

About This Handbook

The *Graduate Student Handbook* reflects the policy of the **Graduate Program in Chemistry**, as determined by the faculty and in accordance with rules outlined by the Purdue Graduate School and the College of Science.

The Department Head, the Associate Head for Graduate Education, the Assistant Head, and the Graduate Studies Committee share responsibility for oversight and implementation of policies related to all aspects of the graduate program.

This handbook includes both policies and supplementary information. Formal policies are contained in a grey box; a majority vote of the faculty is required to enact changes in policy and the dates of those meetings are shown.

The general objectives of this handbook are:

1. To provide graduate students with information about the expectations and requirements for completion of their graduate program of study
2. To guide students toward personnel who can assist them
3. To outline policies that relate directly to graduate students
4. To serve as a supplement to the Purdue University bulletins and policies governed by the Graduate School, or interdisciplinary programs (e.g. PULSe).

This is the August 2023 version of this handbook.

In addition to this handbook, students are encouraged to review two Graduate School documents:

- The **Graduate Staff Employment Manual** contains further details on employment related matters, including insurance, payroll, sick leave, vacation, and other benefits.
<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>
- The **Policies and Procedures for Administering Graduate Student Programs** contains further details on how graduate programs are structured and requirements of the Graduate School for all graduate students.
<https://catalog.purdue.edu/content.php?catoid=16&navoid=19731>

It is the responsibility of the Department of Chemistry to train graduate students – using course work, teaching assignments, and research – so that upon graduation their attainments are a credit both to themselves and to Purdue University.

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Milestones of the PhD Program

This following table lists the major events that will typically happen through the course of your graduate career, along with the page in this handbook describing the event.

Milestone	Typical Time	Page
Advisor Match: process of initial placement with a major professor and research group	First year, September to November	22
Plan of Study: Formal declaration of your coursework plan of study and your full advisory committee	First year, late spring or summer (May to July)	5
Cumulative Exams: <i>(only for students who entered the program in August 2022 or earlier. See p.8 for more details)</i>	First two years	8
Annual Report and Individual Development Plan: Report of research progress and professional development plan	Every August	29
Original Proposal / Preliminary Exam: Also requires completion of coursework and cumulative exams, and establishes status as a PhD Candidate	Usually fall of third year, but can be earlier	10
Seminar presentations: exact schedules and expectations differ by disciplinary research group	Primarily fourth and fifth years, though some literature seminars earlier	14
Thesis defense and deposit	Conclusion of the degree program	17

Requirements of the PhD Program

Completion of the PhD degree requires completion of the following five items. Details on each item are included in this section:

1. Coursework: Successful completion of graduate-level coursework, with the minimum required GPA, as outlined in an approved Plan of Study.
2. Other examinations: Students entering 2022 and earlier must pass at least five cumulative exams within the first four semesters. Students entering in 2023 or later will have a different assessment, with exact details to be determined in the Fall 2023 semester.
3. Preliminary examination: Passing an oral preliminary exam, called the "Original Proposal" or "OP" exam, typically completed in the fifth semester.
4. Seminar requirement: Presentation of a departmental seminar.
5. PhD Dissertation submission and defense: Submission of a dissertation of original research, including at least one peer-reviewed paper (or preprint), and successfully defended in a public presentation and oral examination with a faculty committee.

Exceptions to any of the requirements listed in this section must be approved by the Graduate Studies Committee.

Coursework and Registration

Coursework Requirements and Plan of Study

The Department policy on course requirements is in the box below. Typically, students will complete all coursework in the first three or four semesters.

POLICY: Coursework Required for the PhD:

Each student must earn credit (maintaining a grade-point average no less than 2.8) in a minimum of 18 hours of graduate courses (600 level or approved 500 level). The student is expected to gain approval of their Plan of Study from their Advisory Committee, once established, in order to ensure both depth and breadth in the scope of coursework. The decision to approve the Plan of Study will be performed exclusively by the Advisory Committee. It is strongly recommended that courses in at least three areas of study be completed during the first two semesters. At least nine of the eighteen hours must be in Purdue chemistry courses. No course grade lower than a "C" may be included in the Plan of Study. No changes may be made to a Plan of Study without approval of the student's Advisory Committee. Part of the course requirements may be satisfied by credit in graduate courses from another institution, subject to the approval of the Advisory Committee.

approved by the Faculty, March 23, 2017

Typically, the 18 credits of coursework in the Plan of Study are completed by taking six courses. The Plan of Study should focus on technical courses with direct relevance to the student's research plans. Seminars, safety courses, teaching

courses, professional development courses, etc., should not be listed on the Plan of Study.

The PhD requires 90 credits total, including both coursework and research (CHM 69900) credit.

In addition to the minimum GPA of 2.8 to complete the degree, students must have a minimum graduate GPA of 2.5 (out of 4.0) at the end of the first two semesters of graduate study to continue in the graduate program. In exceptional cases, students may apply to the Graduate Studies Committee for a waiver to this requirement.

Students wishing to apply previously-earned graduate-level coursework to the Plan of Study (for example, from a Master's Degree earned at a different institution), should consult with the Main Office for details. There are some restrictions, but typically up to three courses (nine credits) of MS coursework can be applied to the Plan of Study, if the student's committee approves. Because using previously-earned credit on the Plan of Study requires approval of the student's advisory committee, it is not possible to make a determination on the transferability of courses immediately upon starting the Graduate Program.

The Plan of Study is typically completed by the end of the first year (including summer) of study. Students should complete the Plan of Study through the Graduate School portal available in mypurdue.purdue.edu. See the Appendix for instructions on submitting your Plan of Study.

Plans of Study can be changed (including when there is a change to the membership of the Advisory Committee); all changes must follow the same guidelines and be approved by the Advisory Committee.

Registration

Students are responsible for course registration for each term they are on campus as a full-time student. Registration can happen up until the beginning of the term, but we prefer students register in April for the summer term, in June for the fall term, and in November for the spring term. The Main Office will send details on the registration calendar and target dates to all graduate students every term. Please watch for these messages and respond in a timely way.

Students generally take 12 credits total in fall and spring, and 9 credits in summer. This includes any standard coursework, seminars, and enough research credits (CHM 69800 for MS or 69900 for PhD students) to bring the total to 12 credits. It is possible to take more than 12 credits in fall and spring in unusual circumstances.

If you are actively participating in any research activities and/or working in any research lab, you **MUST** register for research credits (CHM 69800 or CHM 69900) in every semester you are on campus. Even after finishing regular coursework, research registration maintains your status as a student at Purdue, and your eligibility to hold a graduate staff appointment (TA or RA). Students with "exam-only" or "degree-only" registration in their final term are exempt from this requirement.

There may be occasions when it is appropriate for students to take more or fewer credits than twelve (or nine in summer); please consult with the Main Office if you would like to take a non-standard number of credits.

Students registering for their final semester before graduation should inform the Main Office of their intention to graduate. The Main Office will place the student on the appropriate “candidate list.” Students in their final semester may register for either regular candidacy (CAND 99100) or “exam-only” candidacy (CAND 99200). Students should consult with the Main Office to make the choice between the two candidacy lists, based on timing, post-graduation plans, visa status, and funding needs. See page 19 for more information about exam-only registration. Note that the Main Office will enter the CAND registration in Banner; this should not be entered directly by the student.

Some details of the registration process include:

- At the start of every registration period, the Main Office staff will provide all students with “Instructor Permission” overrides into the CHM 69800 or CHM 69900 section of their advisor.
- After choosing courses, students should use the Scheduling Assistant in mypurdue.purdue.edu to request courses. For all Chemistry graduate students, the PIN to access the Scheduling Assistant is 999999.
- The Scheduling Assistant may tell you that you have “holds” that prevent registration. The two most common holds deal with acknowledgment of financial responsibility and review of emergency contact information. The Main Office can help you clear these holds, or can help you understand unusual registration holds.
- Registration should be completed by established deadlines (these will be communicated by the Main Office every semester). Late registration may incur a \$200 Late Fee from the Bursar.
- Some courses may require additional approval (e.g., instructor or departmental approval). In the Scheduling Assistant, click “Request Approvals” in the lower right corner of the window when an error pops up, and the request will be automatically routed as appropriate.
- For the CHM 69500 seminar, you should register for a zero-credit version if you are not planning to present a seminar, or the one-credit version if you are planning to present. The one-credit version will likely require you to request approval in the system.
- The Main Office will monitor registration as the start of the semester approaches. If we see any issues, we will contact you. In order to ensure that we have time to review and make necessary changes to your registration, we ask that you complete registration by about a month before the semester starts. **However, it is ultimately the responsibility of the student to ensure that registration is correct and complete every semester.**
- To audit a course or take a course pass/no-pass, you should first register normally for a course, and then go back into the Scheduling Assistant, choose the course, and click “Change Grade Mode” in the upper right corner. This will allow you make the request. Note that audited or P/NP

courses may **not** be used in a Plan of Study. Also note that the instructor will be asked to approve audit registration; we recommend that you discuss the audit with the instructor prior to registering. Different faculty have different approaches and expectations for audit students.

- Students may drop a course using the Scheduling Assistant following the standard university deadlines (a course may be dropped in the first two weeks without any notation on the transcript, or may be dropped through mid-semester with a grade of “W” on the transcript). Students should be aware that they must maintain at least 3 credits to be eligible to hold a Graduate Staff appointment (TA or RA), and international students typically must maintain full-time student status, which requires at least six credits.

Cumulative Examinations

Students who started in the PhD program in August 2022 or earlier must pass at least **five** cumulative examinations (or “cumes”) within the first four semesters (fall and spring) of graduate study. Please see the October 2021 version of the Chemistry Graduate Handbook at <https://www.chem.purdue.edu/docs/gradhandbook/2021%20Grad%20Handbook%20v1.pdf> for details.

Students who start in the PhD program in May 2023 or later will **not** need to complete the cumulative exams. New assessments are currently being developed by an ad-hoc faculty committee. The committee is aiming to finalize and publish new assessments and requirements by the end of the Fall 2023 semester. The new requirements will be shared with all graduate students as soon as they are finished, and students entering the program in 2023 will be given ample time to complete the requirements.

All exams are held on Saturday morning, 10am-12noon in WTHR 200.

Cumulative Exam Schedule for 2023-2024 Academic Year

August 19, 2023	January 13, 2024
September 16, 2023	February 3, 2024
October 14, 2023	February 24, 2024
November 11, 2023	March 23, 2024
December 2, 2023	April 20, 2024

More information on the cumulative exams, including published exam topics, is available on the cumulative exam Brightspace page. Students still taking the exams should have access to that page; if you do not, please consult with the Main Office.

Preliminary Examination (the “OP”)

The oral preliminary examination establishes each student’s candidacy for the PhD degree. The preliminary exam should be completed and defended by the end of the fifth semester (fall and spring) of graduate study, unless an extension is granted by the Graduate Studies Committee. In the Department of Chemistry, this examination consists of two features, the Original Proposal (OP) and the Dissertation Research Summary:

An Original Proposal (OP):

- The OP must originate with the student. Some disciplinary research groups require that the OP not be related to their doctoral research or prior research work if the student entered the program with an MS degree.
- The OP should include a concise statement of the problem or hypothesis to be tested, its significance and originality, why the proposal is superior to previous approaches (if applicable), how it is proposed to address the problem, what difficulties can be expected in the course of the project (and their solutions), and what will be accomplished by addressing the project.
- Although the student is expected to have a complete knowledge of the area(s) related to the OP, the written OP document should not include an extensive review of an area.
- The OP should outline a research program, as opposed to a single experiment.
- Prior to developing an OP, the student should consult with their advisor or committee regarding expectations that may differ by disciplinary research group (DRG).

