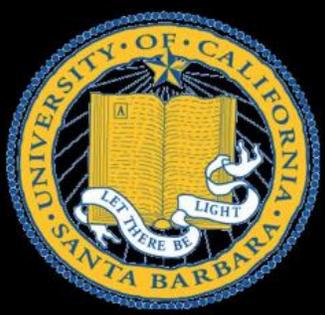


# Chemistry & Biochemistry's Guide to Grad Life



### **Mission Statement**

The Department of Chemistry and Biochemistry at UCSB is dedicated to performing cutting edge chemical and biochemical research in an environmentally and ethically sound manner, in service to the county of Santa Barbara, the state of California, and the world. We are committed to addressing the grand challenges that humanity faces in the 21<sup>st</sup> century and believe that chemistry and biochemistry are at the forefront of this endeavor. In accord with this mission we strive towards excellence in undergraduate, graduate, and outreach education, and we will instill in our graduates the skills and drive necessary to meet these challenges.



**UCSB**

Department of Chemistry and Biochemistry

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## I. Introduction

The Department of Chemistry and Biochemistry (DCB) Graduate Program Handbook is designed to explain the structure of our graduate program, degree requirements, and provide information about the department, its personnel and procedures relevant to graduate students. Every attempt has been made to ensure that the information in this handbook is current and correct as of its preparation date (January 2019). It is each student's responsibility to confirm the deadlines, requirements, and paperwork that apply to his/her degree program at each step in the graduate school process.

Helpful Links:      [Graduate Division](#)                      [Grad Post](#)  
                                 [Office of the Registrar](#)                      [Student Health Services](#)

## II. Departmental Administration and Contact Information

The DCB Chairperson is responsible for the administration of the teaching, research, and service functions of the Department. The Vice-Chairperson, the members of the Executive Committee, and the Management Services Officer (also known as the Business Manager), who is the chief administrator for the staff, work closely with the Chairperson.

Policies and procedures for the department are developed through a consultative process utilizing input from various departmental standing committees, faculty, staff and students. DCB policies and procedures are developed and maintained in accordance with campus and university-wide policies and procedures, such as those set forth by the [Graduate Council](#) and the [Graduate Division](#). The Graduate Council is an [Academic Senate](#) committee with jurisdiction over graduate education. Supervised by the [Graduate Dean](#), the Graduate Division carries out the directives of the Graduate Council.

<b>Chairperson</b>	<b>Dr. Mattanjah deVries</b> Chemistry, Room 4221 <a href="mailto:devries@chem.ucsb.edu">devries@chem.ucsb.edu</a> 805-893-5921
<b>Vice-Chairperson</b>	<b>Dr. Kevin Plaxco</b> Bio Engineering, Room 3002 <a href="mailto:kwp@chem.ucsb.edu">kwp@chem.ucsb.edu</a> 805-893-5558
<b>Business Manager</b>	<b>Heather Gardner</b> Building 232, Room 1007 <a href="mailto:gardner@chem.ucsb.edu">gardner@chem.ucsb.edu</a> 805-893-2926

## Graduate Program Directory

<b>Graduate Advising Chair</b>	<b>Dr. Trevor Hayton</b> Chemistry, Rm. 3225, x3392, hayton@chem.ucsb.edu
<b>Graduate Program Advisor</b>	<b>Iris Chan</b> Building 232, Rm. 1004A, x2931, <a href="mailto:irisjchan@ucsb.edu">irisjchan@ucsb.edu</a>

### A. Administrative Directory

<b>Main Office:</b>	Building 232, x5675 (phone), 805-893-4120 (fax) Undergraduate Program: <a href="mailto:ugrads@chem.ucsb.edu">ugrads@chem.ucsb.edu</a> Graduate Program: <a href="mailto:gradprog@chem.ucsb.edu">gradprog@chem.ucsb.edu</a> *Note: All phone numbers begin with prefix (805) 893-
<b>Academic Personnel:</b>	<b>Nicole McCoy, Academic &amp; Administrative Analyst</b> Building 232, Rm. 1008, x7135, <a href="mailto:mccoy@chem.ucsb.edu">mccoy@chem.ucsb.edu</a>
<b>Student Affairs:</b>	<b>India Madden, Student Affairs Manager</b> Building 232, Rm. 1002A, x2638, <a href="mailto:madden@chem.ucsb.edu">madden@chem.ucsb.edu</a> <b>Chika Anyiwo, Undergraduate Advisor</b> Building 232, Rm. 1001, x3295, <a href="mailto:anyiwo@chem.ucsb.edu">anyiwo@chem.ucsb.edu</a> <b>Vacant, Undergraduate Program Coordinator</b> Building 232, Rm. 1001, x5675
<b>Financial Affairs:</b>	<b>Richelle De Los Santos, Financial Manager</b> Building 232, Rm. 1005, x2926, <a href="mailto:delossantos@chem.ucsb.edu">delossantos@chem.ucsb.edu</a> <b>Andrew Larson, Payroll Manager</b> Building 232, Rm. 1006A, x2397, <a href="mailto:andrewlarson@chem.ucsb.edu">andrewlarson@chem.ucsb.edu</a> <b>Rosemary Rivas, Payroll Coordinator</b> Building 232, Rm. 1006, x3689, <a href="mailto:rivas@chem.ucsb.edu">rivas@chem.ucsb.edu</a>
<b>Computing:</b>	<b>Ted Cabeen, Computer Network Manager</b> Life Sciences Bldg., Rm. 2306, x4378, <a href="mailto:ted.cabeen@lscg.ucsb.edu">ted.cabeen@lscg.ucsb.edu</a> <b>Computer Support</b> PSBN, Rm. 2618, x7955, <a href="mailto:help@chem.ucsb.edu">help@chem.ucsb.edu</a>
<b>CPOS:</b>	<b>Elena Nicolae, Business Manager</b> PSBN, Rm. 2520A, x2882, <a href="mailto:elenanicolae@ucsb.edu">elenanicolae@ucsb.edu</a>

