



Chemistry Department Graduate Policies and Procedures

“The Orange Book”

August 2019

Non-Discrimination Statement

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation or identity, disability, age, veteran status, national origin, religion, or political affiliation. The university is subject to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, the Vietnam Era Veteran Readjustment Assistance Act of 1974, Federal Executive Order 11246, Governor Allen's State Executive Order Number Two, and all other rules and regulations that are applicable. Anyone having questions concerning any of those regulations should contact the Equal Opportunity/Affirmative Action Office (<http://www.hr.vt.edu/>).

Diversity Statement – The Virginia Tech Principles of Community

- We affirm the inherent dignity and value of every person and strive to maintain a climate for work and learning based on mutual respect and understanding.
- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, and mutual respect.
- We affirm the value of human diversity because it enriches our lives and the University. We acknowledge and respect our differences while affirming our common humanity.
- We reject all forms of prejudice and discrimination, including those based on age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, and veteran status. We take individual and collective responsibility for helping to eliminate bias and discrimination and for increasing our own understanding of these issues through education, training, and interaction with others.
- We pledge our collective commitment to these principles in the spirit of the Virginia Tech motto of *Ut Prosim* (That I May Serve).

Key Contacts for Graduate Study in Chemistry

- Chairperson. Dr. Alan Esker, 540-231-4601, aesker@vt.edu
- Graduate Program Director. Dr. John R. Morris, 540-231-2472, jrmorris@vt.edu
- Graduate Admissions Director. Dr. John Matson, 540-231-3329, jbmatson@vt.edu
- Graduate Coordinator. Ms. Joli Huynh, 540-231-8225, jolih@vt.edu

Useful Web Sites (verified August 2017)

- Chemistry Graduate Program Main Database: www.gpd.chem.vt.edu
- GS: <http://graduateschool.vt.edu/academics/graduate-catalog-policies-procedures.html>
- GS Forms: <https://graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html>
- Graduate Student Assembly: <http://blogs.lt.vt.edu/graduatestudentassembly/>
- Cranwell International Center: <http://www.international.vt.edu>

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IMPORTANT NOTICE

The Policies and Procedures outlined in this Orange Book are supplemental – and entirely subordinate – to the general Virginia Tech Graduate School Policies and Procedures found at http://graduateschool.vt.edu/graduate_catalog/policies.html. Students are responsible to be aware of both Chemistry Department *and* Graduate School policies pertaining to their degree programs and individual situations. International students are additionally responsible for awareness of immigration policies and procedures at Virginia Tech.

1. General Policies & Procedures for Graduate Programs (MS and PhD)

- A. Admission. Complete admission policies and procedures may be found at the Graduate School web site (<https://graduateschool.vt.edu>) and the Chemistry Department Graduate Program web site (<https://chem.vt.edu/academics/graduate.html>). The Chemistry Department evaluates applicants to its graduate programs on the following criteria.
- Prior academic performance as reflected in university transcripts: The courses completed, the grades earned, and the institution(s) where prior degree(s) were received
 - Preparation as measured by GRE scores. The General GRE Exam is required, while the Chemistry Subject GRE exam is optional.
 - Mastery of the English language as measured by TOEFL scores (international students) and, at the discretion of the Graduate Admissions Director, telephone interviews
 - Potential to excel in graduate study and research as reflected in letters of recommendation
 - Likelihood that the student's interests and motivations are well matched to our graduate program, as measured by questions on the Graduate School application for admission
- B. Orientation Week. All entering students are expected to attend Orientation Week, which is normally the week before classes begin in the Fall Semester—and to participate in all of the activities according to a schedule that is provided in advance.
- The Graduate Program Director will present an introduction to Chemistry Department policies, procedures, and practices, as well as normal graduate student activities.
 - Students will meet with departmental financial officers to file immigration documents, confirm assistantship status, arrange payroll, and discuss insurance and liability matters.
 - All students who wish to be eligible for a Graduate Teaching Assistantship *at any time during their graduate program* must attend the Graduate School's GTA Workshop. The Graduate Coordinator will automatically enroll all entering students in the GTA Workshop (GRAD 5004) unless notified to do otherwise.
 - All PhD students must take the four Chemistry Proficiency Exams. These are ACS exams in instrumental analysis (analytical), organic, inorganic, and physical chemistry. A passing (> 60th US national percentile) score on any proficiency exam fulfills, what is referred to as the "Foundation requirement" in that area. A poor (< 20th percentile) or marginal (20th – 60th percentile) performance on any given exam will add an additional "Foundation" course requirement to the student's plan of study.
 - Students will meet with the Graduate Program Director (or a designated faculty member) to learn their Proficiency Exam results and set up a non-binding Initial Course Plan.
 - Students on assistantship support will attend an initial GTA Meeting with General Chemistry and Organic Chemistry lab instructors.

- C. Orientation to Graduate Research. All entering students are required to pass CHEM 5004 (Orientation to Graduate Research) during their first *fall* semester in residence. This course includes the following topics.
- Laboratory safety, chemical hygiene, hazardous waste handling, MSDSs, and first aid.
 - Library resources, techniques for locating and organizing scientific reference materials, and educational technologies/resources such as Canvas.
 - Ethics and integrity in academic life and research, including the Graduate Honor System.
 - Conflict of Interest (COI) training provided by the Virginia Tech Office of Research.
 - Resources for students with physical/mental health issues or disabilities.
 - Current research activities in the Department (typically three or four evening symposia).
 - Introduction to the Graduate Student Assembly.
 - Achieving an appropriate work-life balance as a graduate student.
- D. Safety. Personnel safety is our top priority. The Chemistry Department requires safety training for each student before beginning laboratory work (see Section 5.1, below).
- E. Choosing a Research Director. The Research Director is the faculty member with whom the student will work most closely. Other terms for Research Director include “Major Professor,” “Principle Investigator (PI),” “Faculty Advisor,” and “Advisory Committee Chair.” Usually each student will have one Research Director, although an arrangement with co-Directors is also possible.

During the first semester, an entering student must interview a minimum of four (4) faculty members in addition to attending the research symposia organized through CHEM 5004. A Faculty Interview Signature Form is used to document the interviews. Interviews help students to select a Research Director *and* to meet other professors who might serve on their Advisory Committees. Therefore, *four interviews must be completed even though a student may have already identified a Research Director*.

Following the interviews, students must complete a Research Director Request Form on which they list their first choice and two alternatives. Every effort will be made to accommodate a student's first choice; however, there will be circumstances under which a student is assigned to an alternate choice. Do not rank the two alternate choices; rather, use the interviews to ensure that either alternate would be acceptable. Most importantly, bear in mind that a student's approach to graduate school, work ethic, and research productivity are much more important to their success than the particular choice of research advisor. Nevertheless, there is space on the form to provide a brief narrative explaining why your first choice will best enable you to reach your graduate career goals.

- Deadline. The completed Faculty Interview Signature Form and Research Director Request Form must be submitted to the Graduate Coordinator (Joli) on or before the first week in November.

- The final assignment of the Research Director will be made by the Department Chair, and will be based on several factors including the student's nominations (and the narrative explanations thereof), the equitable distribution of students among research groups, the needs and preferences of the professors, the academic performance of the student, and the projected ability of individual professors to provide assistantship support to their students. Usually, the assignments are made before the end of the fall semester.
- Until a Research Director is assigned, the Graduate Program Director will serve as the formal advisor to each entering student.
- Students whose tentative GPA is below 3.0 will not be assigned to a group until their second semester.