The Graduate Studies Committee has established the following Learning Outcomes for the OP. Students will receive feedback from their advisor and committee about how well they have demonstrated these outcomes:

1. Practice the skill of writing a proposal that is persuasive, thorough, and feasible
 - a. Articulate a hypothesis related to a problem of your choosing that: 1) has not been previously investigated, 2) does not directly relate to your current research, and 3) does not rely solely on techniques you are currently learning/implementing.
 - b. Understand the pertinent literature related to the hypothesis and be able to discuss the merits and shortcomings of the existing work in the field. Be able to correctly cite this literature based on the style of the proposal

- c. Suggest 2-3 Specific Aims that are related but independent to address the hypothesis; consider that the work should be achievable on an approximately 3-year timeline.
 - d. Be able to design experiments to collect data for each Aim and propose what preliminary data would look like
 - i. Be able to discuss the appropriate methodologies necessary to address the aims
 - ii. Be able to consider alternate approaches
 - iii. Be able to explain how the knowledge gained through the experiments addresses the hypothesis
2. Practice the skill of orally defending your proposal
- a. Be able to explain your proposal using approximately 20 slides
 - i. Be able to share essential background
 - ii. Be able to articulate how your proposal contributes to the knowledge in that field
 - iii. Lead a discussion about the content of your proposal
 - b. Be able to respond to questions related to your experimental design and on topics that are foundational for your project (i.e., core concepts in that field)
 - c. Understand and expect that not all questions can be answered and to comfortably, but not always, express 'I do not know' and, at the same time, be able to proffer predictions or thoughtful answers
 - d. Consider future directions that may be relevant once your goals are achieved

A Dissertation Research Summary:

The Dissertation Research Summary will be primarily based on the second year research report (see p. 28). However, as appropriate, students should add a supplement to update accomplishments completed after the second year report but before the preliminary exam, and include a discussion of directions that future research might take. The summary should also discuss any improvements noted by the student's Advisory Committee when they received the second year written report. Students who complete the OP prior to the fifth semester should submit the second year research report early.

Proceedings of the Examination:

The Examining Committee shall be composed of at least three members, at least two of whom hold appointments in Chemistry. A majority of the Committee must hold “regular” Graduate Faculty appointments with the Graduate School (others may hold “special” Graduate Faculty status, which is available to outside researchers or PhD-level scientists who are not members of the Purdue faculty). In Chemistry, the Examining Committee is typically composed of the same individuals who serve on the student’s Advisory Committee, but this is not required in unusual circumstances (e.g., an Advisory Committee member is on sabbatical or unexpectedly absent due to illness or emergency).

- The examination is typically not open to the public, and typically includes only the student and the examining committee.
- The oral examination will begin with a presentation by the student.
- The committee will discuss the original proposal and research summary.
- The committee will feel free to interrupt the student at any time and probe, by detailed questioning, the depth of the student’s understanding of the proposal and research.

At the conclusion of the examination, the Committee may consult briefly without the student, and will then inform the student of one of three outcomes:

- **Pass**
- **Fail** – In a failed exam, the examining committee will recommend whether the student should withdraw from the Graduate School or continue in the department with conditions. Among other conditions, the examining committee may choose to recommend that a student be allowed to remain in the PhD program and make a second attempt, or recommend that the student transition to the MS program. However, the second attempt (if approved) may not happen in the same semester as the first attempt.
- **Undecided** – if the committee believes that there are significant corrections or improvements needed, they may choose this option. The committee will then provide the student, in writing, feedback about the deficiencies in the exam and the necessary improvements. The committee must give the student a clear deadline for submitting a new document. The committee will then review and make a final decision. An exam may not remain “undecided” past the end of the current semester; the Graduate School requires a final ruling of “pass” or “fail” before the last day of classes in a semester.

Once the final decision is made, the committee chair will complete the Graduate School’s evaluation rubric, which rates the student on a scale of “exceeds expectations / meets expectations / does not meet expectations” based on five items: (1) knowledge and scholarship, (2) communication, (3) critical thinking, (4) ethical and responsible research, and (5) professionalism.

Dress should be professional; snacks and refreshments for the committee are not necessary.

Scheduling Logistics:

Students should plan their preliminary exam several weeks in advance. Specifically:

- We recommend that students confirm a time for the exam with their committee members at least six weeks prior to the exam date. Faculty schedules are complex, and finding a time for all members of the committee can be difficult.
- The Main Office should be informed via email to chemoffice@purdue.edu of the proposed exam date at least three weeks prior to the exam. The email should also include the exam time and list the three members of the examining committee. The Main Office will assist in reserving a room, and will complete the Graduate School Form 8 (“Request for Appointment of Examining Committee”, see Appendix 2).
- The Graduate School requires all approvals on the Form 8 by two weeks before the exam date; starting early ensures time for your major advisor and Department Head proxy to sign.
- Your OP document and dissertation research summary must be submitted to the Main Office at least two weeks before the exam date.

Seminar Requirements

All students will present a formal seminar in their disciplinary research group's seminar series. The timing and content of the seminar must be consistent with the guidelines below (varying by area). Students should register for one credit hour of CHM 69500 in the semester when their seminar will be presented, and should register for zero credit hours in the semesters when they do not present.

The following statements have been prepared by the respective research areas to outline seminar policies. All requirements and expectations are subject to change. For further information, consult with the faculty member charged with teaching the seminar.

Analytical Chemistry: Tuesdays, 3:30pm, WTHR 320

Faculty and student attendance at seminars is essential to the success of this program. First year graduate students will attend seminars and participate in discussion, but do not present seminars. Second year students present literature seminars of about 20 to 25 minutes. Fourth (or final) year students are encouraged to present a research seminar.

Biochemistry: Mondays, 3:30pm, BRWN 4102

Graduate students in Biochemistry must give one seminar open to the general academic community. This seminar shall be given in the fall semester of the fourth year, following advancement to candidacy. The subject of this seminar shall be an introduction to the student's research and their research accomplishments to date. The seminar should also present a clear outline and plan for finishing the dissertation work. A second seminar given in conjunction with the final oral examination and defense of the thesis shall be open or closed to the general academic community at the discretion of the major professor.

Inorganic Chemistry: Tuesdays, 12:30pm, BRWN 4102:

Students present a literature seminar, ordinarily the semester after passing the preliminary exam, as well as a research seminar near the end of their studies.

- Prior to the literature seminar the student will submit a one-page abstract with references. The student will normally base the talk on several papers, critically evaluate the work, and put it into a broader perspective.
- Literature seminars should be approximately 25 minutes, including time left for questions.
- As much as possible, two students should be scheduled to present literature seminars within one regularly scheduled block.
- The focal points for the Faculty Evaluation will include the choice of topic, evidence of the command of the subject matter, organization, clarity of presentation, and effectiveness of the use of the time allotted.
- Attendance will be the primary criterion for satisfactory performance by non-presenters enrolled in the course.

- Faculty will choose an annual recipient(s) for the Ian P. Rothwell Award for the best literature seminar as well as the best research seminar. This distinction includes a small financial award.
- Thesis defenses will be open for the public and considered to be research seminars. In order to increase both student and faculty attendance, thesis defenses should be, whenever possible, scheduled for the normal inorganic seminar time slot of Tuesdays at 12:30 pm in BRWN 4102.

Materials Chemistry: Fridays, 12:30pm, BRWN 4102

Students and faculty interested in Materials Chemistry meet for the weekly Materials seminar. Typically, students conducting Materials-related research will present a research seminar in their fourth or final year.

Organic Chemistry: Tuesdays, 4:30pm, WTHR 104

The Organic seminar is intended to provide a weekly gathering of the students and faculty at which significant material from the field of Organic Chemistry, as broadly defined, will be presented and discussed at the highest professional level. Such meetings and discussions are an important part of professional life and regular attendance at and participation in the seminars is expected of students and faculty alike.

The seminar program includes a wide variety of speakers from Nobel laureates to nervous graduate students; being asked to present a seminar is one mark of acceptance as a professional. Each doctoral candidate is expected to present one seminar within the Organic Chemistry seminar series.

The seminar requirement for Ph.D. candidates within Organic Chemistry is such that students have the option of selecting a topic from either (a) PhD dissertation research, or (b) independent literature search.

This requirement should be fulfilled not later than the end of the student's eighth semester. Earlier presentations are highly encouraged.

One or more recent reprints and/or preprints (in press or submitted) as well as approval by his/her research advisor and the seminar chair will determine if a student qualifies for the option (a). It is expected with option (a) that the student will include in his/her seminar a discussion of the current and background literature relevant to their laboratory accomplishments. For both options, a 1-2 page abstract, complete with references (titles included), along the lines of a long abstract for an ACS National Meeting must be distributed the week before seminar.

Physical Chemistry: Wednesdays, 12:30pm, BRWN 4102

The Physical Chemistry seminar provides a weekly forum for outside speakers, as well as faculty, students, and postdocs from Purdue, to present their latest research results. This gathering is well attended by faculty and students engaged in Physical Chemistry as well as individuals with related interdisciplinary interests from all over the University. Active participation by new graduate students is vital for the continuing success of the program.

Physical Chemistry graduate students are required to give at least one research talk, either in the Physical Chemistry seminar or in any one of the other seminars in the Department. The format for a Physical Chemistry seminar should be decided by consultation with the student's research advisor and the seminar chair. This requirement should be met by the end of the student's sixth semester, unless an extension is recommended by the student's research advisor.

Thesis Requirements

Candidates for both the PhD and Master's Degree in Chemistry must submit a thesis describing the results of their research. Regulations regarding the preparation of the thesis are described on the Graduate School Thesis and Dissertation Office website at <http://www.purdue.edu/gradschool/research/thesis/index.html>, and at tinyurl.com/PUthesisworkshop.

POLICY: Thesis Defense

The thesis defense will consist of two parts:

The first part will involve a public presentation of the student's research accomplishments, with time and format arranged to permit questions from the audience. Immediately following the presentation, the candidate will be examined on the material in the thesis and on related topics by her/his examining committee which will consist of at least four faculty members, three members from the original plan of study committee plus one additional faculty member (this committee member does not need to be added to the Plan of Study).

Unless otherwise approved by the graduate studies committee, the fourth committee member must meet the same criteria as the other three committee members. If it is deemed desirable by the student, after consultation with the existing committee members, an additional (fifth) committee member can be added, pending approval by the graduate school (this additional committee member may be a person who would not normally qualify to be a primary member of the committee).

Approved by the Faculty November 3, 2015

Deadlines and preparation for the Thesis defense

For students with regular candidate registration in the final semester, (not exam-only or thesis-only registration), two deadlines are fixed by the Graduate School:

- The thesis must be submitted to the Graduate School no later than 5pm two workdays before the final day of classes. Submission is through HammerRR and the ETAF (Electronic Thesis Acceptance Form). Students will receive access to this form after successful completion of the final oral defense.
- The final oral examination results must be reported to the Graduate School by the faculty using a Form 11 by 5pm on the Friday one week before the final day of classes (and two days earlier in summer). Note that this deadline refers to the reporting of the exam results, not to the holding of the oral exam. It is recommended that the exam be held well before this date to allow time for corrections following the exam, if the committee requires such corrections prior to signing the exam form.

For 2022-23 and 2023-24 graduation, the anticipated exact dates are:

Graduating:	Exam report (Form 11) due	Thesis submission using ETAF due
Dec 2023	December 1, 2023	December 6, 2023
May 2024	April 26, 2024	May 1, 2024
Aug 2024	July 19, 2024	July 26, 2024
Dec 2024	November 30, 2024	December 5, 2024
May 2025	April 24, 2025	April 29, 2025
Aug 2025	July 17, 2025	July 24, 2025

All other deadlines listed below reference to the planned exam date. Again, the due dates for the exam report form (with committee signatures) are in the table above. We recommend that the exam take place at least a week (and preferably several weeks) before that date.

Counting back from the exam date:

- The complete thesis should be delivered to the examining committee no later than **one week** before the exam date.
- The Grad School Form 8 (see Appendix 2), declaring the date and time and exam, and the members of the examining committee should be fully approved no later than **two weeks** before the exam date. The Main Office will complete this form after Final Format review. We recommend starting earlier, to allow time for faculty to approve the Form 8 before the deadline. After the Form 8 is approved, the student should initiate the Grad School Form 9, save it, and submit it on the day of the exam.
- The exam should be scheduled, confirmed with committee members, and room reserved no later than **three weeks** before the exam date.
- The thesis should clear Final Format Review with the Thesis Format Advisor no later than **three weeks** before the exam date. Changes to the thesis after this date should be small and editorial. The thesis should be basically complete by this point.
- The initial format review with the Thesis Format Advisor should take place no later than **four weeks** before the exam date, though we recommend an initial review 6-8 weeks before. It is appropriate just to have portions of the thesis ready for the initial format review.