### B. Shops and Facilities Directory

<b>Lab Safety:</b>	<b>Dr. Nikolai Evdokimov, Chemical Laboratory Safety Officer</b> PSBN, Rm. 2660, x4930,
<b>Undergraduate Labs:</b>	<b>Dr. Christopher Bernt, Instructor-in-Charge (Gen Chem)</b> PSBN, Rm. 3670B, x5512, <a href="mailto:cbernt@ucsb.edu">cbernt@ucsb.edu</a>

**Dr. Morgan Gainer, Instructor-in-Charge (Organic Chem)**

PSBN, Rm. 1631A, x7485, [gainer@chem.ucsb.edu](mailto:gainer@chem.ucsb.edu)

**Lisa Stamper, Undergrad Lab & Storeroom Manager**

PSBN, Rm. 2670, x2458, [stamper@chem.ucsb.edu](mailto:stamper@chem.ucsb.edu)

**Diana Resendez, Undergrad Lab & Storeroom Co-Manager**

PSBN, Rm. 1642, x2107, [resendez@chem.ucsb.edu](mailto:resendez@chem.ucsb.edu)

**Research Storeroom:**

**Cabe Fletcher, Building & Resource Manager**

PSBN, Rm. 1520A, x7187, [fletcher@chem.ucsb.edu](mailto:fletcher@chem.ucsb.edu)

**Adrian Shelor, Senior Storekeeper Shipping and Receiving**

Chemistry, Rm. 1225/1432, x8771, [shelor@chem.ucsb.edu](mailto:shelor@chem.ucsb.edu)

**Trevor Bellefeuille, Senior Storekeeper Shipping and Receiving**

Chemistry, Rm. 1432, x2441, [tbellefeuille@ucsb.edu](mailto:tbellefeuille@ucsb.edu)

**Optical Characterization Lab:**

**Dr. Alexandre Mikhailovsky, Manager**

Chemistry, Rm. 3312, x2327, [mikhailovsky@chem.ucsb.edu](mailto:mikhailovsky@chem.ucsb.edu)

**Mass Spectrometry Lab: TBN, Technician**

PSBN, Rm. 4624, x4252

**X-Ray Lab:**

**Dr. Guang Wu, Manager**

PSBN, Rm. 4610, x2399, [wu@chem.ucsb.edu](mailto:wu@chem.ucsb.edu)

**NMR:**

**Hongjun Zhou, Coordinator**

PSBN, Rm. 3614A, x2938, [hzhou@chem.ucsb.edu](mailto:hzhou@chem.ucsb.edu)

**Glass Shop:**

**Richard Bock, Manager**

PSBN, Rm. 2520E, x2022, [bock@chem.ucsb.edu](mailto:bock@chem.ucsb.edu)

**Machine Shop:**

**Kyle Luker, Manager**

Chemistry, Rm. 1520, x2237, [kyleluker@chem.ucsb.edu](mailto:kyleluker@chem.ucsb.edu)

C. Important DCB Locations

DCB Administrative Offices	Building 232
After-Hours Drop Box	Building 232, Front Door
DCB Conference Rooms	PSBN, Room 4606 PSBN, Room 1631 Chemistry, Room 1005D
Faculty & Staff Mailboxes	Building 232, Room 1010
Graduate Student Lounge & Mail Room	Chemistry, Room 1005C
DCB Undergraduate Storeroom	PSBN, Room 1642
DCB Research Storeroom	Chemistry, Room 1225

## D. Department Services

**Department Email Address and Wireless Access:** Establish an email account by completing the [Email Account Application](#) and submit it to the IT Staff (PSBN 2618). The IT team will set up your account, establish your access to the wireless network, distribute information on how to use email, and answer questions.

Please check your department (@chem.ucsb.edu) and UCSB (@ucsb.edu) accounts regularly for department and UC-related correspondence.

### **Mail and Mailboxes:** [Chemistry Room 1005C](#)

- Only for: departmental notices, campus mail, and professional mail pertaining to your role as graduate student.
- Personal mail should be received at your home address.
- Large items will be held at the Front Desk and you will be emailed.
- **\*Paychecks will not be placed in your mailbox and should be picked up from Building 232.**
- Items for faculty and staff should be left at the Front Desk, for distribution.
- Outgoing mail bins: Entryway of Main Office (Building 232)
- Campus mail address include: recipient's name, department, and **mail code**.

