, which are as follows:

1. REGISTER ON LINE WITH EH&S AS COMPLETING THE HAZARDOUS WASTE TRAINING.
2. Complete a Hazardous Waste Removal Request form found at EH&S web site
3. Submit completed form electronically.
4. Print off pick up request and attach form to container(s) to be picked up.

6.15. Procedure for Work Injury

WORK INJURY PROTOCOL

Clemson University
Effective April 1, 2001

*** Immediately after a work injury, the supervisor will call
CompEndium Services @ 877-709-2667.**

1. Give your Name/Company Name. A Medical Manager Nurse will take your call and ask the name of the injured worker and specific questions about the accident.
2. The Employer's First Report of Injury will no longer be used.
3. CompEndium will assist the injured worker in selecting a physician and scheduling an appointment or will direct the injured worker to the Emergency Room (ER). Clemson University employees will be directed to Redfern Health Center during normal business hours.

CompEndium will notify the Physician or the ER of the injury and the arrival of the injured worker.

The physician or the ER will call CompEndium before the injured worker leaves the facility to receive authorization for treatment and/or referrals. Immediately following, the Medical Manager Nurse Consultant will call you with a report on the status of your employee's condition and work status.

The physician's report/case notes will be faxed within 24 hours of after treatment.

NO COVERAGE FOR CLAIMS UNLESS REPORTED BY SUPERVISOR BEFORE
MEDICAL TREATMENT IS RECEIVED.

In the event of an Emergency call 911 immediately. Once the emergency is under control by emergency personnel, CompEndium needs to be called next.

<p>*CompEndium Nurses are available 24 hours a day - 7 days a week at 877-709-2667 FAX 877-710-2667</p>
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7. OMBUDSMAN INFORMATION

Ombudsman for Faculty and Graduate Students

What Is an Ombudsman?

The ombudsman is an independent, confidential resource that provides assistance to faculty, graduate students and post docs in resolving problems, complaints and conflicts when normal processes and procedures have not worked satisfactorily. The Ombudsman's Office serves as a central information source on policies, procedures and regulations affecting faculty, graduate students, and post docs. The office refers individuals to persons able to resolve problems or handle appeals at the lowest possible level. Where appropriate, the ombudsman can facilitate and/or mediate communication between parties who find themselves in a dispute.

What Is the Role of the Ombudsman?

The ombudsman strives to ensure that faculty, graduate students and post docs receive fair and equitable treatment within the University system. He provides an independent point of view in an informal and confidential environment. The ombudsman will not identify you or discuss your personal concerns with anyone without your permission. Private confidential meetings can be arranged at your convenience. All communications will be treated with strict confidentiality. The ombudsman works toward resolutions based on principles of fairness. He is neither an advocate for faculty, administration, or students, nor an agent of the University, but is an advocate of fair processes.

What Services does the Ombudsman provide?

The Office of the Ombudsman provides fair and impartial counseling to faculty members, graduate students and post docs by:

1. Addressing problems and concerns, identifying and evaluating options to reach resolutions.
2. Providing available resources within the University that may be of assistance
3. Serving as a neutral party in conflict resolution
4. Opening lines of communication through mediation
5. Recommending changes in University policies and procedures when necessary

How Does the Ombudsman Help?

The Office of the Ombudsman is available to assist faculty members, graduate students and post docs who:

1. Have a problem or concern relating to the University and need guidance in resolving the issue
2. Need information about policies or procedures at Clemson
3. Need someone to mediate between individuals or within the University
4. Think that the University has made an error in a particular case
5. Feel like a victim of harassment or discrimination
6. Are unsure about which University policies, procedure or regulations apply to certain situations
7. Have a specific academic problem that cannot be resolved by following regular University procedures
8. Feel that he/she has been unfairly or inequitably treated

9. Have a problem that requires someone to negotiate a solution or to help facilitate communication between parties
10. Feel that a University policy, procedure or regulation has been applied unfairly or erroneously

Code of Ethics

The ombudsman, as a designated neutral, has the responsibility of maintaining strict confidentiality concerning matters that are brought to his attention unless given permission to do otherwise. The only exceptions, at the sole discretion of the ombudsman, are where there appears to be imminent threat of serious harm. The ombudsman must take all reasonable steps to protect any records and files pertaining to confidential discussions from inspection by all other persons, including management.

The ombudsman will not testify in any formal judicial or administrative hearing about concerns brought to his attention. When making recommendations, the ombudsman has the responsibility to suggest actions or policies that will be equitable to all parties.