Finally, in order to avoid late fees with the Graduate School (see Appendix 3), students should ensure that they are on the Candidate List for graduation by the end of the fourth week of classes in the final semester, and should ensure that the Plan of Study is complete and correct no later than the Friday preceding classes in the final semester.

Required surveys become available on the Plan of Study portal during the term that a student is registered as a candidate, and must be completed before depositing.

The thesis may be submitted in the semester following the successful completion of the oral examination. In this case, the date of degree conferral will be based on the date of the thesis deposit, not the date of the oral examination.

Exam-only and Thesis-only Registration

Students completing degrees early in a term or mid-term may be eligible for a privileged registration at a reduced fee through “exam only” or “degree only” registrations.

The benefit of these special registration types is that students do not need to register for research credits and therefore are not liable for tuition costs (there is a fee of approximately \$200). This can potentially allow students to move on to post-graduate employment mid-semester.

The cost of these special registration types is that deadlines for exam and thesis deposit are significantly earlier.

Exam-only or Thesis-only graduation date:	Typical date for Exam report (Form 11) due	Typical date for Thesis submission using ETAF due
December	early October	mid October
May	early March	mid March
August	early June	mid June

To qualify for exam-only or thesis-only registration, students must be registered for at least one credit in the previous semester.

Students are allowed to hold a Graduate Staff appointment (TA or RA) while on exam-only or thesis-only registration, but must resign the position on or before the date they deposit the thesis.

Because of implications for funding, insurance, and visa/immigration status (for international students), students should individually consult the Main Office for details and planning if they are intending exam-only or thesis-only registration.

Semesters off-campus

There are several reasons why a student might be off-campus for one or more semesters, while still pursuing a degree:

Internships

Students who plan an industry internship during their PhD program should consult with the Main Office for advice about all aspects of internships:

- We recommend that internship students register for CHM 69699 (Chemistry Graduate Internship) for all terms that they are away. This will

maintain full-time student status, which may be important for insurance purposes and visa requirements (for international students). This will also maintain other services and benefits afforded to Purdue students, such as library access, email accounts, ITaP support, CAPS support, etc.

- CHM 69699 registration includes an internship fee of \$400, but tuition is not charged. This is important because students are not allowed to hold a Graduate Staff Assistantship, in paid status, during a period where they hold a full-time paid internship.
- If possible, students are strongly encouraged to line up the timing of paid internships with the semester schedule. Internships that start or end in the middle of a semester can make registration, tuition, and assistantships tricky, especially for international students.
- International students with an F-1 student visa may be able to hold a full-time paid internship using the Curricular Practical Training (CPT) program. Students should consult ISS and/or the Main Office for details and advice.

Research in Absentia

The “research in absentia” (RIA) status may be appropriate for students late in their PhD program who are completing the writing of their dissertation, and may have employment elsewhere.

- RIA status is available only for students with PhD candidacy (they have passed the preliminary exam and all coursework).
- RIA students should register for 3 credits of CHM 69900; they will pay the RIA fee (currently \$966) instead of regular tuition. Students are not allowed to hold Graduate Staff Appointments while in RIA status, but are allowed to have external employment (subject to work authorization regulations for international students).
- Students may request RIA status with a Graduate School Form 12, which should be completed at least a month before the start of the first RIA semester. Contact the Main Office for details.
- Students in RIA status are eligible to schedule and take a final exam (dissertation defense), and to graduate while maintaining RIA.

Change of Duty Station

Change of Duty Station (CoDS) status is appropriate for students who are working off-campus (for example, at a National Lab, field research site, or partner university) for at least 22 days while retaining normal student status and a Graduate Staff Assistantship (usually an RA).

- Students with CoDS status maintain their Grad Staff appointment: they are employed and paid from Purdue accounts, register for normal CHM 69800 or CHM 69900 credit, and maintain eligibility for tuition remission.
- CoDS status is not appropriate if the student is employed or paid by another source, including the host institution. With external employment, students should see internship registration (see above).
- International students seeking CoDS status should consult ISS for advice about further rules and restrictions.

Long-term Unpaid Leave

Students in good standing may take up to two consecutive semesters (summer term is included as one of the two semesters) away from the program for personal or professional reasons.

- This leave is unpaid, and students might not maintain full-time student status or student privileges while away. Because students with an unpaid leave typically do not register, no tuition is charged.
- Re-entry to the program is automatic (for up to two semesters), but membership in a particular research group is not guaranteed upon re-entry.
- Leaves of more than two semesters will require a new admissions application, and consideration for re-admission by the Graduate Admissions committee. Re-admission is not guaranteed in this case.
- International students should consult ISS prior to taking semester(s) away from the program.
- Students who have not been registered for at least one semester who intend to graduate during the semester they return must register for at least one credit of CHM 69900 (and potentially pay tuition, if an assistantship is not available). Exam-only and thesis-only registration is not available in a term immediately following an un-registered term.

Time to Graduation Limits

The following policies apply to graduation time limits:

POLICY: Time Limits to Graduation:

[For the PhD]

The Purdue Graduate School permits each academic unit to establish an upper limit of time spent in the pursuit of a PhD degree. The policy of the College of Science and the Department of Chemistry shall be that seven years from entry into the graduate program (i.e., 14 semesters plus the intervening summers plus one additional summer to finish if necessary) be the maximum time allowed to complete the PhD in the College of Science. An additional year may be allowed if formally requested by the student's Thesis Committee and approved by the Graduate Studies Committee. Any exceptions to this policy require approval by the Department Head.

Approved by the Faculty of the College of Science, Feb. 22, 2000

[For the MS]

Students pursuing the Master's Degree at the West Lafayette campus must complete their degree program within six semesters from the date of entrance in the graduate program. Requests for extensions are considered by the Graduate Studies Committee on a case-by-case basis.

Approved by the Faculty, Feb 16, 1989

The Major Advisor and the Advisory Committee

Selection of the Major Advisor

POLICY: Selection of the Major Advisor

During the second week of the fall semester, the Head of Chemistry will meet with new graduate students to outline the procedure for selecting a thesis advisor and formally joining a research group, as follows:

- Student meetings with faculty (thesis interviews) begin in the third week of the fall semester.
- Students will be given a list of all faculty who are accepting graduate students during this interview session. The faculty will be listed alphabetically by name; their divisional affiliations will be given for purposes of information. Faculty will not be grouped by division.
- A departmental list of the schedule of research presentations to groups of students, including title of research presentation and number of openings that each faculty member expects to have available, will be prepared and distributed to the students prior to the interview period. Research presentations will occur during weeks three through six of the fall semester. Students are strongly encouraged to visit individually with faculty and lab members at any time up until they submit their final choice.
- Students must interview at least eight faculty members, and acquire their signatures or initials on the selection form. Students must have a more in-depth interaction with at least three groups, and must obtain signatures from three groups verifying these interactions.
- Graduate students will submit **two ranked choices for thesis advisor** on the thesis interview form to the Main Office (BRWN 2100). These forms can be submitted starting in the eighth week of the fall semester, and must be in by 5:00 pm on November 1. The forms will be tallied and distributed to the faculty for consideration. The students whose choices have been accepted by their preferred professor will be notified by the Department, usually by early November. Students who do not get their choice during the first round should meet with the division head or his/her designee to discuss options and procedures for the student for selecting a new advisor. This may include the students conducting additional interviews with prospective advisors. The departmental office will coordinate a list of faculty members with openings that will be made available for these students to continue the interviewing process. Their revised choice should be submitted to the Main Office within one week of meeting with the Division Head. Students may discuss their concerns with the Assistant Head, the Department Head, or his/her designee.

- Students selecting assistant professors as their first choice may complete the interview process and turn in their form as soon as eight initials/signatures have been obtained. When their choice has been accepted by the faculty, the students will be notified by the Department.
- In no instance shall a faculty member be forced to accept a student whom he/she regards as inappropriate for their group, nor shall any student be assigned to a faculty member without consultation and agreement. To this end, if an assignment cannot be made on the basis of a student's preferences then that student will be requested to consult a person designated by the Department Head.
- Situations not covered by these rules will be resolved by the Department Head.

Approved by the Faculty on May 10, 2011, with amendments on May 3, 2018

The boxes above describe the formal process for selecting a major advisor.

The major advisor will serve as the Chairperson of a student's Advisory Committee, and must be a Faculty member in the Department of Chemistry, and employed by Purdue University. Consult with the Main Office for details about Courtesy Faculty in Chemistry serving as a Major Advisor. Other individuals (e.g., faculty in other departments or faculty at other institutions) may serve on the Advisory Committee, if approved (see below).

Until such time as a major advisor is selected and finalized, the Assistant Head of the Department serves as an advisor and source of an official signature when required for any University purpose.

Selection of Advisory Committee

New graduate students select a major advisor during their first semester, as described previously. In consultation with the major advisor, students should begin to recruit members of the Advisory Committee during the second semester of graduate study, following the policy guidelines below. A committee of at least three approved members will be necessary to submit the coursework Plan of Study in the third semester, and to complete the oral preliminary exam (the OP) during the fifth semester.

Your major advisor may make suggestions about other faculty willing to serve as committee members, but it is the responsibility of the student to approach and invite faculty to serve on the committee. Students are advised to remember that Advisory Committee membership is a significant time commitment for faculty, and that it may be helpful to have a formal meeting with prospective Committee members so that students may introduce themselves and their research interests.

Faculty will have access to the department's GradDB, the database which informs them about your progress and records at Purdue.

Three Advisory Committee members (including the Major Advisor) are required for the Plan of Study and the OP. Four members are required for the final defense of the PhD.

It is possible to select Advisory Committee members from other institutions (including faculty who were at Purdue, but who have moved to a different institution). However, these individuals must be approved by the Graduate School to serve as a member of a PhD committee. This requires that the individual provide background information on their education, prior experience with graduate students, publications and a current CV. The Assistant Head can help with the process of applying for special graduate faculty status, when needed.

POLICY: Selection of Advisory Committee

Most students will select a thesis advisor during their first semester of graduate study. Each student's thesis advisor will guide him/her to select additional faculty to complete the Advisory Committee. The ultimate decision will be made by the student. All committee members must be approved by the graduate school. The student is encouraged to include committee membership spanning areas outside those directly aligned with the major thesis work. Two members of the committee must be from the Department of Chemistry. The makeup of the committee must avoid any potential conflict-of-interest that could bias the process that leads to candidacy or completion of the degree. This would include having two closely related committee members on the OP committee, such as a spouse, domestic partner, etc. The committee and student will develop a plan of study for the remaining courses needed to satisfy the student's departmental requirements.

Approved by the Faculty, November 3,
2015

Students may also select professors from other departments at Purdue, as long as they are categorized by the graduate school as regular (code R1) members of the faculty, and as long as the student meets the Departmental requirement for two members from the Department of Chemistry.

Changing the Major Advisor

On occasion, students will change major advisors. This change may be student-initiated or advisor-initiated – at all times, the student/advisor relationship is one of mutual agreement. Processes differ depending on who initiates the change.

POLICY: Student Initiated Major Advisor Change

Students should be aware that a change in advisor may result in:

- Limited choice of a new advisor, as fewer faculty may be available to accept students.
- Teaching assistantships may become the sole source of financial support.
- Graduation may be delayed, and extensions of financial support for more than five years are not guaranteed.

Students are strongly encouraged to discuss their situation with the members of their thesis advisory committee, the Graduate Studies Committee, their division head, or another trusted faculty member, depending upon how far they have progressed in the program. If there is concern about the discussion record, the student should clearly ask about confidentiality prior to the conversation. These advisors may wish to contact the student's advisor, or schedule a meeting together with the student and their current thesis advisor.

If the student determines, after consultation, that they desire to find another research group, potential advisors should then be sought. The student should inform the potential advisor of all other faculty involved in the discussions, including their current thesis advisor, so that the new advisor can discuss the situation with them. The student should recognize that the potential advisor may wish to discuss the situation with the current thesis advisor and other faculty. The potential new advisor should ask for consent prior to contacting the current thesis advisor.

The student should then write a formal letter to the Head of the Department of Chemistry, requesting a change in advisors and justifying the change. After consultation with the faculty involved, the Head (or designated proxy) will issue a letter to the student, formally sanctioning the transfer. This letter will become part of the student's formal records and the graduate database will be modified accordingly. If the Plan of Study has already been approved, it is the responsibility of the student to initiate the formal Advisory Committee change with the Graduate School by submitting a revised Plan of Study.