F. Non-chemistry Department Research Director selection. Students may select and be approved to work under an advisor from outside of the Department; however, the student's assistantship may be affected. Importantly, the offer of five years of guaranteed financial support for Chemistry PhD students in good academic standing is exclusively for students working with a Chemistry Department faculty member. This policy is not universal across PhD programs at Virginia Tech.

Occasionally (~1 new student per year), a student finds an exciting research opportunity with a faculty member from outside the Chemistry Department. Before a student joins the research group of a faculty member from outside the department, the Chemistry Department will request that the faculty member's home department agree to guarantee five years of financial support. Some departments agree, others do not because they do not offer the same guarantee of support for their own graduate students. If a student chooses to join another department that does not guarantee five years of financial support, a new agreement form that revokes the five-year commitment of financial support must be signed.

G. Changing Research Directors. Following assignment of a Research Director (Advisor), students are normally expected to remain in that research group for the duration of their graduate studies in order maintain satisfactory and timely progress toward degree. In rare circumstances, a student may wish to change Research Directors. Under such circumstances, the student should first meet with their Advisor to discuss, and hopefully reach a mutually acceptable resolution. If a resolution cannot be reached, the student should consult with the GPD, who may contact the Graduate School's Ombudsperson to discuss the issue, and devise a plan for addressing the concerns. Before a new group can be assigned, meetings involving the Chair of the Department, the student's current advisor, the GPD, and the Ombudsperson may take place. The reassignment to a new Advisor will be by mutual consent of the student and the new Advisor, subject to approval by the Department Chair.

H. Advisory Committee. Each student shall confer with his or her Research Director to develop an Advisory Committee consisting of the Research Director, as Chair, and at least two other members for an MS (total of three professors) and at least three other members (total of four professors) for a PhD committee. Additional guidelines for the composition of the Advisory Committee are provided in the Graduate Catalog and in the Advisory Committee Nomination Instructions.

- Deadline. The student's recommendation for Advisory Committee members shall be submitted to the Graduate Coordinator (Joli) on or before April 1st of the student's first year. The required form is part of the Plan of Study Setup form (see next section).

- I. Plan of Study. Each student shall prepare a Plan of Study (POS) for his or her graduate degree, using the departmental Plan of Study Setup Form. The POS lists the courses that the student and his/her Advisory Committee agree will provide a background consistent with University and Departmental requirements, the student's research objectives, and the student's career plans. This Plan shall be signed by the student, the Advisory Committee, the Graduate Program Director, and the Department Chairperson (in that order). The completed form is given to the Graduate Coordinator (Joli), who will subsequently submit the POS and Advisory Committee forms to the Graduate School for approval.

All changes to the Plan of Study require a Graduate School Plan of Study Change Form to be fully executed and submitted to the Graduate Coordinator. For PhD programs, all revisions should be approved by the Advisory Committee prior to the Annual Evaluation Meeting (usually a departmental seminar, See Section 3. B) in the student's fourth academic year.

The following policies also apply to Chemistry Plans of Study (MS and PhD):

- Courses numbered *lower* than 4000 may not be applied to a Plan of Study except as Supporting Courses. They do not count toward graduate credit hour requirements.
 - No more than six (6) credits of 4000-level courses may be applied to a Plan of Study. Others may be listed as Supporting Courses but do not count toward credit requirements.
 - Audited courses, or courses taken as Pass-Fail for which a graded option was available, may not be used. (Note: grade options may *not* be changed after a course is completed.)
 - Orientation courses (GRAD 5004, CHEM 5004) may be used on a Plan of Study.
 - Any course outside the Plan of Study, must be approved by the student's Advisor
- J. Transfers, Waivers, and Substitutions. Students entering with prior experience in another graduate degree program (including those already holding an MS degree) are bound by the same degree requirements as all other entering students. However, a student with prior graduate course work of acceptable quality at an accredited US or Canadian university may petition the Graduate Program Director to waive specific departmental (but not University) degree requirements. Such petitions will be evaluated by the departmental Graduate Education Committee. Departmental waivers do *not* require the transfer of course credit. However, high standards are applied in the evaluation, and waivers are relatively rare.

Graduate students transferring from other universities or students with prior MS degrees often inquire about transferring course credit. In practice, credit transfers are helpful only in the most extraordinary cases, simply because Virginia Tech's credit requirements for the PhD in Chemistry are reached rather quickly just by meeting departmental requirements. The following regulations apply to transferring credits from other universities.

- The credits must have been earned as part of a *graduate* degree program (MS or PhD) at an *accredited* university within the United States or Canada.
- Research credits (thesis or dissertation) and seminar credits do not transfer.

- Courses transferred must be full-graduate courses, not BS/MS level courses.
 - The student must have earned a “B” or higher in any course that is transferred.
 - There must be a VT *graduate* course corresponding to each course transferred.
 - Transfer credits may not exceed Virginia Tech credits on a Plan of Study.
 - One credit on a quarter-system typically transfers as 2/3 of a credit at Virginia Tech.
- K. Good Standing. Graduate students must maintain a minimum GPA (QCA) of 3.0 overall, and 3.0 on the courses listed on his or her Plan of Study to remain in “Good Standing”. A student who fails to meet this standard will be placed on academic probation and will have one probationary semester in which to bring his/her grades above 3.0. Otherwise, the student risks dismissal from the program. There are also consequences of academic probation that may affect financial support, as explained in Section 5D. In addition, a student is expected to make “satisfactory degree progress” (encompassing research productivity, intellectual growth, and other subjective criteria) in the opinion of the Advisory Committee (or the Graduate Program Director, if a committee has not yet been appointed for the student).
- L. Repeating Courses. If a student obtains a grade below C– for a course on the Plan of Study, the course **must** be retaken. After the second (passing) enrollment, the first grade is changed to a Repeat Graduate (RG) grade that does not influence the QCA; the new grade (even if lower) is used. The Graduate School may consider requests to repeat courses with grades of C or C+, but those requests are typically denied. Note that the RG option can *not* be used for Research Courses (e.g., CHEM 5994, CHEM 7994).
- M. Dropping Courses. A student may drop a course without penalty or transcript mark through the 30th course day (end of the sixth week) of a semester (see the Academic Calendar for date). The Department requires students to notify the course instructor, the Graduate Program Coordinator, and their Research Director when dropping a course. (First-year students must notify the Graduate Program Director.) After the “last day to drop,” a student may still withdraw from a course up through the end of the 14th week of classes (See Academic Calendar for relevant dates). Requests are made using a Graduate School form. The transcript will be marked “WG” (withdraw-graduate) for the course. WG does not affect the GPA.
- Students on assistantship support must be enrolled for 12 credit hours during the spring and fall semesters. If dropping or withdrawing from a course results in a schedule with fewer than 12 credits, the Graduate Coordinator (not the student) must add the necessary research credits (CHEM 5994 or CHEM 7994) to make up 12 credits on the student’s schedule.
- N. Annual Evaluations. Every academic year, each student must engage in the department’s Annual Evaluation System, a formal mechanism by which Advisory Committees provide constructive feedback to student on their degree progress and academic standing. Evaluation forms and instructions will be provided as needed. The student prepares a Progress Portfolio comprising a Self-Evaluation Form, a Student Activities Report, and a Research Update, and submits them to the Graduate Coordinator for distribution to the student’s Advisory Committee. The student’s Research Director then prepares a faculty evaluation in consultation with the student’s Advisory Committee. The Graduate Education Committee reviews these forms to ensure a fair and equitable assignment of overall performance ratings.