Standards of Practice

The Clemson University ombudsman adheres to the Ombudsman Association Code of Ethics:

1. We base our practice on confidentiality.
2. We assert that there is a privilege with respect to communications with the ombudsman, and we resist testifying in an informal process inside or outside the organization.
3. We exercise discretion whether to act upon a concern of an individual contacting the office. An ombudsman may initiate action on a problem he or she perceives directly.
4. We are designated neutrals and remain independent of ordinary line and staff structures. We serve no additional role (within an organization where we serve as ombudsman) which would compromise this neutrality.
5. We remain an informal and off-the-record resource. Formal investigations for the purpose of adjudication < should be done by others. In the event that an ombudsman accepts a request to conduct a formal investigation, a memo should be written to file noting this action as an exception to the ombudsman role. Such investigations should not be considered privileged.
6. We foster communication about the philosophy and function of the ombudsman's office with the people we serve.
7. We provide feedback on trends, issues, policies and practices without breaching confidentiality or anonymity. We identify new problems, and we provide support for responsible systems change.
8. We keep professionally current and competent by pursuing continuing education and training relevant to the ombudsman profession.
9. We will endeavor to be worthy of the trust placed in us.

The Office of the Ombudsman welcomes constructive suggestions of ways to better serve the faculty, graduate students and post docs at Clemson University. If we can be of service to you, please feel free to contact our office.

Assistance for Students and Staff

Graduate Students: Any complaint should first be taken to the faculty or staff member involved to reach a resolution. If no resolution is reached, the graduate student should consult with the department chair and the dean who will hear the complaint and act as a referee. The ombudsman, student, dean of the college, department chair and the involved faculty or staff member should make every effort to reach a solution. If a resolution cannot be made, the student should then consult with the dean of the Graduate School. Graduate students should talk with the associate dean responsible for academic grievances if mediation is necessary. The Graduate School is located in E-106 Martin Hall, and the telephone number is 656-4172.

How Can the Ombudsman be contacted?

Concerns can be directed to the university ombudsman by letter, walk-in, appointment or telephone:

R. Gordon Halfacre, member of the Ombudsman Association,
University Ombudsman for Faculty and Graduate Students
101 Clemson House
248 N. Palmetto Blvd.
Clemson University
Clemson, SC 29631-5107
Office: (864) 656-4353 or 656-4957
Fax: (864) 656-4373
Email: ombudsman@clemson.edu
Web site: www.clemson.edu/FacOmbudsman

8. ATTACHMENTS

ATTACHMENT I

NAME: _____

<u>Faculty</u>	<u>Interview Apt.</u>	<u>Area</u>
Anker, Dr. Jeffrey	_____	Analytical
Arya, Dr. Dev	_____	Organic
Bhattacharyya, Dr. Gautam	_____	Chemistry Education
Brumaghim, Dr. Julia	_____	Inorganic
Christensen, Dr. Kenneth	_____	Analytical
Chumanov, Dr. George	_____	Analytical
Cooper, Dr. Melanie	_____	Chemistry Education
Creager, Dr. Steve	_____	Analytical
Dieter, Dr. Karl	_____	Organic
Dominy, Dr. Brian	_____	Physical
Echegoyen, Dr. Luis	_____	Physical
Hwu, Dr. Shiou-Jyh	_____	Inorganic
Kholodenko, Dr. Arkady	_____	Physical
Kolis, Dr. Joe	_____	Inorganic
Marcus, Dr. Kenneth	_____	Analytical
McNeill, Dr. Jason	_____	Physical
Pennington, Dr. Bill	_____	Inorganic
Perahia, Dr. Dvora	_____	Physical/Analytical
Smith, Dr. Dennis	_____	Organic/Polymer
Smith, Dr. Rhett	_____	Organic Materials
Stuart, Dr. Steven	_____	Physical
Sun, Dr. Ya-Ping	_____	Organic

It is expected that each student will interview with at least three faculty members, independent of divisional affiliation. All three interviews are required even for those students who already think they know which faculty member they wish to choose as their adviser. Students are encouraged to interview with more than three faculty, if there are multiple faculty for whom there is a good match between the research interests of faculty member and the student.

ATTACHMENT II

NAME: _____

After making your 1st choice, return your form to the Student Coordinator in Hunter 215A.

Choice of Major Professor: _____

Area of emphasis: _____

I agree to serve as this student's major professor:

Faculty signature

Graduate Coordinator Approval: _____

Dr. Steve Stuart

Department Chair Approval: _____

Dr. Steve Creager

(Due by **December 12, 2008**)

ATTACHMENT III

PETITION FOR TRANSFER CREDIT (FOR CORE COURSES ONLY)

I have taken (will take) _____ at _____
Name of course Name of university

And wish to use these credits to waive CH _____
Name of course

CH _____ is required for _____ core course requirement. _____ course in
area of concentration (major).

Applicant: _____
Signature

Advisor _____
Signature

Graduate Curriculum Committee: _____ Approved _____ Disapproved

(chair)

Department Chair: _____ Approved _____ Disapproved

- Attach the table of contents of the textbook used and a syllabus for the course you wish credit for.