[Student Initiated Major Advisor Change continued]

Normal checkout procedures will apply to all transfers, including the required cleanup and verification with the departmental safety officer and return of keys. Research materials including lab notebooks and electronic data must remain with the original thesis advisor, and students may arrange for access or obtain copies of these materials if sanctioned by the original thesis advisor. It is the choice of the original advisor if they will allow the student to include work from their laboratory in the student's thesis or in any public presentation or publication.

Approved by the Faculty, September 2017

POLICY: Advisor Initiated Major Advisor Change

As per the Graduate School handbook, advisors may terminate students unilaterally. In chemistry, when a thesis advisor requires a student to leave their research group, the thesis advisor must clearly document and communicate to the student the reasons for the change. Such a change will typically also result in a "U" grade for research credits. If the issues leading to the change are long-standing, it is expected that the faculty member would have expressed the issues of concern in writing previously, and warned the student that removal from the group is a possibility.

Faculty members must notify the Department Head in writing when a student is removed from a research group. No student may continue in the graduate program in chemistry without a thesis advisor. Unless further action is taken by the Dean of Students or the Graduate School, the student has the right to seek a new major advisor. However, the student also has the responsibility to take an active role in seeking a new advisor, with consultation from the Assistant Head, committee members or other faculty (including the division head). No individual faculty member will be obligated to accept a student who has been removed from a different faculty member's group. A new advisor must be identified by the start of the following semester or an extension may be granted by the Department Head.

If a new advisor has been identified, the Head (or designated proxy) will issue a letter to the student, formally sanctioning the transfer, and stating all conditions of the transfer. This letter will become part of the student's formal records and the graduate database will be modified accordingly.

[Advisor Initiated Major Advisor Change continued]

Normal checkout procedures will apply to all transfers, including the required cleanup and verification with the departmental safety officer and return of keys. Research materials including lab notebooks and electronic data must remain with the original thesis advisor, and students may arrange for access or obtain copies of these materials if sanctioned by the original thesis advisor. It is the sole choice of the original advisor if they will allow the student to include work from their laboratory in the student's thesis or in any public presentation or publication.

Approved by the Faculty May 5, 2018

Reports and Evaluation

Success in graduate school requires regular feedback and evaluation, and the Department is committed to providing this feedback and assisting students in their professional development. The feedback provides the student an opportunity to assess his or her performance against the expectations of the Major Advisor and the Advisory Committee.

All graduate students will receive regular feedback on the various aspects of their work, and all graduate students are required to produce annual reports of progress, and to create annual Individual Development Plans (IDPs). These documents should be created in consultation with the major advisor, to ensure that everyone agrees about plans, goals, and progress.

It is important to note that continuation in the graduate program, as well as the five-year support guarantee is contingent upon satisfactory performance and progress.

Annual Report and Individual Development Plan

Annual evaluations and Individual Development Plans (IDPs) should be completed and submitted to the Main Office by the **final day of the summer semester**. The steps of the process are outlined below. This may take significant time, so students should plan to be working on the process at various points throughout the summer.

1. The student should create the following documents:
 - a. CV (written in a style consistent with the type of position that the student plans to seek following completion of the degree).
 - b. Research report (in the appropriate style for the year; see instructions below)
 - c. IDP (for the appropriate year; templates are available on the College of Science website at www.science.purdue.edu/graduate/idp.html)
 - d. Top portion of the Research Evaluation form, Advisor version; forms are available at www.chem.purdue.edu/academic_programs/graduate/annualreview.php
 - e. For 2nd year only, top portion of the Research Evaluation form, Committee version
2. The student should deliver these forms:
 - a. to the Advisor, by the deadline set by the advisor (this may be several weeks before the final departmental deadline, to allow time for review and discussion).
 - b. to the Main Office. Students should submit electronically as a PDF document(s), to the Main Office at chemoffice@purdue.edu
 - c. For 2nd year only, to the members of the Committee (substituting the Committee version of the Research Evaluation Form for the Advisor version).
3. The advisor will then complete the Research Evaluation form.

4. The student and the advisor should meet to review all documents, and to discuss the completed Research Evaluation form. Both should then sign the form, acknowledging receipt and review of the evaluation.
5. The student should deliver a copy of the signed evaluation form to the Main Office (along with updated copies of any other documents if there are significant edits following the review meeting). This is due on the final day of the summer semester.
6. For the 2nd year only, Committee members deliver Committee version of the Research Evaluation form directly to the Main Office. The Main Office will notify the Advisor and the Student if any committee review is not “acceptable” or better.

The Advisor’s Research Evaluation form will be filed electronically in the GradDB and on paper in the permanent file in the Main Office. Students and advisors may request to review filed documents at any time. All other documents will be filed electronically in the GradDB only. Students may ask for copies of documents in the Main Office. Advisors have direct access to the GradDB.

Research Report: All research reports should summarize research questions and accomplishments, and should set goals for research in the following year. Year-specific requirements include:

- First year: Two pages maximum
- Second year: The second-year report should be modeled on the format of a three-page JACS Communication with appropriate listing of citations using ACS style. The report should conclude with a brief section on future research plans.
- Third year: Five pages maximum
- Fourth year and beyond: Five pages maximum. The report should include a timeline for completion of the degree, and an outline of the planned dissertation. Note that the Chemistry department typically limits the total time in the PhD program to seven years.

Research Grade for CHM 69800 and CHM 69900

Students taking research credit (CHM 69800 for MS, CHM 69900 for PhD) will receive a grade from the advisor at the end of each academic period (summer included). These are typically listed as Satisfactory (S) or Unsatisfactory (U).

By Graduate School policy, students and advisors should discuss expectations required to receive an “S” grade prior to the semester. Advisors are expected by the Graduate School to confirm in university records that this discussion has taken place, but potential documents about expectations are kept between the student and advisor. Neither the Graduate School nor the Chemistry Main Office collects and archives documents outlining expectations.

Following a grade of “U,” the student and the advisor should meet to convey the reasoning for the unsatisfactory performance, and to establish clear goals and expectations for research work and productivity for the following semester. The Assistant Head will also meet with all students who receive a “U” grade. By Graduate School policy, two consecutive “U” grades mandate that the department take formal action and inform the student, in writing, about discontinuation or conditions for continuation of the student’s graduate study. Receipt of two “U” grades for research is sufficient for discontinuation of a graduate student from the program and the university.

POLICY: Evaluation in Research Coursework

Enrollment in Chemistry 698/699 entails an expectation of reasonable progress in scholarly research. These expectations include: i) conducting independent research on the background, motivation, and prior work related to the primary subject of the research project, ii) actively participating in laboratory research at a level consistent with a professional research position, iii) contributing to overall laboratory operations, iv) following all safety guidelines and expectations associated with the research environment, v) following ethical research practices, vi) contributing to the written and oral dissemination of research findings, and vii) meeting the documented expectations of the thesis advisor. By signing up for the research credit, the student acknowledges agreement with the expectations set forth by the faculty member. By allowing the student to sign up for the research credits, the faculty member agrees that if the student completes the outlined tasks and deliverables, the student can expect a satisfactory grade for the research credits. Appropriate documentation will be provided by the advisor outlining reasons for the unsatisfactory grade

Approved by the Faculty November 14, 2017

Teaching Performance and Progress

Your teaching performance will be evaluated in two ways, through student evaluation and through evaluation from the instructor of the course.

Student evaluation: The student evaluations happen through the Purdue Course Evaluation and Survey (CES) system, which is administered by the Center for Instructional Excellence (CIE). Students will receive an automated email directly from CIE asking them to complete the evaluation. The exact questions asked may vary depending on the teaching assignment, and some TAs may not receive a student evaluation if their assignment includes limited direct contact with students.

Following the semester and the posting of final grades, TAs will receive an automated email with a link to the evaluation site. The Assistant Head and other teaching faculty and staff will also review these evaluations. Low evaluations may lead to a conversation between the Assistant Head and the TA; the goal of the conversation will be to create a plan for improved performance in the future.

It is highly recommended that you download the evaluations from the CES site and archive them for your career portfolio. Historical evaluation data from the previous CourseEval system, 2008 to 2020, is available through Instructional Data Processing. Instructors and TAs may request evaluation data by emailing idp@purdue.edu. Evidence of excellence in teaching may be very helpful for your job search and for applications for fellowship support.

Instructor evaluation: Your teaching supervisors (including one or more of the course professor, the course coordinator(s), and the TA Supervisors) will also provide written feedback and evaluation at the end of the semester. They will have an opportunity to document either exceptional or unsatisfactory work. The Department will follow up on any reports of unsatisfactory work with a goal of helping you become a better teacher.

As needed during the course of the semester, the course instructor and/or Assistant Head may meet with or send written evaluation feedback to TAs. This will happen when there is a need to correct unsatisfactory performance while the semester is still in session. The department will use an approach of professional development, trying to help the TA become a better teacher.

Continued financial support as a teaching assistant requires satisfactory or better performance. Upon the first unsatisfactory rating from an instructor, the TA will receive written notice, and will have conversations with the Assistant Head and with the instructor who provided the evaluation. The goal of these meetings is to clarify expectations and create a plan for improved performance in the future. A second rating of Unsatisfactory will make a graduate student ineligible for TA support; they must either secure RA support or bear the full cost of tuition and fees.

Students may view their evaluations by request in the Main Office.

Support and Appointments

Graduate Assistantships are a formal category of employee at Purdue, with well-defined expectations, benefits, and policies. Graduate Assistants perform a valuable service to the Department and the University through teaching, research, and service activities.

Graduate Assistants typically receive both a tuition remission and a stipend. Graduate Assistants are responsible for paying certain fees and maintaining their health insurance. Financial details of assistantships may differ from student to student, and are explained in formal offer letters.

The “Graduate Staff Employment Manual,” published by the Graduate School, is the definitive source of policies governing the employment of graduate students. The manual includes tuition remission, vacation policies, parental leave, spousal benefits, leaves of absence, parking, taxes and I-9 visa requirements, among other topics.

<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>

The Chemistry department guarantees five calendar years of graduate support, from the date of entry, for PhD students who maintain satisfactory performance and progress toward the degree (see the section of this handbook on “Reports and Evaluation” for the mechanisms by which satisfactory performance is assessed). Students who convert to a MS program will have guaranteed support for three years from the initial date of entry into the program.

This support typically comes in one of three forms: a teaching assistantship (TA), research assistantship (RA) or fellowship. Appointments that include more than one form of support may be allowed. The appointment and the amount of the stipend may change every semester as outlined in the following sections.

Continuation of support beyond the five-year graduation deadline (or three-year deadline for MS students) is not guaranteed. Late career students beyond the deadline may find support as an RA (at the discretion of their major advisor) or as a TA (at the discretion of the Assistant Head, if TA positions are open).

Types of support

- **Teaching Assistantships** are the most common type of support for early-career students. TA roles vary by assigned course: some are laboratory only, some include recitation and help sessions, some are primarily grading support, and some are senior supervisory positions over other TAs. In addition, there are a small number of “TA” assignments that assist the department with various initiatives and facilities (e.g., safety, NMR, X-ray). The Assistant Head makes the exact assignment, in consultation with appropriate faculty and staff, typically in the week before the semester starts. All TA positions carry an expectation of up to 20 hours of work per week for a standard 2Q appointment. The TA appointment may, on occasion, require evening or weekend work, but department policy states

that there will be no required TA activities outside of the hours of 6am to 10pm.

- Note for International Students: International students are required to demonstrate proficiency in English before they are permitted to be the primary instructor of a section. International students (except those designated as English-speaking by the Oral English Proficiency Program (OEPP)) must qualify through the OEPP by one of four methods: (1) TOEFL speaking score of at least 28, (2) IELTS speaking score of at least 8, (3) Purdue Oral English Proficiency Test (OEPT) score of at least 50, or (4) successful completion of ENGL 62000. More information on this requirement is here: <http://www.purdue.edu/oepp/about/policy.html>. International students should consult with the Graduate Program Administrator with questions about the OEPT requirement. The Graduate Program Administrator is the School's liaison with OEPP, and he/she will work with the student to schedule the OEPT exam. Students who have not yet passed this requirement are allowed to hold TA appointments, but their assignment may involve alternative lab or classroom support, such as grading, facilitating office hours, course development, or administrative support.
- **Research Assistantships** allow students to work on funded research projects at the discretion of their Major Advisor. Within the departmental guidelines, the stipend rate for an RA is determined by the Major Advisor, and is often slightly less than the departmental stipend for a TA position.
- **Fellowships** provide funding that is not tied directly to research or teaching work. Fellowships come from several sources, both internal (departmental, college, graduate school, Purdue Research Foundation, etc.) and external (federal agencies and major foundations). Most internal fellowships are administered by the business office as assistantships; this maintains the tuition waiver and provides students with the benefits tied to a graduate staff appointment (including graduate staff insurance eligibility). External fellowships are administered as an assistantship or as a true fellowship, based on the rules of the funding agency or organization. The department will ensure that total funding reaches at least the standard TA stipend for all internal fellowship holders, though it may require a partial TA or RA appointment to go along with the fellowship.