- O. Continual Enrollment Requirement. Graduate students to be continuously enrolled for a minimum of three credit hours in all spring and fall semesters at the University from the time of initial matriculation in the degree program until graduation. Graduate students who need to break their continuous enrollment can do so by applying for a leave of absence (<http://graduateschool.vt.edu/academics/graduate-catalog-policies-procedures.html>) or by participating in programs and activities approved by the Graduate School that require absence from the University. Any graduate student failing to remain continuously enrolled without approved leave will be resigned from the University. To re-enroll, a graduate student will need to apply for readmission to their academic unit and admission is not guaranteed.

From the Graduate School Policy: Unless on approved in absentia or leave of absence status, graduate students in degree programs must be registered continuously at VT during the academic year (fall and spring semesters) and pay the prescribed tuition and fees (See Policy PPM 291). Students working on research/scholarly activity toward their thesis or dissertation should enroll in the number of credit hours that reflects the extent of a student's study or research activity. The minimum enrollment is for 3 credit hours at VT...

Graduate students who need to break continuous enrollment can do so by applying for a leave of absence or by participating in programs and activities approved by the Graduate School that require absence from the University (in absentia status).

Graduate students in good standing who for academic reasons need to spend an entire Fall or Spring semester away from campus can apply for and be granted in absentia status (see Policy PPM 293). In absentia status is granted for work that is directly related to a student's academic course of study and that is integral to her or his degree. Examples include field research, clinical internship, or laboratory work with research collaborators at remote institutions. In absentia status is approved by each student's home academic unit and then by the Graduate School. During each Fall or Spring semester in absentia, students must register for one credit hour.

To qualify for in absentia status, students must be stationed a minimum of 50 miles away from Blacksburg, and must not work on or in conjunction with any of Virginia Tech's satellite campuses and facilities. Students can remain in absentia for two consecutive semesters, but must then return to residency at the University for a minimum of one semester. Exemptions may be granted by the Graduate School when longer periods of absence are required.

In absentia status is not available to students who have not adhered to the continuous enrollment requirement, are supported by an assistantship, or are participating in an exchange program or dual degree program with an officially designated partner institution.

- P. Dissertation. As the student nears completion, he or she will prepare a dissertation describing the background to their research, the methods used, the data gathered, and the overall discoveries. The student should prepare a *preliminary draft* for formal review by the entire Advisory Committee, preferably at least *six weeks* before the anticipated defense date.

The “preliminary draft” must be complete and in its final form; all tables and illustrations must be included and properly formatted. There are *many* Graduate School policies and procedures dealing with the submission of a dissertation (or thesis). Students are well advised to study these policies in great detail, and well in advance of their graduation.

The Manuscript-Based Dissertation. While a dissertation should be coherent in its subject matter, under certain conditions, manuscripts for publication and/or published papers may be used as dissertation chapters as follows. First, Electronic Thesis/Dissertation (ETD) guidelines require that the introductory pages of the thesis include an “attribution” section that describes, for each chapter, the contributions of all co-authors on the manuscript or paper, including faculty co-authors. The contributions of individuals formally acknowledged in the manuscripts should also be described. Second, a dissertation consisting of chapters comprised of manuscripts also requires an introductory (background & literature review) chapter and a concluding chapter summarizing overall findings. Third, all ETD rules apply, including rules for copyright & permissions. A complete description of these rules may be found at: <http://etd.lib.vt.edu/etdformats.html>.

- Q. Final Oral Examination. With the exception of non-thesis MS students, all graduate students must have a Final Examination at the end of their degree program. The student must schedule his or her Final Exam using the Graduate School’s online exam request system at <https://ess.graduateschool.vt.edu/pages/login.php>. The exam request, with date, time, and room, must be entered at least two (2) weeks prior to the date requested for the defense. The student’s Advisory Committee members will then receive an email message asking for their approval of the requested exam. In order to approve, each faculty member must certify that he or she has read the dissertation and found it “ready for defense.” Therefore, the student should ensure that the Advisory Committee is provided with the thesis or dissertation *four weeks* before the desired exam date so that the professors can have two weeks to review the document and provide feedback that the student may find useful in preparing for his or her Final Exam. Several regulations apply to the scheduling and execution of Final Exams; the student is advised to consult the Graduate Catalog for details.

Three Easy Steps to Final Exam Scheduling

- (1) Schedule and reserve: Contact each committee member more than 5 weeks in advance of the desired defense date to tentatively schedule the exam (set the day and time). This early scheduling will reserve a spot on each committee member's schedule. Then, the student should reserve a room through the Main Office .
- (2) Distribute the dissertation to the committee. This **must** be done at least four weeks prior to the defense date. The committee will have two weeks to evaluate the dissertation prior to formally scheduling the defense through the Graduate School. If the committee deems the dissertation "ready to defend", then proceed to step 3.*
- (3) Graduate School scheduling. At least two weeks prior to the defense date, formally schedule the exam through the Graduate School's on-line system <https://ess.graduateschool.vt.edu/pages/login.php>.

* The *student* must verify that each committee member deems the dissertation "ready to defend" prior to completing step 3. Failure to do so jeopardizes timely completion of the degree program. An evaluation of "ready to defend" is an indication that the written work is sufficiently complete such that any recommended changes could most likely be accomplished within the two weeks following the actual defense date.

- The student is responsible for bringing the required forms to the actual defense. The Graduate Coordinator, Joli Huynh, will provide each student with hard copies of these forms.
- Enrollment Requirement for Examinations: Graduate students must be enrolled for the minimum number of credits in the semester or summer session in which they take an exam **and** in the semester in which they complete a degree:
 - 3 credit hours during a semester or summer session
 - 1 credit hour for students who qualify for Start of Semester Defense Exception (see below) in the semester of their final exam

R. Start of Semester Defense Exception.

SSDE is a special enrollment category for students who have fulfilled all requirements, *including advisory committee review and agreement that the thesis or dissertation is ready for defense*, and are registering only to take the final oral examination. This option is ideal for students who have completed all requirements and finalized the thesis, but were unable to defend within the previous term. This option is only appropriate for students whose thesis can be read and approved by the entire committee prior to or within the first three weeks of the semester. See: http://graduateschool.vt.edu/academics/commencement_deadlines for the official information.

To **qualify** for defending student status, a student must have:

- completed all requirements (including passing grades on all courses on the plan of study and hold a 3.0 GPA or better), except for the final exam **and**
- submitted the final copy of the thesis to the advisory committee **four weeks prior to the defense date and**

- received advisory committee approval, **who consider the document ready for defense** (to the extent that the student can make corrections and submit the ETD within a two weeks period following the defense) within the first three weeks of the semester **and**
- been enrolled in at least three credit hours the preceding semester **and**
- submitted the SSDE form to the Graduate Coordinator (Joli), who will verify that the student meets internal requirements prior to sending the form to the Graduate School on the student's behalf. A copy of the form will also be sent to the Assistant Chair of the Department, who will ensure assistantship positions and the student's status are properly administered. This must be completed **by the Friday of the third week of classes or no later than three weeks prior to the defense**, whichever date comes first. (Note: there is flexibility to this requirement during the Summer Sessions; consult the GPD for details.)