### **Keys:** [Cabe Fletcher](#) (PSBN 1520A) issues keys.

- Key to your lab: Contact Cabe **after** selecting a research advisor and submit the "[Graduate Petition to Select Research Advisor](#)" (with required approvals) to the Staff Graduate Program Advisor.
- **Upon termination of enrollment in the DCB graduate program, you must return all departmental keys to Cabe Fletcher. You will be billed \$20.00 per unreturned key through the campus BARC system.**

### **Copiers:** in [Graduate Student Lounge](#)

- For *teaching responsibilities* only.
- Please utilize your lab resources to reproduce research materials or large copy jobs.
- Call the main office at (805) 893-5675 if there's a problem.

### **Fax Machine:** in the [Main Office, Building 232, Room 1010](#)

Please ask the Front Desk for assistance.

Fax Number: (805) 893-4120

### **Room Reservations:** Chemistry 1005D, PSBN 1631, PSBN 4606

- Please use the online room reservation system to view the availability calendar and reservation.
- If you use these facilities, you are responsible for leaving them clean, in original configuration, dark, and securely locked.
- Point of Contact: [Nicole McCoy](#)

### **Physical Facilities Maintenance**

- Chemistry's [Computer Support Team](#): technical issues with projectors and related equipment
- [DCB Building Manager](#) or the [Safety Officer](#): issues in DCB-maintained rooms
- UCSB Physical Facilities Department: maintenance issues in your lab, office, common areas of the buildings, or surrounding areas - [web site](#) or 805-893-8300

## Lost and Found

- Front desk of the Administrative Office (Building 232)
- UCSB Police Department's campus [Lost and Found](#) (North Hall, room 1131)

## Email List-Serve:

- [chem-grad@chem.ucsb.edu](mailto:chem-grad@chem.ucsb.edu): to all graduate students in DCB
- [chem-dlist@chem.ucsb.edu](mailto:chem-dlist@chem.ucsb.edu): important campus announcements
- [gradprog@chem.ucsb.edu](mailto:gradprog@chem.ucsb.edu): non-essential campus related and academic message

**Facebook Group:** All current graduate students and alumni are welcome and encouraged to join the UCSB Department of Chemistry and Biochemistry Graduate Program Facebook group. This forum can be used to advertise and plan upcoming graduate events, share housing opportunities, post photos, and announce other social or personal information to grad students in the DCB. Students who wish to view or post this type of information or otherwise participate in non-academic networking should opt-in to the group. The DCB is not responsible for current or future content on this page and does not regulate posts by group members.

## University and DCB Visual Identity

UC Santa Barbara's [visual identity](#) is comprised of a number of design elements, including university marks, color, typography, photography, and websites.

\*for more information, please consult the website

The Department of Chemistry and Biochemistry also offers DCB specific email signatures, logos, headers, banners, and PowerPoint templates.

## III. Graduate Degree Programs

The DCB graduate program offers Master of Science (M.S.), Master of Arts (M.A.), and Doctor of Philosophy (Ph.D.) degrees. Upon admission, [students are expected to pursue the Ph.D. program](#), but may add or switch to the M.S. or M.A. programs at a later date if necessitated by individual circumstances.

Students select one of the five-traditional program areas:

- Biochemistry
- Inorganic Chemistry
- Materials Chemistry
- Organic Chemistry
- Physical Chemistry

Upon selection of a research advisor, interdisciplinary research and exploration is common and strongly encouraged.

Degree requirements for the graduate program listed below are intended to be flexible so it can be tailored as much as possible to the needs and interests of the students.

Degree requirements may be altered to accommodate for technical, academic, or administrative changes. However, students are held to the requirements in effect when they enter the DCB graduate program unless they obtain an approved exception request.

## A. Doctor of Philosophy Requirements and Policies

**(1.) Research Area and Advisor Selection:** *In order to remain in good academic standing, students are required to formally join a research group by the end of their second quarter (by submitting the [Petition to Select Research Advisor](#)), but not sooner than December 1st of their first year.*

Active Exploration Requirement: *Participation in **at least 3** research groups is required before selecting a Primary Research Advisor.*

A “rotation” is defined by the DCB as any one of the following:

- Attendance at a minimum of 3 group meetings
- A multi-week lab rotation including collaboration on a project
- A series of interviews and lab tours with at least 3 students and/or post-docs from the same research group
- Or other forms of active exploration as agreed upon by the student and PI.

Students are not permitted to make a commitment to a particular professor prior to their second quarter and prior to completion of the interview and rotation processes. This is true even in cases where a student has worked for and been paid by a particular professor during the preceding summer.

The choice of research advisor is one of the most important decisions made in graduate school. Students are strongly encouraged to take the time to consider the decision carefully in order to make the best choices for themselves.

Students are permitted to switch groups, but there is a petition process

\*Please consult with the Graduate Advising Chair and the Graduate Program Assistant for more information.

**(2.) Graduate Coursework:** *18.0 total units of core academic units with a letter grade of B or better, in each course, is required and a cumulative grade point average of 3.0 must be maintained.*

Doctoral students are expected to take all available DCB graduate course in their area of interest as well as courses outside their areas for breadth.

Approved courses in other departments are encouraged in the interest of greater breadth. It is also anticipated that it will be necessary or desirable for some students to complete 100-series (undergraduate) courses, both for added breadth and as preparation for more advanced courses. Most students take all courses in the first year, typically two 3-unit courses per quarter. It is expected that a student in the Ph.D. program will pursue a program of study providing: (1) depth of knowledge in a technical specialty area; and (2) breadth of knowledge in two or more technical areas distinct from, but supportive of, the technical specialty area.