Other information about support

- **Fiscal Year Appointments:** Almost all Graduate Staff Appointments for Chemistry graduate students are Fiscal Year (or "FY") appointments, rather than Academic Year ("AY") appointments. This provides a continuity of employment throughout the calendar year, which leads to consistent year-round pay and eligibility for benefits that require a

particular length of continuous employment (for example, paid parental leave).

- **Appointment periods:** The exact appointment may change every semester (for example, from TA to RA). Tentative appointment periods for the next two years are listed below. For new incoming students, the appointment will begin on the Monday preceding the first day of classes of the fall semester.

Appointment Period	Tentative Dates
Fall 2023	8/14/23 – 12/31/23
Spring 2024	1/1/24 – 5/12/24
Summer 2024	5/13/24 -8/11/24

- **TA vs RA appointment:** Unless a student holds a fellowship, the major professor and/or the Department Head will determine whether a student will be offered a TA appointment or an RA appointment (or one that is split between the two). This decision is typically made about a month before the start of an appointment period, but it may change based on funding or assignment needs. For TA appointments, the Assistant Head will make assignments into specific courses and roles. These assignments are typically made a few weeks prior to a semester, but may change to meet course needs or to address scheduling conflicts.
- **Pay dates:** Graduate appointments are paid bi-weekly on alternating Wednesdays. The gross salary in each pay period is the annual rate divided by 26.
- **Allowable appointment level:** The standard appointment in Chemistry is 50% time (also called 2Q, for “two quarters”); some students may have other percent appointments. A 2Q appointment corresponds to 20 hours per week of *employment-related* work – students may spend further time working in the research lab for CHM 69900 course-related work. Graduate students may hold a total appointment greater than 2Q, though most international students are typically restricted 20 hours per week (2Q) total appointment (including Purdue and *all other employers*). See the Graduate Staff Employment Manual for details.
- **Pay rate:** The standard department stipend for a 50% (2Q) Graduate Assistantship (TA or RA) for 2023-24 is \$30,000 (annual). The Department intends (when financially possible) to raise the standard stipend annually.
- **Health Insurance:** There are two primary options offered by Purdue. Graduate staff employed 2Q or more, and students on fellowships that are being administered as an assistantship, may enroll in the **Graduate Staff Health Plan** (see <https://www.purdue.edu/hr/Benefits/gradstaff/>). All students may enroll in the **Student Health Plan**, administered by PUSH, see <https://www.purdue.edu/push/Insurance/index.html>. Benefits are similar for the two plans, but costs may be different. Which plan is most

cost-effective for students may depend on whether a partner and/or dependents are included in the plan. Additionally, premiums for the Graduate Staff Health Plan are payroll are auto-deducted monthly from a linked bank account or credit card, allowing students to pay the premium through the year, while premiums for the Student Health Plan are typically due in a single payment at the start of the academic year.

- **Accident Insurance:** Purdue University provides a limited accident insurance plan for all graduate students and post-doctoral fellows on appointment. The hazards covered include all those to which an insured may be exposed while engaged in class work, research, course-related activities, or in approved fieldwork or travel for University activities related to research or course work. Coverage is not provided in your place of residence nor while commuting to and from your normal on-campus instructional or research location. To be covered by accidental insurance while attending scientific meetings or conferences, it is imperative that the appropriate travel form is completed several weeks before leaving the University. For more information, contact the Chemistry Department Business Office.
- **Conflicts of Interest and Conflicts of Commitment:** Graduate appointees may not engage in outside employment or other outside activities that would present a conflict of interest or conflict of commitment with their paid duties (TA or RA). External paid tutoring for a course where a student is a TA is considered a conflict, and is therefore expressly not permitted. A conflict of commitment could include outside employment that is time-consuming and precludes a TA or RA from doing necessary work at the appropriate time, even if the outside activity is unrelated to chemistry.

Absences, Leaves, and Vacation

The University and the Department recognize that there are often needs for employees (including graduate assistants) to be absent from campus and temporarily excused from their work responsibilities. Sufficient leaves and breaks are critical for long-term physical and mental health. This includes vacation time, sick leave, bereavement leave, and other miscellaneous leaves.

For absences, vacations, and leaves, it is important to remember that graduate students typically have two distinct relationships with the University: one as a student, and one as a Graduate Staff Employee. Procedures and rules for leaves are different between those two roles.

Absence policies, in the context of the student role

The Office of the Dean of Students manages processes for student absence related to coursework (see <https://www.purdue.edu/advocacy/students/absences.html>). For ODOS-managed absences, the student should contact the office directly. Documentation may be required. If approved, ODOS will notify instructors (including research advisors) of the type and duration of approved leave.

Leave policies include:

- the Grief Absence Policy for Students (GAPS), which excuses students from course attendance for up to 5 days for bereavement for the death of a family member,
- the Medical Excused Absence Policy for Students (MEAPS), which covers students with extended or emergency medical reasons for an absence (this is typically used for hospitalization or other in-patient care).
- the Military Absence Policy for Students (MAPS), excusing absence for mandatory military training (active duty or National Guard)
- the Jury Duty Absence Policy, covering up to 10 days of jury duty or court-compelled witness testimony per semester
- a parental leave process managed by the Office of Institutional Equity (OIE) for pregnancy, birth, or adoption of a child (note this relates to responsibilities as a student; see below for information about parental leave as an employee).

Note that your student role includes the CHM 69800 or CHM 69900 research credits with your major professor. Individual faculty may set up absence rules or guidelines within the research group (this is especially important in areas of research where daily laboratory tasks are required 365 days a year, to ensure safety or continuity of biological samples). Advisors and students are strongly encouraged to set up clear expectations in advance for all absences. Because CHM 69800 and CHM 69900 are graded courses, a grade of “U” may be appropriate in cases where the student does not follow established absence procedures for the group.

Vacation policies within a research group (and within the context of CHM 69800 or CHM 69900) should be clearly stated by the advisor to group members. See below for vacation policies related to the context of employment (TA and RA).

Absence policies, in the context of the Graduate Staff Assistantship

Graduate Staff Assistantships are considered employment; the Graduate Staff Employment Manual (see link on p.1) provides full information on the amount of various types of leave available. Note that almost all Grad Staff appointments in Chemistry are “FY” (Fiscal year) appointments.

Briefly, potential paid leaves include:

- **Sick leave:** 10 working days within a 12-month period
- **Family illness:** 3 working days per fiscal year
- **Bereavement:** 1-5 working days, depending on relationship to the deceased person
- **Jury/witness:** paid leave for summoned jury or witness duty (voluntary expert witness service is not included)
- **Military and workers’ compensation:** as outlined in the leave policy for all University employees
- **Paid parental leave:** six weeks of paid leave for childbirth or adoption, provided at least one year of continuous employment prior to the leave. This applies to both parents, and may be taken continuously or intermittently over the course of a year from birth/adoption date.

All of these leaves may be claimed in SuccessFactors, and will be routed to the student's employment supervisor for approval. For RAs, the employment supervisor is typically the major professor. For TAs, the employment supervisor is typically the Department Assistant Head. Purdue HR (hr@purdue.edu) or the Main Office (chemoffice@purdue.edu) can help with logistics of requesting a leave.

- **Vacation:** FY appointments are not tied to the academic calendar, or to the dates when classes are in session. Students on FY appointments are expected to report for work on all weekdays except University Holidays, and must formally request vacation time and sick leave. Students are eligible for 22 days of vacation per year (see the Graduate Staff Employment Manual for details on how vacation days are accrued).

The employment supervisor must approve requested dates of vacation in SuccessFactors. For TAs, it is generally discouraged to take vacation on days when the TA is scheduled to be teaching. TAs should also seek approval from the instructor and/or leadership team of the course. SuccessFactors does not formally route vacation requests to the course instructor, but the Assistant Head may consult with the instructor prior to approving.

Academic breaks (e.g., Fall Break, Spring Break, time between semesters) are not automatic vacation periods; these should be requested as part of the 22 days per year. Graduate Staff may not carry over more than 22 days of vacation, and will not receive a pay-out for unused vacation days at the end of the appointment.

Please remember that the formal requesting of vacation time through SuccessFactors pertains to the Graduate Staff appointment (TA or RA). It does not pertain to CHM 69800 or CHM 69900 credit within a research group. Students are responsible to make separate arrangements with their advisor.

In all SuccessFactors requests, leave allocations are made proportional to the percent appointment. Most Graduate Staff are 50%, so a "day" of leave is four hours, not eight. This is an issue most often for vacation time, which is tracked in units of hours. The 22-day maximum for most Graduate Staff therefore is recorded in SuccessFactors as 88 hours. Even though this may appear to be 11 days of vacation, it is actually 22, because only four hours need to be claimed for each day away.

Finally, students may request longer, unpaid, leaves for long-term needs, and may be eligible for FMLA protections. Students should consult with the Main Office and/or Purdue HR if a leave of longer than 22 workdays is needed.

The MS Program

With the exception of students who are active-duty military, veterans, or military-reserve and are funded by a military scholarship, the Department of Chemistry does not recruit or admit students for a Master's Degree. Students accepted into the PhD program may change their degree objective to an MS degree if their circumstances change after they have joined the program.

In some cases, the transition to MS may be at the student's request. Students wishing to transition to an MS program should contact the Main Office for advice about registration, plan of study changes, and the Grad School Form 17 (to change degree objective).

In some cases, students may be compelled to switch from the PhD to the MS program because of unsatisfactory performance or progress, including (but not limited to):

- failure to pass five cumulative exams within four semesters since entry into the program.
- failure to pass the Preliminary (OP) exam
- two reports of unsatisfactory performance in research (CHM 69900) by the thesis/research advisor

There are two primary requirements for the MS degree in Chemistry: coursework and thesis.

MS Coursework Requirements: The minimum course requirement is 18 credits in a Plan of Study approved by the student's advisor and committee. At least 12 credits of research (CHM 69800 or 69900) are also required, to bring the total to at least 30 credits. The Graduate School requires that the POS must be submitted and approved prior to the start of the final semester. The student should register for CHM 69800 in the final semester. The rules for establishing the Plan of Study are similar to the PhD (see page 4), with four exceptions:

1. the minimum GPA is 2.5.
2. at least 12 hours of 600 level courses are required in the POS.
3. for students in Chemical Education, at least 12 credits must be CHM courses.
4. credit used to earn a MS degree at a previous university may not be used as part of a Purdue MS Plan of Study.

MS Thesis Requirements: The Chemistry Department does not offer "non-thesis" Masters degrees. MS students must submit an approved research thesis, following the typical guidelines and schedule of the Graduate School. Students should consult with their major advisor about the scope and length of the MS thesis. The requirement of a formal oral presentation and defense of the MS thesis is left to the discretion of the major advisor.

Facilities

Conference Rooms in WTHR and BRWN

Students may reserve conference room space through the main office in BRWN 2100. The following conference rooms are available for student exams and activities such as grading, group meetings, etc. Those reserving a space are required to leave it clean and functional. Keys are checked out on paddles, available either from the Main Office (BRWN 2100) or the Chem Shop (WTHR 141). Keys should be returned in a timely manner.