Scheduling a Final Exam within the SSDE Timeline

A student must schedule the defense within the given semester (likely within the first five weeks). In addition, within the **first three weeks** of the semester the student must:

1. Submit a SSDE form to the Graduate Coordinator
2. Wait for the Graduate School to enroll the student in 1 cr (students cannot enroll themselves)
3. Submit Application for Degree in HokieSPA
4. Submit Request for Final Examination (at least two weeks prior to the exam date) in the Electronic Signature System. *NOTE: The entire committee must read and approve the thesis prior to signing the on-line scheduling form*

International Students

International students who qualify for SSDE *must* defend (complete final exam) **within first five weeks of the semester** to maintain immigration status. *NOTE: Visa status may also be affected.*

Understanding Potential Implications of Start of Semester Defense Exception

A SSDE will reduce a student's enrollment status to less than full time, possibly affecting:

- financial aid or loan deferments, assistantships (SSDE students are **not eligible for assistantships, GRA or GTA, or fellowships**), and visa status
- Fee paid by student: Visit www.bursar.vt.edu for current free rates.

Students should consult with the Graduate School and the Graduate Program Director to understand the consequences and requirements that result from applying for SSDE.

2. Master of Science (MS) Degree

A. Thesis Option. The following requirements apply to the MS degree with the research-based thesis option.

- Completion of 20 course credit hours (subject to normal Plan of Study policies). “Core” and “Foundation” Courses are not required parts of MS Plans of Study.
- Completion of at least 10 credits of Research and Thesis (CHEM 5994). Credits earned for Research and Dissertation (CHEM 7994) may be applied to this requirement.
- Each student must present a formal seminar on his or her research, ordinarily in the same semester as the defense. The one credit of CHEM 5944 Graduate Seminar thus earned may be counted toward the 20 credits needed at the 5000 level or higher.
- Each student must prepare and orally defend a thesis before the candidate’s Examining Committee (see Section 1N)

B. Non-Thesis Option. The non-thesis MS program is intended for students who are not interested in a research-based MS degree. A student in a thesis MS or PhD program may switch to the non-thesis MS degree option using the Change of Degree Status form.

Students in other departments (or otherwise employed) may seek the non-thesis MS degree in Chemistry while continuing in their regular positions. Such students must meet all requirements expected of chemistry students, including (a) approval of a Plan of Study, (b) assignment of a Chemistry faculty member to the Advisory Committee as chair or co-chair, and (c) passing additional programmatic requirements as defined by the MS program of interest. See the Graduate Program Coordinator for additional information. Other general requirements include:

- Completion of at least 24 course credit hours at the 5000 level or higher.
- Completion of an additional 6 course hours (either 4000 or 5000 level courses). At the Advisory Committee’s discretion, 3 credits of these additional 6 credits may come from an enrollment of CHEM 5904 Project and Report—this option is normally used by students who have changed from the PhD program to the MS program and would benefit from preparing a report on the research progress they made while in the PhD program.
- Students must use the Graduate School's Exam Scheduler (<https://ess.graduateschool.vt.edu/pages/login.php>) to signup for a "Final Exam"; however, there is no formal exam. This is simply a step to ensure that the student has achieved the academic requirements.

C. Transferring from MS to PhD. A student on an MS plan of study may, pending approval of the Advisory Committee, transfer to the PhD program prior to the completion of their third academic year in residence, using a Change of Degree Status form. Such students are subject to the same progress deadlines as if they were in the PhD program continuously. Students who have completed and successfully defended an MS thesis are generally granted a one-year adjustment to their progress deadlines, although the 5-year assistantship support limit remains unchanged. (See section 4H for transfers from the PhD to the MS.)

3. Doctor of Philosophy (PhD) Degree – Structure and Policy Summary

A. Graduate School Course Requirements. In addition to the general policies for the Plan of Study (Section 1G), a doctoral Plan of Study must meet the following requirements.

- The student must earn a total of 90 credits. Students typically register for 12 credits per semester, and no credits during the summer. Thus the total credit requirement is easily met in 8 semesters, whereas students rarely are prepared to defend before then.
- The student must have at least 30 credits of Research and Dissertation (CHEM 7994). CHEM 5994 research credits can be counted toward a PhD, except for the 10 credits that a student may have used specifically to earn his or her MS.
- The student must earn 12 credits in lecture courses numbered 5000 or higher. Note that the Commission on Graduate Studies and Policies has granted the Chemistry Department a waiver from the 27 credit hour requirement stated in the Graduate School Policies.

B. Chemistry Department Course Requirements. Courses in the Chemistry Department are divided into four broad categories as follows:

- Core Courses. The Core provides the student with an individually tailored classroom education that will support his or her research objectives at Virginia Tech and throughout his or her career. Students, in consultation with their advisors, select four courses from an approved list (Section 4A).
- Foundation Courses. Based upon entrance examination scores, some students may be required to take foundation courses in one or more of four general areas (Analytical, Inorganic, Organic, or Physical Chemistry) to ensure that the student has an appropriate background to undertake more advanced course work and research. A course selected by a student to satisfy a Foundation Requirement may not also be used in that student's Core (Section 4B).
- Programmatic Courses. Specific courses are introduced in progressive stages of the program to develop specific educational outcomes such as ethics and integrity, oral and written communications skills, critical reading and thinking, and proposal development. The following courses are considered Programmatic:
 - CHEM 5004 Orientation to Graduate Research
 - GRAD 5004 GTA Training Workshop
 - CHEM 5914 Literature Review and Research Plan
 - CHEM 5944 Graduate Research Seminar
 - CHEM 6904 Generating Research Ideas
 - CHEM 6914 Original Research Proposal
- Elective Courses. Courses that do not fall into any of the preceding categories are Electives. Whereas Core, Foundation, and Programmatic courses must be placed onto the student's Plan of Study, the decision to include Elective Courses on the Plan of Study is left to the student's Advisor and in consultation with his or her Advisory Committee.

The Chemistry Department has established course requirements (Table 1) that augment and supplement the basic requirements established by the Graduate School.

Table 1. Chemistry Department <i>Minimum</i> Course Requirements for the PhD	
	Credits
Chemistry Doctoral Program Core Courses (5000 level or higher)	12
Chemistry Foundation Courses	As needed
Orientation to Graduate Research (CHEM 5004)	1
Graduate Seminar (CHEM 5944, enrollment in 2 <u>separate</u> semesters)	2
Literature Review and Research Plan (CHEM 5914)	3
Generating Research Ideas (CHEM 6904)	1
Original Research Proposal (CHEM 6914)	3
Research and Dissertation (CHEM 7994)	Balance
Total	90

- A description and list of the Core Courses is found in Section 4A.
- Depending on the student's performance on the Proficiency Exams given during Orientation Week, additional Foundation courses may be required (Section 4B). Credits for Foundation courses numbered below 4000 do not count toward the total of 90 credits required for the doctorate.
- Elective courses may be placed on the Plan of Study to ensure that the student has a background consistent with research plans and career objectives.
- The orientation course (CHEM 5004) helps students meet Graduate School requirements for training in ethics and professional responsibility.
- Students must prepare a comprehensive Literature Review and Research Plan in their third semester of residence (CHEM 5914, 3 credits). See Section 4C for details.
- Students must take their Preliminary Oral Examination in the fourth semester of residence. Regulations for this exam are found in Section 4D. The "Prelim Exam" is the Graduate School's formal examination of record for doctoral candidacy.
- Students must pass a course on *Generating Research Ideas* in their fifth semester of residence (CHEM 6904 or equivalent). See Section 4E.
- Students must prepare a written *Original Research Proposal* (ORP) in their sixth semester of residence (CHEM 6914, 3 credits). The proposal is evaluated by the student's Advisory Committee, excluding student's primary Advisor. The same committee also evaluates the oral exam portion of the ORP course. See Section 4E.
- PhD candidates are required to attend all Highlands in Chemistry seminars. A student's Research Director may require attendance at additional seminars. See Section 4F.
- PhD candidates present two seminars. See Section 4F. The first (external) seminar is based upon the student's research and presented orally at a professional meeting. The second (internal) seminar is also based on the student's research and must be presented

internally as part of CHEM 5944 Graduate Research Seminar. This seminar and committee meeting should take place during the student's fourth-year of study (ideally, in the 7th semester).