Recommended Course Planning: The recommended courses for each of the 5 areas are established by the [Area Advisor](#) at the time the student enters the program.

Students will meet with the Area Advisor during [New Grad Academic Training \(NGAT\)](#) to plan coursework for the year. When undergraduate or remedial background courses are stipulated, some of the first year required courses may be delayed until the second year. The first year curriculum (18 units) must be completed before the Advancement to Candidacy Oral Examination, but additional or supplemental coursework may be completed after the Oral Exam.

The following are some example courses by area:

- [Biochemistry Area](#): Chem 226, Chem 234, Chemistry courses numbered 241-256, Chem 259, Chem 261, Chem 262AB, Chem 281, and selected BMSE courses chosen in consultation with the Area Advisor
- [Inorganic/Analytical Area](#): Chem 268AB and Chemistry courses numbered 270-279
- [Materials Area](#): Chem 240, Chem 265, Chem 274, Chem 282ABC, Chem 285, and selected Chemistry courses and Materials courses chosen in consultation with the Area Advisor
- [Organic Area](#): Chem 224, Chemistry courses numbered 226-233, Chem 239, Chem 240, Chem 258, and Chem 263. Students are also expected to participate in Chem 223 regularly, though it does not apply toward the 18 required units.
- [Physical Area](#): Chemistry courses numbered 217-222, Chem 225, and selected Chemistry courses chosen in consultation with the Area Advisor

**(3.) Teaching Requirement:** Students are required to enroll in Chemistry 501A-B-C or 502A-B-C, as appropriate, during each term in which they are employed as Teaching Assistants. Exposure to teaching is valued as an essential skill to be gained in graduate school. Refer to Section [V-E \(Financial and Employment Matters – Teaching Assistantships\)](#) for additional details on Teaching Assistant positions.

**(4.) Annual Thesis Committee Meetings:** *Students are required to establish the thesis committee no later than the end of the first year (See [7. Advancement to Candidacy Exam – Candidacy and Thesis Committee for details](#)). The student will meet with all thesis committee members collectively at least once per year to discuss and reflect on progress and future plans in the program, receive input and feedback, and present any concerns or potential issues that you may have.*

First Year Chair's Meeting: In the first year, all new students must meet with the Department Chair individually at the end of winter quarter. The student's primary advisor should provide a written statement, to the Chair, at least one week in advance of the meeting. The student will complete a first year meeting [questionnaire](#) to be discussed during the meeting.

Meeting Scheduling: Students may find online room scheduling, [Doodle polling](#), and the [meeting checklist](#) to be useful tools when scheduling these meetings. At least one hour should be allocated for each meeting (except the oral exam and final defense, which require 2 hours). The student must schedule the first meeting with the committee to take place no later than fall quarter of the second year. The [Advancement to Candidacy Oral Examination](#) will constitute the second meeting and should take place no later than the fall quarter following the second year. Meetings in the third and fourth year must be completed by the end of the spring quarter. The Final Defense of the Dissertation will constitute the fifth meeting and should occur no later than the fall quarter following the fifth year. Annual meetings will continue to be required in any additional years that the student remains enrolled at UCSB, with the final meeting being the Final Defense of the Dissertation. The student or PI can call an additional or earlier meeting at any time to address issues that may arise.

Meeting Structure: The committee should remain the same unless there is a need to change members. Changes to the committee require the approval of the Department Chair. At least 3 of the 4 faculty committee members (including the PI) must be present, though additional faculty members can be present if desired. The PI will be excused at the mid-point of the meeting and discussion will continue amongst the student and remaining committee members. The student must submit a written progress report (approximately 2 pages in length) and current CV to the

committee for review at least one week in advance. Be prepared to present your work, discuss potential issues, and receive feedback from the committee. The student is required to submit the [signature form](#), progress report, CV and faculty comments to the Staff Graduate Program Advisor (all components must be submitted for the requirement to be considered complete). The signature and comments of the PI are also required (refer to the Primary Research Advisor section of the signature form).

**(5.) Original Research Proposal:** Completion of an original research proposal as follows.

*The topic must be original research demonstrating your creativity. It may be inspired by your research rotations or thesis lab. A topic and proposal title must be approved by your Primary Research Advisor. Your complete proposal must be reviewed by the area advisor or a designee well before final submission as revisions may be required.*

*Proposal Format:*

(a) Students who are eligible for the NSF fellowship should follow the NSF graduate fellowship guidelines and format. Submission of the application to NSF is required by the fall deadline of Year 2.

(b) Students who are not eligible for the NSF fellowship should identify another graduate fellowship for which they are eligible, subject to approval by the Area Advisor. Timely submission to the relevant program is required.

(c) When no suitable substitute program is available (as confirmed by the area adviser), the student will follow the NSF format and submit the proposal for evaluation to the area adviser by the NSF deadline.

**(6.) Seminar Requirement:** *A letter grade of B or better must be achieved in Chemistry 290, which requires delivery of a seminar related to your group's research. This requirement must be completed before taking the Advancement to Candidacy Oral Exam.*

**(7.) Advancement to Candidacy Exam:** The Candidacy Examination is comprised of oral and written components based primarily on the student's dissertation research field and is administered by the student's Candidacy Committee, formally established with the approval of the Graduate Division. The examination should be taken by the end of the sixth quarter, normally the spring quarter of the second year and all students must complete the exam no later than the end of the summer quarter following the second year. If the exam is failed, the student will have one opportunity to repeat.