Available conference rooms include:

Room	Seats	Comments
BRWN B106	12-15	projector, pull down screen, chalkboards
BRWN 1152	16	large screen TV, whiteboard
BRWN 2106	20	Projector, but no computer
BRWN 3106	19	No projector, chalkboard
BRWN 4102	60	Largest room, can be split in two with sliding partition. Seminars, faculty meetings, large-scale departmental events have priority. Projector, flat-screen display, computer, whiteboards, phone, kitchenette with refrigerator
BRWN 4106	10	No projector, chalkboard
BRWN 5130B	10	Available only during business hours, projector, no computer, noise must be kept at normal conversational level
BRWN 5182	5	No projector or screen, chalkboards
WTHR 277	16	H.C. Brown Archives, primarily for faculty use, but may be available for student exams, no food allowed, computer and flat-screen display, camera, phone

Chemistry Shop: Building Deputy and Keys

The Chem Shop is located in WTHR 141. The Chem Shop is led by the Building Deputy, Ned Gangwer, who can assist with any questions or issues related to the physical building. Room and building keys are issued by the shop, and it is the primary location for Lost and Found. The Chem Shop is open daily 7:00-4:00.

Chemistry Copy Center

The Copy Center is located in BRWN 2105. Printing services, including large format printing and printing of handouts for labs and recitations is available in the copy center. Contact Rob Reason (rareason@purdue.edu), Copy Center manager, with any questions. Please allow sufficient time for printing, especially large format. The Copy Center also has a scanner/fax.

Jonathan Amy Facility for Chemical Instrumentation (JAFCI)

JAFCI is responsible for multiple services and shops located within BRWN and WTHR, as well as satellite operations in the basement of DRUG. These include:

- Scientific Glass Shop (WTHR 427)
- Machine Shop (WTHR basement: WTHR 081)
- Mass Spectrometry Labs (WTHR 144-145-151-157 and DRUG B059)
- NMR Labs (WTHR 365-369 and BRWN B124)
- Shared Research Instrumentation Center (BRWN 3154)
- X-Ray Crystallography Lab (WTHR 101)
- Cell Culture – Flow Cytometry Lab (BRWN 3125)

Please visit these locations to learn more about these facilities, or go to the JAFCI main office in BRWN 4151, or the website shown below. Request forms are available online to describe the nature of your project. JAFCI holds an open house each year to introduce these services to new graduate students.

<https://www.chem.purdue.edu/jafci/>

Library

The Department of Chemistry has access to a librarian specializing in chemical literature. Dr. David Zwicky is located in the Wilmeth Active Learning Center **WALC 3053N** and can be contacted at dzwicky@purdue.edu or phone 496-7279. Each spring, Prof. Zwicky teaches a comprehensive, graduate-level course in chemical literature (CHM 51300, 1 credit) which provides a significant boost to graduate students as they seek information for their OP, publications and final dissertation.

Mail

Each graduate student is provided with a postal mailbox address and a combination to a lockbox on the 1st floor of BRWN, adjacent to the General Chemistry office. If you lose your combination, check with the main office in BRWN 2100. Postal mail, departmental letters and other correspondence (e.g. notification of awards, fellowships) are deposited in your mailbox throughout the year. The outgoing MAIL slots on the walls of the 1st to 4th floors of BRWN are active. Stamped mail dropped in these slots will be retrieved by the Copy Center staff and will be delivered to the post office.

People

Department and Disciplinary Research Group (DRG) Heads

Interim Head (starting Sept 15, 2023)	Marcy Towns	BRWN 2100	mtowns@purdue.edu
Associate Head, Graduate Education	Suzanne Bart	BRWN 4170D	sbart@purdue.edu
Associate Head, Undergraduate Educ.	Paul Wenthold	BRWN B171B	pgw@purdue.edu
Associate Head, Facilities	Alex Laskin	BRWN 4170C	alaskin@purdue.edu
Assistant Head	Stephen Hoffmann	BRWN 2100C	srh@purdue.edu
Analytical DRG Head	Julia Laskin	BRWN 4171C	jlaskin@purdue.edu
Biochemistry DRG Head	Chitta Das	BRWN 3131C	cdas@purdue.edu
Inorganic DRG Head	Jon Wilker	BRWN 4131C	wilker@purdue.edu
Materials DRG Co- Heads	Shelley Claridge and Jianguo Mei	BRWN 4150C, WTHR 465	sclaridg@purdue.edu , jgmei@purdue.edu
Organic DRG Head	Chris Uyeda	BRWN 4103B	cuyeda@purdue.edu
Physical DRG Head (Fall 2023 semester)	Adam Wasserman	WTHR 221B	awasser@purdue.edu
Physical DRG Head (Spring 2024 semester)	Lyudmila Slipchenko	WTHR 265H	lslipchenko@purdue.edu

Unit Directors

Business Office	Leslie Martin	WTHR 225	lmartin@purdue.edu
Chemistry Resource Room	Christine Schertz	WTHR 116K	cschertz@purdue.edu
Chem Shop/ Building Deputy	Ned Gangwer	WTHR 140	gangwern@purdue.edu

Communications	Steve Scherer	BRWN 4101	scherer@purdue.edu
Copy Center	Rob Reason	BRWN 2105	rareason@purdue.edu
Demonstration Lab	Paul Smith	WTHR 121	psmith4@purdue.edu
General Chemistry Office	Marybeth Miller	BRWN 1144D	mille201@purdue.edu
JAFCl	Mike Everly	BRWN 4151B	meverly@purdue.edu
Mass Spectrometry Facility	Ryan Hilger	BRWN 4151	rhilger1@purdue.edu
NMR Facility	John Harwood	WTHR 365B	jharwood@purdue.edu
Outreach Coordinator	Sarah Nern	WTHR 110	snern@purdue.edu
Procurement	Suzy Gustafson	BRWN 2107	sgustaf@purdue.edu
Prep Lab	Jeanne Meyer	CHAS B041B	jameyer@purdue.edu
X-ray Facility	Matthias Zeller	WTHR 101B	zeller4@purdue.edu

Opportunities and Awards

The following is an incomplete list of awards and opportunities available to Chemistry graduate students. See the section on Funding and Support for descriptions of Fellowships.

Research Awards

The **Alice Watson Kramer Research Scholar Award in Chemical Biology** is presented annually in the spring to a worthy graduate student who is close to completing his/her studies at Purdue in chemical biology or a related line of research. Nominations are solicited in about February.

The **H. C. Brown Organic Graduate Research Award** is given annually recognizing excellence in research as evidenced by research productivity, quality of publications and the quality of the research presentation. Award winners give a 15-minute presentation as part of the H.C. Brown Symposium. Nominations are solicited in about March.

The **Robert R. Squires Scholarship** recognizes outstanding scholarship in basic research by a graduate student in the Chemistry Department. The scholarship will provide a cash award to a graduate student who has demonstrated excellence in basic research in mechanistic, physical organic, physical inorganic, or physical chemistry. Nominees for this award will be selected based on the research accomplishments at the time of the oral preliminary examination. Before graduation, the award recipient is expected to give the Robert R. Squires Scholarship Seminar on his/her research achievements.

The **Thomas W. Keough Graduate Scholarship** annually honors an outstanding student pursuing graduate studies in the field of mass spectrometry. The recipient is chosen by the faculty of Analytical Chemistry every spring.

The **William L. Robinson Memorial Award in Organic Chemistry** is awarded annually to an outstanding upper-level graduate student in organic chemistry. The Organic Chemistry faculty choose the recipient every spring.

Travel Grants

The **Purdue Graduate Student Government (PGSG)** offers grants for travel to present at a national conference. See <https://purduegradstudents.com/travel-grants>.

The College of Engineering Women-In-Science Program offers travel grants for travel reimbursement up to \$500. See <https://www.science.purdue.edu/wisp/graduate/travel-grants.html>). WISP Travel awards are typically made twice per year (in fall and spring semesters). Applications are solicited early in each semester.

Seminar Awards

The **Guy Mellon Award in Analytical Chemistry** is awarded annually in April. Nominations are solicited in March, and the selection is made by the faculty of Analytical Chemistry.

The **Ian P. Rothwell Inorganic Chemistry Seminar Award** is awarded to two individuals annually, one for the year's best literature seminar, and one for the best research seminar. Selection is made by the faculty of Inorganic Chemistry.

The **H. C. Brown Organic Graduate Seminar Award** is presented to the best Organic Graduate Student seminar each semester as judged by the Organic Faculty.

The **Physical Chemistry Seminar Award** is awarded annually in April. Selection is made by an award committee appointed by the Head of the Physical DRG.

Teaching Awards

The Department awards the **Arthur E. Kelly Teaching Award** and the **William F. Epple Teaching Award** to two individuals each in April. One set of awards is made for excellence in teaching in the previous year spring semester, and one set for excellence in the preceding fall semester. Selection is made by an ad hoc committee appointed by the Head, based on feedback from students in their written TA evaluations.

The **John J. Nash Instructional Development Award** recognizes teaching excellence by a graduate student during his or her first year of graduate school. It is selected by an ad hoc committee, and awarded in April.

Conflict Resolution Resources

Graduate students have a number of resources that they may use for advice and consultation regarding conflicts or issues in their relationship with their major advisor:

1. Equity Advisors
2. Graduate Ombudsperson (Office of Graduate Assistance and Conflict Resolution)
3. Advisory Committee
4. Department Head and/or Associate Head for Graduate Studies
5. Human Resources Consultant

All of the people listed above are available for informal and neutral advice. In most circumstances, confidentiality can be maintained, though further reporting and potential escalation is mandatory in certain situations (see list below). The Department Head and the HR Consultant can assist in escalation of issues to appropriate offices if action is required. Students may choose to initiate a conversation with anyone on the above list; there is no requirement to start at the top and “move down” the list.

Equity Advisors are internal to the Department of Chemistry, and are trained to assist with any workplace issues in an informal setting. They can serve as a first contact, and can help graduate students decide on the best course of action. In 2022-23, the Equity Advisors are Jean Chmielewski, John Gates, Natasha Harris, Konrad Kliewer, Scott McLuckey, Christopher Munt, Andy Tao, Adam Wasserman, and Henry Williams. Students may contact any of the Equity Advisors directly.

The **Graduate Ombudsperson** office provides similar services; they can act as informal, neutral advisors, and can help students decide if further action is needed. The Ombuds office staff can assist in using any of the mediation or conflict resolution processes managed by the Graduate School’s Office of Graduate Assistance. Students may contact the office by calling the Graduate School at 494-2600, or filling out the form at www.purdue.edu/gradschool/student/oga/index.html.

The student’s **Advisory Committee** is always available to offer advice to students for workplace issues, as well as for scientific questions. Students are welcome to contact members of their committee directly, and do not need permission of the major advisor to consult with committee members.

The **Department Head** and **Associate Head** can assist in situations where action may need to be taken. They should be involved if the situation rises to the level where the student is considering switching major advisors.

The **Human Resources Consultant** for the College of Science is Justine Sailors. She is available for consultation on any matter, and can offer advice or referral if an issue needs to be escalated into a formal process. She can be reached at 494-0113 or justine@purdue.edu. The HR Consultant should only be used for

situations involving interactions between students and faculty/staff, not for interactions between two or more students.

Confidentiality and Mandatory Reporting:

In many cases, information that students share with those listed above will remain confidential. However, it is important to note that “confidential” does not mean “secret,” and information may be shared confidentially with individuals who need to know for the purposes of issue resolution, or because of mandatory reporting guidelines. There are several categories of mandatory reporting. Confidentiality will be maintained, as allowed by policy and law, by the offices that the issues or concerns are reported to. The following are the categories of mandatory reporting, either by law or by university policy:

Title IX: Any complaints related to the purview of Title IX (including discrimination on the basis of sex, sexual harassment, sexual violence/assault, relationship violence, sexual exploitation, unwelcome sexual contact, and stalking) can be reported to the campus Title IX Coordinator: Christie Wright, 765-494-7255, wright438@purdue.edu or titleIX@purdue.edu. Within Chemistry, the Department Head, employees in supervisory or management roles, and staff who have the authority to institute corrective measures on behalf of the University are mandatory reporters, and must, by law, report any Title IX violations that are observed or reported to them. Student employees (TA and RA) are encouraged to report potential violations, but are typically not mandatory reporters.

Imminent risk/danger, including potential danger to self: Imminent risks should be reported to the appropriate office:

- 911 if an emergency situation
- Office of the Dean of Students Student of Concern report (on main ODOS web page at www.purdue.edu/odos). This form can be used whenever someone is concerned about the health or well-being of a student, and ODOS staff will reach out confidentially to the student.
- EHS (Environmental Health and Safety office) if risk/danger is related to workplace safety (and not an emergency), at 494-6371, or ehps@purdue.edu. (This office was formerly called “REM.”)
- Reporting may also be done anonymously to the University-wide Hotline, 866-818-2620 (if not an emergency)

Alleged research misconduct: Allegations of research misconduct should be reported to the Research Integrity Office for assessment of the need for an inquiry. Contact James Mohler, 496-6071 or jlmohler@purdue.edu.