- Students may be subject to additional formal reviews and examinations, which usually involve a progress report and a meeting with the advisory committee. Section 4G.
- Students must prepare and successfully defend before their committee, a dissertation describing their research. See Section 1L.

- C. PhD Program Timeline and Checklist. [Note: students who initially enroll in the spring semester begin at "Year One" of the following timeline in their first fall semester.]

Year One

- ☐ Orientation Week and CHEM 5004. GTAs will also need to take GRAD 5004, and some international students may be advised to take an English Language or writing course.
- ☐ Complete HHN Chemical Hygiene Plan by 1st day of class
- ☐ Make progress on Core, Foundation, and Elective courses.
- ☐ Nomination of the Research Director (Fall term).
- ☐ Appointment of the Advisory Committee (Spring term).
- ☐ Submission of the Plan of Study (Spring term).

Year Two

- ☐ Complete Core, Foundation, and Elective courses (if not yet completed).
- ☐ Literature Review and Research Plan (CHEM 5914, 3 credits, Fall term).
- ☐ Preliminary Oral Examination (Spring term).

Year Three

- ☐ Generating Research Ideas (CHEM 6904, 1 credit, fall term).
- ☐ Original Research Proposal (CHEM 6914/5, 3 credits, spring term, includes Oral Defense).
- ☐ General or External Seminar (CHEM 5944, 1 credit).
- ☐ Committee meeting to evaluate progress if recommended by the student's committee or requested by the student (otherwise, the annual written evaluation will suffice as a 3rd year review)

Year Four

- ☐ Required *Internal Seminar* (CHEM 5944, Fall (preferred) or spring of fourth term).
- ☐ Possible preparation and submission of dissertation.
- ☐ Possible final (Oral) examination and defense of the dissertation.

Fifth Year and Beyond

- ☐ Preparation and submission of dissertation.
- ☐ Final (Oral) examination and defense of the dissertation.
- ☐ Normal assistantship eligibility ends on August 9th of the fifth year
- ☐ Annual Committee meeting to evaluate research progress.

Every Year

- ☐ *Highlands in Chemistry* seminar attendance required.
- ☐ Complete a self-evaluation through the Annual Evaluation System.
- ☐ Committee evaluation of research progress. This requirement is met in:
Year One by simply satisfying course requirements and meeting with the GDP if necessary,
Year Two by the Preliminary Exam,
Year Three by the written annual evaluation or a committee meeting, if requested by the committee or by the student,
Year Four by the internal seminar (full committee must attend), and
Year Five and Beyond by the Ph.D. defense or by the Committee Meeting.

4. Doctor of Philosophy (PhD) Degree – Detailed Policies and Procedures

- A. Core Courses. Each student's Core should comprise four courses selected from the list shown in Table 2. Upon arrival, students will meet with a faculty member to discuss their Proficiency Exam results as well as their general aptitudes, background, research interests, and projected career plans. This advising meeting will yield an Initial Course Plan, including a tentative Core. After joining a research group, the student may then amend his or her Core in consultation with his/her Research Director. Because a student's Core is finalized as part of his or her Plan of Study, the student's entire Advisory Committee ultimately must approve the courses.

Table 2. Core Course Listing		
	Course	Cr
Analytical	CHEM 5114: Advanced Electrochemistry	3
	CHEM 5144: Instrument Design	3
	CHEM 5124: Analytical Spectroscopy	3
	CHEM 5154: Methods in Molecular Biophysics	3
Inorganic	CHEM 5404: Advanced Inorganic Chemistry	3
	CHEM 5414: Methods and Applications of Inorganic Chemistry	3
	CHEM 6434: Organometallic Chemistry	3
	PHYS 5555 or 5556: Solid State Physics	3
Organic & Polymer	CHEM 5505: Advanced Organic Chemistry A	3
	CHEM 5506: Advanced Organic Chemistry B	3
	CHEM 5524: Molecular Structure Determination	4
	CHEM 5535: Synthetic Organic Chemistry	3
	CHEM 5704: Synthesis and Reactions of Macromolecules	3
	CHEM 6564: Bioorganic Principles of Medicinal Chem.	3
	CHEM 6564: Advanced Macromolecular Chemistry	3
Physical	CHEM 6624: Chemical Thermodynamics	3
	CHEM 6634: Quantum Mechanics	3
	CHEM 5664: Chemical Kinetics	3
	CHEM 6674: Physical Chemistry of Polymers	4
	PHYS 5564G: Advanced Polymer Physics	3
	CHEM 5614 Magnetic Resonance Methods in Chemistry and Polymer Science	3
	CHEM 5644: Colloid and Surface Chemistry	3
	CHEM 6664: Electronic Structure Theory	3

	CHEM 6664: Group Theory	3
	CHEM 6664: Polymer Morphology	3
	MATH: 5524: Matrix Theory	3
	PHYS 5794: Computational Physics	3
	PHYS 5254: Adv. Quantum Information Technologies	3

See the VT Time Table of Classes (<https://chem.vt.edu/academics/graduate.html>) for course scheduling. Note that not every course is taught every semester.

B. Foundation Courses. A specialized advanced research degree is built on a strong foundational knowledgebase. The Foundation Course requirement ensures that students gain proficiency in each of the four areas of chemistry (analytical, inorganic, organic, and physical). Proficiency is demonstrated by examination (a 60th percentile or higher score on the corresponding ACS Exam administered during orientation week) **or** by passing specific course(s) listed in Table 3.

Table 3. Courses Meeting the Chemistry Foundation Requirements.			
	Proficiency Exam Percentile Score	Approved Foundation Courses	
Analytical	< 60 th	CHEM 4114 (Instrumental Analysis)	
Inorganic	< 60 th	CHEM 5404 (Advanced Inorganic Chemistry) or CHEM 6434 (Organometallic Chemistry)	
Organic	< 20 th	CHEM 2565 and 2566 (Principles of Organic Chemistry, 1-year sequence)	
	20 th to 60 th	CHEM 4534 (Organic Chemistry of Polymers) or CHEM 5505 (Advanced Organic Chemistry A)	
Physical	< 20 th	CHEM 3615 (PChem 1 – Thermo) or CHEM 3616 (PChem 2 – Quantum)	
	20 th to 60 th	CHEM 5644 (Colloids & Surfaces) or CHEM 5664 (Kinetics) or CHEM 6624 (Thermodynamics), or	CHEM 6634 (Quantum Mech) or CHEM 6674 (Polymer Physics) or PHYS 5564G (Adv. Poly. Phys)

- Students should complete foundation courses prior to Preliminary Exam in 4th semester – exceptions for scheduling or conflicts
- Foundation courses may not be taken Pass/Fail.
- A course used to satisfy a Foundation requirement may not also serve as a Core Course.
- Foundation courses must be included on the student's Plan of Study.
- Sometimes, a student will perform poorly on two, three, or even all four of the Proficiency exams. Serious deficiencies can preclude direct, uninterrupted pursuit of the PhD degree. Occasionally, students with serious deficiencies are required by the Graduate Education Committee to complete an MS degree before they can be considered further for possible PhD candidacy.
- Students may request that Foundation Course requirements be waived on the basis of prior graduate course work of acceptable quality completed at an accredited US or Canadian university. Such waivers are relatively rare.