The purpose of the exam is to test whether the student is adequately prepared to carry out an original dissertation research project. The student's performance will be evaluated on the basis of demonstrated understanding of the research field, general knowledge of the discipline, and on research work completed by the time of the exam. Before taking the advancement to candidacy exam, all Ph.D. course requirements must be fulfilled (18 units of graduate level courses chosen in consultation with the faculty advisor and Chemistry 290, all completed with a letter grade of B or better).

Candidacy and Thesis Committees: The Advancement to Candidacy Committee and Thesis/Dissertation Committee members should be selected by the end of the first year. The student, with the advice of the Research Advisor, is responsible for proposing a committee and asking those faculty members if they are willing to serve on the committee. **PhD committees require a minimum of 3 UC ladder faculty; 2 faculty members (including Chair) must be in the**

**home department and in the student's area of research and one faculty member must be from another research area. The Research Advisor (or joint advisors) may serve on the committee, but their presence is not counted in the required number of faculty members described above.** The Research Advisor will serve as Chair of the final defense and thesis/dissertation committee. When appropriate, a member from another department may be appointed to the committee.

The proposed committee is submitted, via the [Form I](#), for approval by the [Faculty Graduate Advisor](#). Questions concerning the appropriateness of committee member selections should be directed to the Faculty Graduate Advisor. Once the committee has been approved, at the department level, the [Staff Graduate Program Advisor](#) will submit the information to the Graduate Division for final approval. **By Graduate Council regulation along with the formation of the Candidacy Committee, it is required that students complete and have their research advisor sign the Graduate Student Conflict of Interest form and return it to the Staff Graduate Program Advisor for submission to the Graduate Division.** [Graduate Division forms](#) are available for download online, however, if notified in a timely manner, the Staff Graduate Program Advisor can assist with the preparation of these forms.

Written Research Summary: Two weeks prior to the candidacy exam, students are required to submit a 3-page research summary to their committees. The research summary must be written using the following guidelines:

- Up to 3 pages total, including 10-15 references and 2-4 figures
- standard 8.5" x 11" page size
- 11 point or higher font, except text that is part of an image
- Times New Roman font for all text, Cambria Math font for equations, and Symbol font for non-alphanumeric characters
- 1" margins on all sides
- No less than single-spacing (approximately 6 lines per inch)
- Do not use line spacing options such as "exactly 11 pts" that are less than single spaced
- PDF or Doc file format only

Oral Examination: At least two weeks' notice is required. Once a day and time has been agreed upon by all members of the committee you must schedule a room (online) for your candidacy exam and notify the Staff Graduate Program Advisor, [via email](#), of the following:

- *Tentative Dissertation Title*
- *Committee Members (indicate chair)*
- *Date, Time, and Location of your exam*

Any changes in the membership of your committee must be arranged through the Staff Graduate Program Advisor for approval by the Faculty Graduate Program Advisor and submitted to Graduate Division via a [Form 1-A](#). It is the student's responsibility to ensure the Candidacy Committee Chair retrieves the applicable paperwork from the Staff Advisor before the exam and returns it immediately following the exam.

The Candidacy Committee reports the results of the examination to the Staff Graduate Program Advisor, who will forward the required forms to the Graduate Division. When the oral examination is passed, the student must pay the \$50 advancement to candidacy fee at the Cashier's Office (1212 SAASB), obtain two receipts and either submit one to Graduate Division (3117 Cheadle Hall) or to the Staff Graduate Program Advisor. The student is advanced to candidacy effective the first quarter following the exam in which the student is registered (students completing the exam in the fall will be advanced for winter, students taking the exam in the winter will be advanced for

spring, etc.).

**(8.) Dissertation:** *The dissertation is written on a subject chosen by the candidate that is related to an area of study in the DCB. It must be of such nature as to enable the student to demonstrate his or her ability to carry out independent investigation and study. In a public presentation, the candidate will defend the dissertation before the Dissertation Committee approves it. After approval, the dissertation must be typed according to the rules set forth in the [Guide to Filing Theses and Dissertations](#). Graduate Council has established guidelines for the formatting of dissertations in order to ensure uniformity for manuscripts that are archived in the [UCSB Library](#), as well as to ensure the widest possible dissemination of graduate student research. Students should consult the *Guide to Filing* for detailed instructions on filing the dissertation with Graduate Division.*

*Final Defense and Dissertation/Thesis Committee:* The Dissertation Committee (Thesis Committee) is also a formal committee of the Graduate Division that usually consists of the advancement to candidacy exam committee with the Research Advisor as chair. The committee must be comprised of at least 3 ladder faculty in the department. A change in committee composition can be made at any time, if necessary, but students should contact the Staff Graduate Program Advisor so that the appropriate paperwork can be submitted to Graduate Division. Students should provide committee members with a completed dissertation, for review and comments, well before filing their degree.

*Departmental Dissertation Submission:* The department requires a digital copy of your dissertation with an original signature (or copy), which should be dropped off in the Staff Graduate Program Advisor's office (either digital or hard copies of the signature page are acceptable). Additional copies for yourself, your lab, and/or your advisor may be submitted to the Staff Graduate Program Advisor for binding at a cost of \$31 per copy (checks are payable to UC Regents) or ordered via [ProQuest](#).