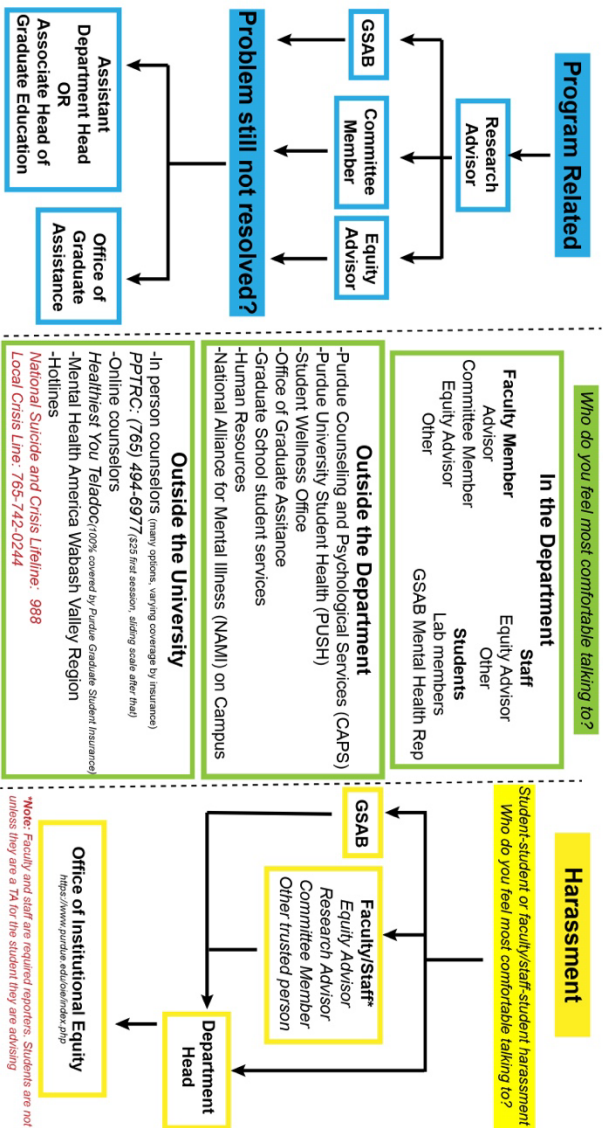
The Office of Institutional Equity (OIE): The Office of Institutional Equity works with the Purdue University community in implementing and upholding policies and practices that are consistent with federal and state mandates as well as existing University policies regarding equal access, equal employment and educational opportunity for all persons, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity, gender expression, genetic information,

Resources for Chemistry Graduate Students

Go to <https://www.chem.purdue.edu/health/> for more details



disability, or veteran status. To report an incident of harassment or discrimination or to report an accessibility concern, visit OIE's website, <https://www.purdue.edu/oie/index.php>, to find the appropriate digital form. Please note that all reports of gender-based harassment and discrimination should be reported separately to the Title IX Coordinator as directed in the Confidentiality and Mandatory Reporting section of this document.



Harassment Policy

The following is the text of the annual letter sent from the Department Head outlining departmental policies and resources related to harassment.

To Faculty, Staff and Students of the Department of Chemistry:

This document outlines the Department's support of the University's policies and procedures regarding all types of supervisory and coworker harassment. This is a very important issue that goes to the establishment of a healthy, vital, dignified and comfortable workplace for all; one where you and your colleagues can have maximum productivity, as well as a positive experience at Purdue. From the University's policy on antiharassment: "Freedom of thought and expression are the lifeblood of our academic community, and require an atmosphere of mutual respect among diverse persons, groups, and ideas". This Department further defines diverse persons by considering their ethnicity, gender, national origin, race, religion, sexual orientation, age, disability, veteran status, or position of power. Harassment based on any of these characteristics is covered by this policy. This Department has a zero tolerance policy for harassment and aims to do everything it can to ensure that the effects of such cases are minimized, and dealt with fairly and promptly. This begins with an understanding of what harassment is, how to avoid it, and what to do if you are a victim of harassment.

What constitutes harassment?

The following are definitions from Purdue University's Antiharassment Policy:

Harassment is conduct towards another person or identifiable group of persons that has the purpose *or effect* of:

- creating an intimidating or hostile educational environment, work environment, or environment for participation in a University activity;
- unreasonably interfering with a person's educational environment, work environment, or environment for participation in a University activity; or
- unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Racial Harassment

Racial harassment is conduct that demonstrates hostility toward another person (or identifiable group of persons) on the basis of race, color, national origin, or ancestry, and that has the purpose *or effect* of:

- creating an intimidating or hostile educational environment, work environment, or environment for participation in a University activity;
- unreasonably interfering with a person's educational environment, work environment, or environment for participation in a University activity; or
- unreasonably affecting a person's educational or work opportunities or participation in a University activity.

Sexual Harassment

Sexual harassment is any unwelcome sexual advance; requesting of sexual favors; or other written, verbal, or physical conduct of a sexual nature when:

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

While it is our intention that acts of harassment do not occur, if such an event does occur, it is essential that there are clear procedures for its resolution. Those who may become victims of harassment must have a clear, comfortable and confidential means to discuss, report, and seek appropriate and fair resolution of such conflict, and are encouraged to do so. Inquiries and complaints about discrimination and/or harassment may be brought to your supervisor and/or myself, as the Head of the Chemistry Department. We realize, however, that there may be circumstances in which advice from some other appropriately trained person would facilitate the process. Thus we have identified four "equity advisors", any one of which would also be appropriate contact persons with whom to raise and discuss the issue, and identify the most appropriate course of action. The chosen contact person will then discuss the matter with the complainant, to arrive at an appropriate course of action aimed at acceptable resolution, under the Informal Complaint process. The identified contact persons will take steps to ensure confidentiality of the Complainant and Respondent to the extent that maintenance of confidentiality does not interfere with the University's obligation to address allegations of discrimination and/or harassment.

In cases of suspected harassment, the University will conduct a prompt, fair, and discreet investigation in accord with University Procedures, administered by the Director of Institutional Equity. In the event that it has been determined that an individual or group of individuals have violated the University's Antiharassment Policies, such individual(s) "will be subject to disciplinary or remedial action, up to and including termination of employment or expulsion from the University", as laid out in Executive Memorandum C-33, the Antiharassment Policy. Faculty/employees/students should also be aware that, according to the University policy, "Disciplinary action will be taken against any person or group found to have brought a charge of harassment in bad faith, or any person who, in bad faith, is found to have encouraged another person or group to bring such a charge."

For complete details of Purdue University's Antiharassment Policy, see:

http://www.purdue.edu/humanrel/vp/revised_procedure.shtml

For details of the Universities policies on the conduct of the Informal and the Formal Resolution Processes, see:

http://www.purdue.edu/humanrel/vp/revised_procedure.shtml

If you have questions about this policy, please contact Prof. Marcy Towns, Interim Head, Department of Chemistry at mtowns@purdue.edu.

Integrity in Research

[This section is taken directly from the *Programs and Procedures for Administering Graduate Student Programs*, published by the Graduate School]

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of the acts of cheating, lying, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during an examination) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly other parties in committing dishonest acts is in itself dishonest. Plagiarism consists in using another's words or ideas without clear and explicit acknowledgment. Self-plagiarism consists in using one's own previous work in a new context without clear and explicit acknowledgment of previous use.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. The integrity of the research process must depend largely on self-regulation; it is the responsibility of all who engage in the search for knowledge. Procedures to be followed in any situation related to research misconduct are presented in Purdue University Policy III.A.2.

All graduate students are required to complete the CITI RCR training module within 120 days of starting a graduate program and every five (5) years thereafter.

Questions regarding the new policy on research misconduct should be directed to the Office of the Executive Vice President for Research and Partnerships.

Safety

Responsible People

The Chair of the Safety Committee for 2023-24 is Professor Alex Wei. The Committee includes representatives from all departmental units, and graduate students. Each research group is responsible for appointing a Lab Safety Representative, who interacts with the Safety Committee, serves as a safety resource within the group, and serves as a liaison between the group and the department on safety matters.

The lab safety representative will be responsible for communicating the chemical hygiene plans of the research lab you have just joined. Your lab safety rep will communicate updates, notices, changes and other information from the faculty safety committee, safety TA and REM.

Initial Training

During orientation week, each new graduate student receives an initial safety briefing that is relevant to their TA assignment during the first semester. Safety training continues in the CHM 60500 course offered during the last 8 weeks of the first semester. The course is intended to prepare students for entry into a research lab by providing practical instruction and assignments.

Ongoing Training

Laboratory safety must be considered throughout your career, starting with your graduate program and continuing into employment assignments. Those students who become actively involved with laboratory safety may find that this enhances their career opportunities substantially. Record your safety activities on your CV. Several of the corporations that recruit in the chemistry department have emphasized their need for chemists who have been seriously engaged with safe lab operations. It is common to expect that a starting chemist at a chemical manufacturer will face at least six months of training involving safe operations and it is highly desirable to hire chemists who have a positive and constructive attitude towards safe practices.

As you join a new lab, your research advisor will be responsible for ensuring that you receive:

- An orientation to the standard procedures and safety rules of that lab
- Specific training on the safe operation of instruments and devices used in your research
- Directives on the type and source of personal protective required
- Oversight on adherence to lab safety rules and safe operation
- Instruction on correct disposal of reagents and materials in accordance with rules issued by Purdue REM (Radiological and Environmental Management)
- Reminders to complete annual safety surveys

Potential Hazards Present in the Department of Chemistry

- Biological Hazards
- Radiation Hazards
- Optical Hazards (Lasers)
- Solvent and Reagent Hazards
- Electrical Hazards
- Fire Hazards

Contact REM (<https://www.purdue.edu/ehps/rem/>) for assistance with your questions about any of the potential hazards listed above. You will require additional training and certification from REM if your research involves the first three hazards listed.

Reporting

Anyone who observes any accident, injury, or incident (including near-misses), regardless of where the incident occurs (teaching lab or the research lab) should report what happened using the online **Accident, Injury or Incident** form at <https://www.chem.purdue.edu/chemsafety/IncidentReport.php>.

Additionally, if there was an injury requiring immediate –or subsequent – attention by a doctor or emergency medical personnel, you must also complete the REM form known as FROI: First Report of Injury. This is very important. Any claims against your medical insurance require that you have already filed a FROI. The First Report of Injury (FROI) & Supervisor's Incident Investigation (SII) form is available through DocuSign. The FROI form must be completed when a work-related injury occurs.

If you feel that there is potential for an accident in your laboratory, a teaching lab, or another research or teaching situation, you can file an anonymous report at <https://www.chem.purdue.edu/chemsafety/confidentialreport.php>. This approach is offered for students who do not want to be identified, or those who feel that their concern may not be getting full consideration by their safety rep or research advisor. Key safety personnel in the Department of Chemistry will be able to read the report, but will NOT be able to identify the sender. Notification is sent instantly to the Chair of the Safety Committee, the Safety TA, the Assistant Head of Chemistry, the Safety Coordinator, and the Director of the Teaching Prep Lab.

Inspections

The Department of Chemistry is inspected throughout each semester by REM, OSHA, the EPA and other agencies of the university, State of Indiana or federal government. There may be no warning about such visits, but you are entitled to ask the identity of anyone entering your lab and you should require such visitors to wear appropriate personal protective equipment during such visits.

Pay special attention to the following situations as examples of good practice and in anticipation of unannounced inspections:

- Every research supervisor is to have prominently posted a “Hazard Assessment Certification” which provides the rules for wearing of

personal protective equipment (PPE) in the work areas. That document provides the rules for PPE wear. Compliance with its terms is mandatory.