- C. Literature Review and Research Plan. CHEM 5914 is an independent study/seminar course, with several meetings throughout the semester to provide forums for discussion. The student writes a literature review in the area of the thesis topic for evaluation by his or her Advisory Committee. This review (with updates) can provide the basis of the first dissertation chapter. The last several pages of the document should also outline plans for the next 3 years of research. Details and deadlines are provided in the CHEM 5914 course syllabus.
- D. Preliminary Oral Examination. All doctoral students must pass a preliminary examination administered by an Examining Committee in accordance with Graduate School policies. The current Chemistry Department practice is to administer an *oral* preliminary exam based on the contents of the student's Literature Review and Research Plan, on the student's research progress to date, and on the student's general knowledge of chemistry. The exam must be held in the spring semester of the second year.

The Preliminary Exam allows the Advisory Committee to estimate whether the student is sufficiently prepared and productive that earning a PhD degree at the completion of about 5 years of study seems likely. The student will be judged on: (1) knowledge of chemistry, (2) logical/critical thinking, (3) awareness of the literature, (4) independence and originality, and (5) research productivity. The following additional policies apply:

- All students must have passed CHEM 5914 (Literature Review and Research Plan). While the Literature Review serves partly as the *basis* for the exam, it is not formally considered the written part of the Prelim Exam.
- All students should have completed their Foundation courses, except for a maximum of one course that was either (a) in progress or (b) delayed because it was not offered that year.
- It is strongly recommended that students complete all of their Core Courses before entering the Preliminary Exam to be sure that they have the classroom preparation that their Advisory Committees expect.
- At the beginning of the spring semester, the Graduate Coordinator will provide (via e-mail) a progress assessment of the 2nd-year students to ensure that they have met the departmental requirements for admission to the Preliminary Exam.
- Students then submit an exam request, *at least two weeks prior to the exam date*, through the Electronic Signature System: <https://ess.graduateschool.vt.edu/pages/login.php>.
- Students must plan in advance to ensure that all committee members can attend the examination for the date/time requested. If any committee member does not approve the examination request, the student must resubmit the request. Identifying a room in the ESS **does not** reserve the room; **students** must reserve the room through the building coordinator.
- The student is responsible for obtaining and bringing the required forms to the actual exam session. The Graduate Coordinator, Joli Huynh, will provide each student with hard copies of these forms once the defense date has been approved.

Detailed Prelim Exam Guidelines are available through the Graduate Program Coordinator.

- E. Original Research Proposal. Skills in writing research proposals are vital for meaningful research planning, communication, and for obtaining funding. This course will provide

experience in the preparation of a scientific proposal. In a two-semester course sequence, students will prepare a written proposal for evaluation by committee members.

- CHEM 6904 Generating Research Ideas is a required course in the fall of the third year. This seminar course is about finding ideas, evaluating their suitability for development into proposals, and writing a full NSF-style proposal.
- CHEM 6914 Original Research Proposal is an independent study course. The ORP process is organized as follows:
 - The Review Panel is composed of the Student's PhD committee, excluding the student's Research Director.
 - The Review Panel first approves the Project Summary (during the previous semester, CHEM 6904) to ensure that the student's proposal area is sufficiently removed from those under investigation in his or her own research group and to ensure that the main idea presented by the student is adequate to develop into a full proposal.
 - The Review Panel evaluates the full proposal and provides written feedback.
 - The student schedules a one-hour oral exam with the Review Panel to discuss the proposal and answer questions based on the proposal. This oral exam is *not* formally scheduled through the Graduate School but it must be concluded before the last day of classes of the term in which CHEM 6914 is enrolled. No grade is assigned to a student in CHEM 6914 until the Review Panel has completed all of the required summary forms.
 - The student is responsible for obtaining and bringing the required forms to the actual oral exam session. The Graduate Coordinator, Joli Huynh, will provide each student with hard copies of these forms once the date has been set.
 - A course syllabus and oral exam guidelines will be provided to enrolled students.

F. Seminars. PhD students are required to attend the weekly Highlands in Chemistry Seminars for all semesters in which they are enrolled for three (3) credit hours or more. Students may miss *no more than two* Highlands Seminars in any given semester. In addition, students must attend the Graduate Seminars when enrolled in CHEM 5944 (see syllabus for details).

Students in the PhD program are required to pass CHEM 5944 in two *different* semesters (total of 2 credits). The requirement for the first external seminar may be met three ways:

- Documented oral presentation of a paper at a professional meeting. The presentation must be an *oral paper* (e.g., no poster sessions), given *outside* normal departmental functions (e.g., no group meetings), with an audience. The meeting should ideally be a national or regional ACS Meeting or comparable organization. Meetings on the VT campus such as those organized by MII, GSA, or ICTAS meet the requirement minimally. Documentation of the student's participation in the meeting is required. The student should also register for CHEM 5944 in the same semester that the presentation occurs, or the subsequent semester.
- Presentation of a full (e.g., 40 minute) departmental seminar at an accredited college or university within the United States or Canada. Ordinarily the institution will be the student's *alma mater* and the student will also serve to conduct graduate recruitment there.

- Presentation of a seminar on a general topic unrelated to the student's research (i.e., literature seminar), scheduled in CHEM 5944. In current practice this option is rarely used.

The second (internal) seminar requirement is met by presenting a seminar on the dissertation research and enrolling in CHEM 5944 in the first (preferred) semester of the 4th year. Additional requirements and policies for CHEM 5944 are described in the corresponding course syllabus, which will be made available to all students.

- G. Additional Formal Reviews. A graduate student, or any member of his or her Advisory Committee, may request a meeting at any time to discuss progress in the degree program and future plans. With the Annual Evaluation System now in place, however, additional requests for progress meetings are expected to be rare.
- H. Transferring from the PhD to the MS Program. Students who wish to transfer from the PhD program to the MS program (or students who are directed by their Advisory Committees to do so) should use the Graduate School Change of Degree Status form. Once a student has submitted this form, the Graduate Program Director in consultation with the student's Research Director will assign a deadline for completing and defending the MS thesis. This deadline serves partly to set an upper time limit on the guarantee of assistantship support to the student. However, assistantships for MS students are not guaranteed and will be provided on a semester-by-semester basis, depending on departmental needs and the availability of funds. For information on transferring from the MS to the PhD program, see Section 2C.

5. Additional Departmental Policies that Apply to All Graduate Students

- A. Ombudsperson. The graduate student ombudsperson helps graduate students resolve issues and address concerns that arise within the university setting. Acting as an advocate for fairness, the ombudsperson provides information about institutional policies and works to help graduate students manage conflicts, understand the university system, and learn more productive ways of communicating. The office provides a safe place for graduate students to be heard and to receive impartial attention without fear of loss of privacy. Consultations are kept confidential, unless the student grants the ombudsperson permission to discuss issues with involved parties or administrators (See <http://www.graduate.ombudsman.vt.edu/>).
- B. Safety. The Chemistry Department seeks to minimize the risks of working in its laboratories for all employees and students. All laboratory workers are expected to know the hazards of chemicals they are using, risks associated with experimental procedures they perform, and general and specific safety protocols in both teaching and research laboratories. The Chemistry Department requires safety training that each student must complete before beginning laboratory work. Individual responsibilities are in University policy 1005 (<http://www.policies.vt.edu/1005.pdf>). The University and laboratory-specific chemical hygiene plans (CHPs) are extensions of this policy. In addition, regular laboratory and work environment inspections are performed in an effort to ensure compliance with safety regulations. By working to maintain a safe laboratory environment, each student will be better prepared to make new discoveries in their research and seamlessly transition to other laboratories in industrial, government, and academic settings.
- C. The Purpose of Assistantship Support. The Assistantship Agreement is a contract providing the student with a stipend (a form of financial aid) suitable to maintain an acceptable standard of living in exchange for the performance of specific duties. However, the main objective of the assistantship is as an educational benefit, to enable the student to focus all of his or her professional energies on the activities of full-time graduate study. For this reason, the Assistantship Agreement expressly prohibits students from seeking or engaging in other paid employment without the prior consent of their Research Directors (GRA) or the Graduate Program Director (GA and GTA). There is a provision for students who wish to engage in tutoring (see Section 5G below).