**(9.) Final Oral Examination:** *For the Defense of the Dissertation, the candidate must defend his or her work before the Dissertation Committee and give a one-hour public seminar presentation. The public presentation is considered part of the Examination. The Committee will meet with the student after the Examination to discuss any areas that need revision or additional work.*

The dissertation must have preliminary approval of all members of the Ph.D. Committee before the final oral presentation is scheduled. The student must advertise the defense. At least two weeks in advance of the defense date, the student should email the Staff Graduate Program Advisor to request an announcement be forwarded to all members of the Department and to verify that all forms are in order. The student must provide the following information: *Date, Time, and Location of the defense, any changes to the dissertation committee, the title of the dissertation, and an abstract of the dissertation.* The student is responsible for ensuring that the Dissertation Committee Chair retrieves the applicable paperwork from the Staff Advisor's office before the defense and returns it immediately following the defense.

After the final defense, the Dissertation Committee Chair reports the results of the defense to the Staff Graduate Program Advisor via a [Form III](#), which is then forwarded to the Graduate Division. The student should also submit the [Departmental Exit Survey](#) to the Staff Graduate Program Advisor, complete employment separation paperwork with the Payroll and Personnel Analyst, and return all department keys, and consult the Graduate Division for additional final steps.

**(1.) 30 Graduate Units:** At least 30 units of upper-division and graduate courses must be completed, including no fewer than 20 units in graduate courses (those numbered 200+) in the major subject or in graduate courses related to that subject as approved by the Faculty Graduate Advisor. At least 18 of the 30 units must be in 200 – 289 level courses and no more than 10 of the 30 units may be in Chem 596. **All courses must be completed with a grade of B or better.** Courses must be approved by the faculty Area Advisor in order to ensure appropriate breadth and degree of specialization. *Under no circumstances* will units completed in courses numbered either 501-A-B-C, 502A-B-C, 597, 598, or 599 be used to satisfy any of the university minimum requirements.

**(2.) Seminar Requirement:** A grade of B or better must be achieved in Chemistry 290, which requires delivery of a seminar related to your group's research. If continuing in the Ph.D. program, this requirement must be completed before taking the Advancement to Candidacy Oral Exam.

**(3.) Annual Thesis Committee Meetings:** The student will meet with all thesis committee members collectively at least once per year to discuss and reflect on progress and future plans in the program, receive input and feedback, and present any concerns or potential issues that you may have. Refer to Section [III-A \(4.\), \(Doctor of Philosophy Requirements and Policies – Annual Thesis Committee meetings\)](#) for additional details on the annual committee meeting requirement.

**(4.) Master's Thesis:** A master's thesis is patterned after a Ph.D. dissertation but on a scaled-down level of originality and length. The thesis should be typed in draft form for the Committee. After the Committee approves it, it should be typed in the format set forth in the *Guide to Filing Theses and Dissertations*. A public seminar presentation is not required for thesis defense. However, the thesis must make a significant contribution. Publishable results are encouraged but not required. Some examples of the types of projects suitable for M.S. thesis are the following:

- a. An advanced design project, either analytical or experimental;
- b. An experimental or theoretical contribution to a research problem currently being investigated within the Department;
- c. A critical evaluation of the state-of-the-art of a current research area, going beyond mere literature compilation;
- d. A critical theoretical analysis or a preliminary experimental study intended as a feasibility study or precursor laying the groundwork for more advanced Ph.D.-level research.

*Thesis Committee:* A **Thesis Advisor** (typically the student's research advisor) must supervise the thesis and a **Thesis Committee** must approve it. The Thesis Committee shall consist of the Thesis Advisor and at least two additional faculty members chosen by the student and approved by the Thesis Advisor, by the Departmental Faculty Graduate Advisor, and by the Graduate Dean. The Committee must have at least three ladder faculty (not temporary faculty), two of whom must be from the department and in the area of specialization; the third faculty member must be from another area of specialization and may be from another department. At the department's discretion, a non-ladder faculty member may serve as a fourth committee member. It is the responsibility of the student to find a faculty member willing to supervise the thesis and a Thesis Committee willing to serve. The department does not guarantee that such an Advisor and Committee can be found, or that the thesis can be completed within any specified time.

## B. Master of Arts Requirements and Policies

**(1.) 36 Graduate Units:** At least 36 units of upper-division and graduate courses must be completed, including no fewer than 24 units in graduate courses (those numbered 200+) in the major subject or in graduate courses related to that subject as approved by the departmental graduate advisor. At least 20 of the 36 units must be in 200 – 289 level courses and no more than 12 of the 36 units may be in Chem 596. **All courses must be completed with a grade of B or better.** Courses must be approved by the faculty Area Advisor in order to ensure appropriate breadth and degree of specialization. *Under no circumstances* will units completed in courses numbered either 501-A-B-C, 502A-B-C, 597, 598, or 599 be used to satisfy any of the university minimum requirements.

**(2.) Seminar Requirement:** A grade of B or better must be achieved in Chemistry 290, which requires delivery of a seminar related to your group's research. If continuing in the Ph.D. program, this requirement must be completed before taking the Advancement to Candidacy Oral Exam.