- Do not work alone with hazardous materials. Those who work after normal working hours must make sure that there is someone nearby who will become aware of any need for assistance that may arise.
- Research and instructional laboratories should be maintained in a clean condition at all times.
- Keep refrigerators and freezers clean, inventoried, and defrosted.
- Do not store anything in the walking and working parts of the floor or aisles.
- Keep approaches to all doors and electrical panels absolutely unobstructed.
- Chemical reactions should not be left unattended if there exists the slightest possibility of their getting out of control.
- Reactions which involve continuous introduction of a gas should not be left without supervision. The reaction vessel must be separated from the gas source by an empty trap, and a flash arrestor incorporated in reactions using flammable gas.
- Toxic and corrosive compounds such as HCN, HF, HCl, H₂S, phosgene, NH₃, mercaptans, etc., which might form in a reaction must be trapped rather than allowed to escape into a room or into the outside environment via the hood.
- Careful consideration must be given to the location of a reaction. Reactions which require large amounts of flammable solvents, active metals, or metal hydrides should be carried out in the hood behind a safety shield. The heating of such reactions should be done electrically or by a steam bath; open flames must be avoided.
- Familiarize yourself with the location of safety showers, fire extinguishers, fire hoses, and first aid cabinets. Room No. 2150 in the Brown building has been designated as FIRST AID ROOM.
- Make sure that all fire extinguishers in your laboratory are properly sealed and placed in their holders. If seal is broken have the fire extinguisher exchanged in the Chemistry Shop (WTHR 140).
- Not more than 10 gallons of Class I plus Class II flammable and combustible liquids may be stored outside of approved flammable storage (flam cabs and safety cans). See the guidance provided by the Purdue Chemical Hygiene Plan and the REM web site.
- The storage in the laboratory of chemicals such as metallic hydrides, active metals, peroxides, and explosives must be kept to a minimum quantity which shall represent the smallest package available from the vendor.
- Condenser tubing must be in good condition and properly wired. Condenser tubing should be periodically inspected and replaced if in poor conditions.
- Aspirators should not be allowed to run overnight.
- No chemicals (any type) may be placed in waste baskets. Instead, they should be placed in suitable and properly labeled containers. A disposal

form, available at the Chemistry Storerooms, should be completed and sent to REM. REM will pick-up your samples and dispose of them properly.

- Glass containers, after being thoroughly rinsed with water and labels removed or defaced may be placed in waste baskets.
- Do not take unnecessary chances when working with hazardous chemicals. Work in the hood behind a safety shield. There are experiments which may be too dangerous to perform anywhere in BRWN or WTHR and for which special arrangements must be made. In all cases of known dangerous procedures there must exist clearly written standard operating procedures which address all necessary safety precautions, equipment requirements, emergency procedures, and spill response contingencies.
- In the event of an accident or fire, telephone 911. Indicate the problem and its exact location to the operator. The operator will ensure that Police, Fire Department or Ambulance are dispatched to the scene of the accident.

Index of Departmental Policies

In this handbook, the gray text boxes represent formal departmental policies, approved by vote of the full faculty.

These policies include:

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Appendices

Appendix 1: Filing your electronic Plan of Study

The Plan of Study is an online form that can be accessed through the MyPurdue system. The Plan of Study is the formal documentation with the Graduate School that identifies the student's major advisor and other members of the Advisory Committee, and lists the approved coursework for the PhD degree.

The Plan of Study does not need to include all courses taken at Purdue; it should include only those that the student and Advisory Committee think are critical to the coursework requirement of the degree. Hence, seminar courses (CHM 69500), training courses (e.g., CHM 60500, CHM 59900 (Teaching in Chemistry or Glassblowing)), professional development courses (e.g., Grant Writing), and undergraduate-level courses taken for fun or personal enrichment should not be included in the Plan of Study.

The typical Plan of Study will include six courses (3 credits each) to meet the 18 credit minimum, but you may include more than six courses if desired.

The Plan of Study can be amended at any point before the degree is conferred (including when there is a change to the membership of the Advisory Committee) by completing a Request for Change to Plan of Study form through myPurdue. All changes require the approval of the Advisory Committee and any appropriate departmental staff, with the Graduate School giving the final approval.

The Plan of Study is typically completed by the end of the first year (including summer) of study.

To complete the Plan of Study:

1. Determine courses in consultation with the Advisory Committee.
2. Create a DRAFT Electronic Plan of Study. From the "Academics" Tab in mypurdue.purdue.edu, click on "Graduate School Plan of Study" in the "Graduate Students" tile. Log in with your Purdue Career Account.
3. Click "Plan of Study Generator" and then "Create New Plan of Study." Enter information about the degree you are seeking and planned dates, and then click "Process and Continue."
4. Under "Research Area and Concentration," enter a short description of your research area (e.g., "Organic Chemistry"). The research area is for information only and is not transcribed in your formal record. Enter concentrations if needed (only a few students will have concentrations; these are formal university programs with listed requirements, and do result in a notation on your final transcript).
5. Under "Course Work" list the courses to include in the Plan of Study, including courses completed, courses you are currently taking, and courses you plan to take in the future at Purdue. **Do not** list courses taken at another university as part of a Masters Degree program as "transfer" courses. See item 7 below on how to enter MS courses from another university. List courses as "Primary" if they are integral to your research or area of study, and "Related" if they are not. (Because Chemistry does

not have any specific course requirements for PhD students, designation of “Primary” and “Related” is informational only.)

6. Under “Advisory Committee,” list your Chair (or two Co-Chairs), and all members of your committee. All Graduate Faculty have a unique ID code within the Plan of Study system. There is a look-up tool on the webpage. If the look-up tool does not return an ID code for a professor, contact the Main Office.
7. If you are wishing to apply previously-earned graduate-level coursework to the Plan of Study (for example, from a Master’s Degree earned at a different institution), enter this as a note under “Comments and Special Notes.” The note should include the University where you took the course(s), the course number and name, the number of course credits, and your final grade in the course. Consult with the Main Office with questions. There are some restrictions about which courses may be used, but typically up to three courses (nine credits) of MS coursework can be applied to the Plan of Study, if the Advisory Committee approves.
8. Once complete, click “Submit as Draft”, and let Deirdre Ryan in the Main Office (dhryan@purdue.edu or chemoffice@purdue.edu) that the draft is complete. We will review the draft and ask you to make any needed changes. We will then let you know that you may return to the system and click “Save as Final.”
9. The Plan of Study will then be automatically routed to the Department Plan of Study Coordinator (Deirdre Ryan), the members of your committee, the Chemistry Grad Program Authorization (Stephen Hoffmann), and then the Graduate School. You will be notified by email when the Plan of Study receives final approval. Depending on how long it takes for your committee to approve, final approval is usually recorded one to two weeks after submitting the plan.

Appendix 2: List of Common Graduate School Forms

The following list includes Graduate School Forms that students may commonly see. The staff in the Main Office can assist with any of these forms.

- Form 7: **Report of an MS Final Exam.** [electronic] This form will be used by the examination committee to report the results of an MS final exam. The electronic form is automatically generated after acceptance of a Form 8.
- Form 8: **Request for Appointment of an Examining Committee.** [electronic] This form is used to establish the committee for a formal examination. It is used for both the preliminary exam (the OP) and final dissertation exams for both the MS and PhD degree. The date and location of the exam is required for this form. The form should be fully approved two weeks before the exam, so students are encouraged to start early. Either the Main Office or the student may initiate this form. Students initiating the form can access it through myPurdue. This form is required for MS students, even though the plan for the defense may be written only.
- Form 9: **Electronic Thesis Approval Form (ETAF).** [electronic] This form will be initiated by the student, and saved for final submission on the day of the final dissertation exam, for both the MS and PhD degrees.
- Form 10: **Report of a PhD Preliminary Exam.** [electronic] This form will be used by the examination committee to report the results of a preliminary exam (an OP). The electronic form is automatically generated after acceptance of a Form 8.
- Form 11: **Report of a PhD Final Exam.** [electronic] This form will be used by the examination committee to report the results of a PhD final exam. The electronic form is automatically generated after acceptance of a Form 8.
- Form 12: **Research in Absentia Request.** [electronic] This form should be completed for any student requesting Research in Absentia status (see p. 21). It must be completed one month before the start of RIA status. The form may be initiated by the student in myPurdue
- Form 17B: **Change of Degree Objective.** [paper] This form should be completed when a student switches from the PhD program to the MS program. It is initiated by the Main Office.
- Form 19: **Off-campus Research Request** [electronic] This form should be completed when a student will be conducting research for credit off-campus for more than 22 days. It should be used only for students who are not eligible for Research in Absentia (Form 12). If the student will retain an assistantship while off-campus, they also need to submit a Change of Duty Station request with the payroll office. The form can be initiated by the student in myPurdue.
- Form 29: **Degree Completion Letter Request:** [paper] If needed (e.g., for future employment) the Graduate School will provide a letter stating that a

student has met all graduation requirements (if true), and stating the future date of the formal conferring of the degree.

Appendix 3: List of Penalty Fees Associated with Graduation Candidacy

The Graduate School assesses penalty fees of \$200 for any of the following situations. Missing key deadlines could result in removal from the candidate roster in the current term, unless an exception is given and the applicable late fee is paid. Please note that filing for graduation candidacy is different than establishing PhD candidacy: the former type of candidacy applies to those who will be taking their final exams and submitting their thesis during the semester in which they intend to graduate, while the latter is a designation that is automatically applied to PhD students who have passed their oral preliminaries and is not subject to any penalty fees.

- Late addition to the Candidate List: Students must be registered in the session of graduation, and declare their intention to graduate by the Candidacy Deadline (as established by the Graduate School) in the session of anticipated graduation in order to avoid a late fee charge. The candidate deadline typically falls within the third week of Module 1 of the summer session, and within the fifth week of the fall/spring sessions. Please note that filing for candidacy with the intent to graduate is different than establishing PhD candidacy: the former type of candidacy applies to those who will be taking their final exams and submitting their thesis, will the latter.
- Registering for Candidacy Three Times: Students may withdraw from candidacy twice after being added to the candidate list without penalty if thesis writing or graduation is delayed. However, a penalty fee will be assessed if a student is added to the candidate list a third time.
- Missed Plan of Study Deadline: An original plan of study must be received by the Graduate School prior to the first day of the academic session of graduation. In order to avoid a late fee for missing the deadline, the plan must be submitted by the student, signed by all advisory committee members and all appropriate department staff, and is awaiting on Graduate School processing by 11:59 pm on the Sunday before the start of classes. If a student has an approved plan of study on file but needs to submit to make amendments to the plan, a late fee will not be incurred if a Request to Change the Plan of Study is submitted after the plan of study deadline.
 - Students wishing to change their degree objective from PhD to MS the semester before they graduate should schedule a meeting with the Assistant Dept. Head to discuss their plans well before the beginning of their intended graduation semester. After the meeting the Main Office will assist the student in getting their Form 17B (see Appendix 2) processed and their PhD plan of study archived by the Graduate School so that the student can submit a new MS degree objective plan of

study. Failure by the student to provide the Asst. Department Head with timely notice and/or submit a new MS plan of study far enough in advance to get the required approvals by the Graduate School's Plan of Study deadline may result in a late fee assessment.

- Missed Thesis Deposit Deadline: Following a successful final defense examination, the completed and corrected deposit copy of the thesis must be delivered to the Thesis/Dissertation Office on or before the last day of classes of the session in which the student is to graduate in order to avoid the late fee. Note that even with the late fee, the timeframe for late deposit is limited.

Related: Exam or Degree Only candidates who miss the early mid-semester deadline for completing their requirements, will be re-registered as regular candidates (CAND 99100) with 1 credit of CHM 69900/69800 by the Graduate School and Registrar's. The student will need to pay any difference in tuition resulting from the changed registration, but will be given the end of session CAND 99100 defense and deposit deadlines in order to meet the requirements for graduation in the current term.

Appendix 4: Other Documents and Resources

Source material for this Handbook was drawn from previous handbooks and the following Graduate School Publications:

Policies and Procedures for Administering Graduate Student Programs:

<http://catalog.purdue.edu/content.php?catoid=16&navoid=19731>

Graduate School Forms: <https://www.purdue.edu/gradschool/faculty/forms.html>

Thesis and Dissertation Office Information:

<https://www.purdue.edu/gradschool/research/thesis/index.html>

Graduate Staff Employment Manual:

<https://www.purdue.edu/gradschool/documents/gpo/graduate-student-employment-manual.pdf>

The Graduate School Fellowship Manual:

<https://www.purdue.edu/gradschool/documents/gpo/fellows-manual.pdf>