Teaching Assistants (GTAs) carry out instructional tasks including lab teaching, grading, exam proctoring, and assisting technical staff with the maintenance and operation of instructional instrumentation. Research Assistants (GRAs) perform research tasks that are usually (but not necessarily) applicable to the student's dissertation or thesis research. The Assistantship Agreement allows for the department to task the student with a maximum of 20 hours (*on average*) per week for the duration of the assistantship period. Research duties performed by GRAs are almost always applicable to their theses or dissertations, although GRA advisors may require other duties during the 20-hour assistantship interval. (NOTE: In addition to responsibilities associated with assistantships, students must complete course credit requirements and research credit requirements, both of which are composed of workloads defined by the instructor of record and Research Director).

Requests to change from GTA to GRA during a semester will be considered only if a suitable GTA replacement is available (this happens very rarely). While assistantship contracts are generally established for full academic years, students may be switched from GTA to GRA (and *vice versa*) between fall and spring terms to accommodate changes in research funding.

- D. Tuition Remission. It is University policy that all graduate students holding an assistantship be awarded a tuition remission. Normally the tuition payment is credited directly to the student's account. It must be understood that tuition is not waived. Instead, the department uses its funds to pay the required tuition. Thus, a student not supported on assistantship is responsible for his or her own tuition.
- E. Assistantship Eligibility. Subject to university regulations, the Department guarantees assistantship support for all graduate students on PhD Plans of Study through the end of the fifth academic year in residence (typically the Spring of the 5th year for someone who entered in the fall term). To maintain eligibility, the student must remain in "good standing". Good standing requirements include a GPA of 3.0 or better with satisfactory performance in both teaching and research, as gauged by the student's advisory committee and research director. Students with lower GPAs may receive assistantships if the Graduate Program Director requests an exception from the Graduate School. Good standing also requires that the student be making adequate degree progress in the opinion of his or her Advisory Committee. A student who has received two consecutive unsatisfactory evaluations through the Annual Evaluation System may be denied continued assistantship support. Students who switch from the PhD program to the MS program should discuss their eligibility for continued support with the Graduate Program Director. MS students are not guaranteed assistantship support unless they have negotiated a special agreement with the Chair of the Department.
- F. Vacation and Leave Time.
1. Overview. As described in Section 5C, graduate assistantships are established by contract. Assistantships are neither faculty nor staff appointments. They are effectively studentships. Graduate assistantships do not accrue *any* leave time as a fringe benefit. There is no provision whatsoever for vacation or sick leave within an assistantship.
 2. Expectations of Enrollment. Students holding assistantships must also be enrolled as full-time students (12 credits during Fall and Spring). This enrollment implies expectations for progress toward a graduate degree in accordance with the student's Plan of Study and the specific expectations established in annual evaluation documents and in meetings with the student's Research Director.
 3. Planned Absences. Regardless of the student's source of assistantship support, all planned absences from the university for non-professional purposes of longer than one day must be documented in advance using the Planned Absence Approval Form available from the Graduate Program Coordinator. The assistantship stipend may be unpaid during the absence, for reasons including but not limited to the following:

- The planned absence prevents a GRA from contributing an average of 20 hours of effort per week toward the project sponsoring the assistantship during any single pay period.
- The planned absence interferes with the normal performance of any assigned GTA duties.

4. Unplanned Absences. Absences due to illness or other emergencies can be dismissed only if infrequent and short in duration. Students who are prevented from performing GRA or GTA duties (due, for example to illness, emergency, or pregnancy) must inform their supervisors (both research advisors and TA advisors) of their absence and expected date of return as soon as practicable.

5. Conference Travel. Reasonable accommodations are made for graduate assistants who must be absent for legitimate professional reasons. GTAs must notify their supervisors well in advance so that assigned duties can be covered. Students hoping to be reimbursed for conference travel expenses must comply with Controller's Office policies for professional travel. There is a special form requiring an estimate of expenses and budget/account information that should be completed in consultation with the student's advisor. Ms. Beth Kast (see the Staff contact information within the Departmental website), can help you with these forms.

6. Students with Disabilities. Students with disabilities can expect accommodations to enable them to perform assigned assistantship duties, in accordance with university policy. However, assistantships cannot be provided to students whose disabilities prevent them from performing their assigned duties when given reasonable accommodations.

7. Academic Breaks. Intervals of decreased assistantship duties (such as academic breaks) serve as important opportunities to make progress in the research that will ultimately provide the substance of a student's thesis or dissertation. Effective use of these break intervals will help ensure that a student makes adequate progress toward the degree and meeting the expectations established for them in their annual evaluation documents. Assistantship Agreements require that the student check with their supervisor (Research Director for GRAs) for duties that may be assigned during academic breaks. GTAs should ask their immediate supervisors whether there are duties that must be performed outside the normal boundaries of the academic term, such as meetings and training before the semester, cleanup after the semester, or any type of prep work during the academic breaks. If no such additional duties are required, then supervisory authority for GTAs defaults to each student's individual Research Director. However the general departmental expectation is that graduate students will use the school break intervals to engage in research or otherwise make progress toward their degrees.

8. Summer Sessions. During summer sessions, graduate students are not typically enrolled. There is still a strong expectation that students holding GRA appointments will use the uncompensated 50% of their total effort to make significant progress in their thesis or dissertation research, in addition to research performed for the GRA. Contrary to prevailing opinion, GTA assignments spanning two summer sessions do not comprise one summer session of duties and one summer session of completely unregulated time. Students with teaching duties assigned during Summer Session 1 will generally have a Departmental GRA appointment in Summer Session 2, which continues until the start of the fall term. Students

who have teaching duties assigned during Summer Session 2 will have a Departmental GRA appointment in Summer Session 1, which begins at the end of the Spring term. All of the above rules for leave time apply to both terms of all summer appointments.

- G. Communication. Graduate students are recommended to check their mailboxes once daily for printed information from the department. However the primary means of communication in the Chemistry Department is email. Email must be checked at least every day unless the student is too sick to do so or is taking approved leave. Graduate students are required to read email messages sent to them by any member of the faculty or staff affiliated with the Department of Chemistry, College of Science, or the Graduate School.
- H. Tutoring. The Department recognizes that tutoring undergraduates is a valued service and a wholesome activity because it promotes learning for both the tutor and the client. Therefore the Department allows tutoring (as a modification of the assistantship agreement) subject to the following conditions:
1. *Conflict of Interest*. A graduate teaching assistant (GTA) may not accept fees to tutor any student enrolled in any section of a course that the GTA is currently teaching. In other words, you may not tutor, for a fee, any student in one of your own present lab sections. This restriction includes organic lab sections in which you serve as a floater or leader. Also, if you are assigned to grade exams for a lecture course, you may not participate in the grading of any exams submitted by a student with whom you have a tutoring relationship. You must dismiss yourself from grading that student's paper(s).
 2. *First-year graduate students* are not permitted to work as tutors at all during their first twelve months in residence.
 3. *Time Limit*. A graduate assistant, whether funded on GTA or GRA, must notify his or her research advisor before working as a tutor more than four hours in any given seven-day interval. Thus, if you want to work more than four hours tutoring during the week before final exams, you should send your advisor an email to explain those plans. It is hoped that disagreements about the amount of tutoring that you are allowed to do can be worked out between you and your advisor.
 4. *Subordination to University Policy*. Tutoring for hire is considered external work. All University employment and consulting policies apply fully to GTAs working as tutors.
 5. *Tutor Lists*. The department provides lists of people who are interested in serving as tutors, one list for general chemistry, and one for organic chemistry. The department guarantees neither the availability nor the competence of any of their listed tutors. (Listing by the department is not to be interpreted as an endorsement.)
 6. *Training and Supervision*. The department does not supervise the tutors, nor does the department provide them with training specific to tutoring.
 7. *Tutoring Fees*. The tutor and the client must agree to the tutoring arrangements and fees. The Department does not monitor or enforce these agreements. It is recommended that you "get it in writing" (for example, by saving the email in which the student agrees to the tutor's fee). The tutor is responsible for collecting his or her own fees. Tutors who have trouble collecting fees they are owed should contact the university police. The department does not collect any portion of tutoring fees.