**(3.) Annual Exam Committee Meetings:** The student will meet with all exam committee members collectively at least once per year to discuss and reflect on progress and future plans in the program, receive input and feedback, and present any concerns or potential issues that you may have. Refer to Section [III-A \(4.\), \(Doctor of Philosophy Requirements and Policies – Annual Thesis Committee meetings\)](#) for additional details on the annual committee meeting requirement.

**(4.) Comprehensive Final Exam:** The Comprehensive Examination for the M.A. Degree is generally taken the quarter in which the student plans to graduate officially, and only if his or her cumulative GPA is 3.0 or above. The different program areas have slightly different formats for the exam; please consult with the Area Advisor. **The student is in charge of scheduling the exam.** For students who **fail the comprehensive examination** on the first try, the decision to allow a second attempt is at the discretion of the Examination Committee.

The exam is administered by a committee of faculty members, called the **Examination Committee for the Degree of Master of Arts**, who are selected by the student. The Faculty Graduate Advisor should approve the student's selections no later than the beginning of the quarter in which she or he expects to receive the M.A. degree. This is done through the DCB Graduate Student Office. The Committee must have at least three ladder faculty (not temporary faculty), two of whom must be from the department and in the area of specialization; the third faculty member may be from another department and area of specialization. At the department's discretion, a non-ladder faculty member may serve as a fourth committee member.

## C. Substitutions and Exceptions to Degree Requirements and Policies

Substitutions and exceptions to departmental requirements and policies may be requested via the DCB Graduate Student Degree Requirements Petition. The nature of the request will determine which approvals are required, but may include any or all of the following: course instructor (especially in the case of course substitution requests), research advisor, area advisor, faculty graduate advisor, and department chair. Students should discuss degree requirement substitution and exception requests with the Staff Graduate Advisor prior to completing the petition.

**Approval of departmental faculty members via this petition does not constitute approval of the Graduate Division, Office of the Registrar, or other campus offices.** Students granted a waiver or

substitution of departmental requirements by faculty within the department are not exempt from any Graduate Division requirements. Students wishing to request an exception to Graduate Division requirements or policy should consult the Graduate Policies and Procedures Handbook and discuss their unique situation with the Staff Graduate Program Advisor.

## IV. General Academic Policies and Procedures

Campus-wide academic policies and procedures are set forth by the [Academic Senate's](#) Graduate Council and the Graduate Division. These policies apply to all graduate students. Additional policies and procedures are established by the department in consultation with the Graduate Council and apply only to students in DCB graduate programs. Official campus-wide policies can be referenced via the [General Catalog](#), the [Office of the Registrar](#), and the [Graduate Division](#).

### A. Academic Advising

In addition to the advisors described below, students may approach any member of the faculty for advice, direction, or answers to questions.

#### **[Staff Graduate Program Advisor: Iris Chan, x2931, Building 232, Room 1004A](#)**

First point of contact for graduate program administrative tasks. The Staff Graduate Program Advisor helps in the recruitment of new graduate students, degree evaluations and progress checks, personal counseling and referral, and career resource guidance. You should inform the Staff Advisor of leaves, oral exam scheduling, final defense scheduling, concerns or conflicts, and any other questions or issues that may arise during your studies.

#### **[Faculty Graduate Advisor: Dr. Trevor Hayton, Chemistry, Rm. 3225, x3392](#)**

The Department's Faculty Graduate Advisor, who is appointed by the Dean of the Graduate Division on the recommendation of the Department Chair, deals with all graduate matters affecting the department and represents the department in dealings with the Graduate Division. The Faculty Graduate Advisor serves as chair of the Area Advisors Committee and may be consulted for academic advising throughout your program of study. Forms and petitions requiring the signature of the Departmental Graduate Advisor must be signed by Professor Hayton.

**[Area Advisors Committee:](#)** Students should refer to the Academic Advising section of the web site for current area; The Faculty Area Advisors are available for consultation and guidance in course selection and matters related to the student's technical program. All students are required to meet with the designated Area Advisor during New Grad Academic Training for initial academic advising. Until you have selected a primary research advisor, you should continue to consult the Area Advisor concerning programs of study. The Area Advisors remain available for advising and consultation throughout your program of study and may be required to sign certain departmental forms and petitions.

**[Primary Research Advisor:](#)** Once you have selected a Primary Research Advisor and formally joined his or her group, he or she should be consulted about your program of study. The Primary Research Advisor will serve as your supervisor, teacher, and mentor at each stage of degree completion.

## B. Changing Degree Objective

Students who are in the Ph.D. program at UCSB and wish to change their degree objective to the Master of Science or Master of Arts should discuss their prospects with the Faculty Graduate Advisor, their Research Advisor, and their Thesis Committee. Change of Degree Status petition must be completed and submitted to the Graduate Division.

With the approval of the Research Advisor and the Faculty Graduate Advisor, students may petition to add the M.S. or M.A. and continue in the Ph.D. program. Students selecting this option should consult the Staff Graduate Advisor concerning completion of degree requirements.

## C. Registration Process

Students register for classes via the [GOLD \(Gaucho On-Line Data\)](#) system. Complete instructions for using GOLD are available via the [Office of the Registrar's](#) web site. **It is the student's responsibility to consult GOLD each academic quarter for pass time registration schedules and note any applicable deadlines concerning registration and enrollment.** It is essential that students register for courses on time. If students foresee a problem with doing so, they should contact the DCB Staff Graduate Advisor for help. All DCB graduate students are expected to maintain a course load of at least 12 units each academic quarter. Students who do not enroll in at least 8 units by the posted deadline will incur a \$50 fee for late registration. Students who have not registered for at least 8 units by the start of the quarter will risk becoming ineligible for financial support, being denied access to student services, and falling into lapsed student status.