8. *Scheduling Priorities.* Tutoring activities should be scheduled for times mutually acceptable to tutor and client. However these activities may not interfere with the tutor's normal classroom and research activities, including seminars and other required activities associated with graduate student work.

I. Information about Student Privacy and FERPA for the Department of Chemistry.

The following paragraph comes from the webpage of the University Registrar:

- FERPA (Family Educational Rights and Privacy Act of 1974 [U.S. Public Law 93-579]) guarantees an individual's rights to the access of their academic record. This federal law also provides guidelines as to third party access and the appropriate security of the education record. Academic Records at Virginia Tech are defined as any portion of the educational history of a student that is maintained by the University for the purpose of sharing by other academic officials and is intended to support the academic degree progress of the student. Educational Officials may view student academic records if they have a demonstrated, specific educational interest prior to the granting of access to the student record.

In the Department of Chemistry, various faculty members will have access to a graduate student's records on a "need to know" basis, and this will change as the student progresses in the program as described below:

1. Prior to admission. All research active faculty members participate in graduate recruiting and admissions. Accordingly, these faculty members will have access to application materials submitted to the Department and University in support of the application for admission. (Note: A research active faculty member is someone engaged in research and involved in the training and education of graduate students).
2. After admission, but before the selection of an advisor. The selection of a research advisor is one of the most important decisions to be made early in a student's graduate career. Because of the nature of the mentor/mentee relationship, this is a joint decision of both the student and prospective advisor. At this point in a student's career, the following faculty members will have access to a graduate student records: a) prospective advisors (as identified by the student on the Department's Research Director Request Form), and b) the Graduate Education Committee (which oversees the progress of all students in the program).
3. After selection of a research advisor. The research advisor and advisory committee are charged with overseeing and evaluating student progress. During this phase of a graduate student's career, the following individuals will have access to the student's records: a) the research advisor, b) other members of the student's advisory committee, and c) the Graduate Education Committee.

J. Pregnancy and Childbirth

1. Safe Pregnancy for Chemical Laboratory Workers. The Chemistry Department seeks to minimize the risks of working in its laboratories for all employees and students, especially for pregnant women because of the known sensitivity of the fetus to specific chemicals, in particular teratogens. All laboratory workers, including pregnant women, are expected to know the hazards of chemicals they are using. Material Safety Data Sheets (MSDS) are essential but may not provide a complete set of recommendations. Additional protective equipment may be available, but alternatives to laboratory work such as spectroscopic or

computational studies, library work, writing, or seminar preparation may be requested by the pregnant laboratory worker. The Department can be creative and flexible because each woman's situation may be different. We encourage a pregnant woman to consider those accommodations that she might request for the well being of herself and of her fetus.

While there are many ways the Department can assist a woman who is pregnant, we cannot activate those accommodations without her involvement. The federal Pregnancy Discrimination Act prevents the Department from compelling a woman to disclose that she is pregnant, and it prevents us from assigning her to different tasks simply because she is pregnant. The University complies with the Pregnancy Discrimination Act. If a woman willingly informs us that she is pregnant and asks for reasonable accommodations, then we can help.

We encourage a pregnant graduate student who has questions to consult with her Research Director and the Graduate Program Director. Strictly confidential discussions will cover topics such as extensions to programmatic deadlines, changes in degree progress expectations, and assistantship assignments. A student on GRA or GTA may request alternative assignments. Generally, academic deadlines and eligibility for departmental assistantship support can be extended by up to one year for the new parent. To ensure fulfillment of the agreements reached, the Graduate Program Director will draft a written summary of the accommodations. Upon approval by the student, the plan will be shared with the student's Research Director, with a copy maintained in the student's records.

2. Parental Leave.

a. *Graduate Students.* An expectant graduate student desiring a paid-leave accommodation, whether male or female, may consult with their Research Director and with the Graduate Program Director. The Assistant Chair of the Department will apply to the Graduate School for a Work-Life Grant that usually provides 6-weeks of support for a temporary replacement, either GTA or GRA, on behalf of a pregnant mother or new parent around the time of childbirth or adoption. The graduate student must make the request for assistance in writing to the Assistant Chair for this support, ideally 6 months prior to childbirth or adoption. The individual hired as a temporary replacement for a GTA must be fully qualified and approved by the Graduate Program Director and the Assistant Chair. Normally, the leave will begin at childbirth, but it may begin earlier in special circumstances. Some of the leave time may be taken on a part-time basis, for example 4 weeks of full-time, and 4 weeks of half-time leave.

b. *Related Accommodations.* Information regarding local childcare options may be found at https://hokiewellness.vt.edu/Employees/services/work-life/Child_Care.html. During the leave period, the Department will make a good-faith effort to provide reasonable accommodations so that the graduate student's or laboratory staff member's health insurance does not lapse, and so that they can maintain their visa status. Access to a private, clean lactation room for parents will be available upon returning to work. Lactation rooms, both on the main campus, within the Department, and at the CRC, are listed on the Human Resources web site (<https://vtnews.vt.edu/notices/adm-evergreens/hw-evglactationrooms.html>). The use of these rooms requires a simple registration form to be completed. The Department of Chemistry maintains a lactation room on the 4th floor of Davidson Hall.

K. University Property. No student may remove any department / university computer or other property off-campus. All chemicals, even waste, are considered university property and must remain on campus, be disposed of following proper protocols, or be removed only with

explicit permission (for conducting outside demonstrations, for example). No student may take a department computer with them on personal travel, whether in the USA or internationally. If a student's Research Director wishes to allow a student to use a university-owned computer at the student's local (e.g., Blacksburg) residence, the faculty member must complete an inventory off-site use form. A student's Research Director may give the student *ad hoc* permission to take a laptop computer to a conference within the United States. Taking a laptop to an international conference requires, additionally, that the equipment be cleared, as part of the travel approval process, with the Office of Export and Secure Research Compliance. Please contact the Assistant Chair for guidance on that process.

The Chemistry Main Office should be notified whenever property subject to inventory (that has a bar-code sticker) is permanently relocated from one building or lab room to another.

- L. Police and Legal Matters. Students must report arrests and convictions to the university. The link below has the form that students should complete as well as several FAQs on the topic. The form must be submitted in person as soon as possible after the event occurs, within 10 business days at most. Students may contact the Graduate Student Ombudsperson at the Graduate School (See sect. 5 A) for any other questions. Also see: <http://www.studentconduct.vt.edu/>.