## D. Verification of Graduate Student or Employment Status

Students requiring verification of enrollment, student status, employment status, or financial support for housing, visa, student loans, childcare or other personal reasons may request a letter from the DCB Student Affairs Office. All requests must be made at least one week in advance of the date the verification letter is needed and must be made by the student. Letters should be picked up from the Student Affairs Office during regular business hours (9 AM-Noon and 1-4 PM) on or after the agreed upon date. Employment verifications are also available via [UCPath](#). Academic or student verifications are also available via [GOLD](#). Information will not be disclosed to third parties, such as building managers or loan officers, without the advance written permission of the student, including clear indication of (1) the specific information to be released and (2) the specific individuals to whom the information may be disclosed.

## E. Grades

The [General Catalog](#) should be consulted for complete information and policy concerning UCSB's grading system.

**Grade Point Average:** The Graduate Division will place you on [academic warning status or academic probation](#) if you fall below a cumulative grade point average (GPA) of at least 3.0 (B average). If you do not achieve a cumulative GPA of at least 3.0 in the subsequent quarter, you are subject to dismissal. Students placed on probation may become ineligible for financial support, including but not limited to, employment as a TA or GSR, fellowships, and traineeships.

**Satisfactory/Unsatisfactory:** DCB graduate students may take certain graduate courses on a

satisfactory/unsatisfactory (S/U) basis provided that the course is so offered and that the Area Advisor or Primary Research Advisor approves. S grades will be assigned for coursework equivalent to a B or better on the letter-grade basis. U grades will be assigned for work equivalent to a B- or below. **Core courses applicable to the 18-unit PhD coursework requirement must be taken for a letter grade.** For M.S. or M.A. degree candidates, all courses applicable to the unit requirement must be taken for a letter grade, including research units.

**Incompletes:** A grade of Incomplete (I) may be placed on a student's record only with a completed and approved [Petition for an Incomplete Grade](#).

A student may not repeat a course in which an incomplete was assigned and therefore may not register for the course a second time in order to remove the grade of I. The Chair of the Department in which the course was offered has the authority to extend the deadline for completion of incompletes in the event of unusual circumstances.

\*more info on registration can be found on <https://registrar.sa.ucsb.edu/forms>

## F. Leaves of Absence

Graduate students dealing with extraordinary circumstances may petition for a leave of absence. The leave policy stipulates the following categories of leave:

- Medical/Health Difficulties
- Pregnancy/Parenting Needs
- Family Emergency Leave
- Military Leave
- Filing Quarter Leave

The deadline for filing a leave of absence for a particular quarter is posted on the [Graduate Division Calendar](#). Petitions, Frequently Asked Questions, and additional information are available via the Graduate Division web site. International students must talk with the [Office of International Students and Scholars \(OISS\)](#) before applying for leaves, to avoid any subsequent visa issues. A student may not hold a University fellowship, teaching assistantship, graduate student researcher, or any student appointment title while on leave

## G. In Absentia Registration

If you must remain registered, but your research or study requires you to remain outside California for the duration of a quarter, you may be eligible for *in absentia* registration. Students who are approved for *in absentia* registration will receive a reduction of 85% of the combined registration, educational, and campus fees. You are responsible for all other fees, notably nonresident tuition and student health insurance. Students should submit a Request for *In Absentia* Registration petition with faculty verification of the need to be outside of California, to Graduate Division by the posted deadline. You are responsible for registration.

## H. Intercampus Exchange Program (IEPGS)

A graduate student in good standing who has completed at least one quarter of residence at UCSB and who wishes to study temporarily at another UC campus may apply for the IEPGS by obtaining the approval of the Faculty Graduate Advisor, the Chair of the host Department, and

the Graduate Deans on both campuses. The program enables the student to maintain academic residence at UCSB without being physically present.

Approval is given only when there is an excellent reason for making the request and the student is in good academic standing. Examples of "excellent reasons" include enrollment in specific course offerings not available at UCSB or access to a specialist in the student's field whose guidance is not available at UCSB.

Separate applications are required for each quarter and must be filed with the UCSB Graduate Division at least six weeks prior to the start of the quarter in which the student wishes to take advantage of this privilege. The student pays fees only at UCSB, but registers at both the home campus and the host campus. The DCB Student Affairs Office will assist the student in filing the UCSB forms. The student should obtain a class schedule from the host campus in order to learn registration procedures and deadlines for that campus.

### I. English for Multilingual Students (EMS) Requirement

It is a University requirement, enforced by the Department of Chemistry and Biochemistry, that International students for whom English is not the native language attain proficiency in English before a degree will be awarded. These students are required to take an [English Language Placement Exam \(ELPE\)](#) during New Grad Academic Training at the start of the first fall quarter. The results of the examination are used to place students in appropriate language classes or to exempt them from taking more English courses. Although requirements are normally satisfied in three quarters or less, some students are required to continue in the program for additional quarters. The DCB will require that such students enroll in the indicated course(s) each quarter until exempted from further studies.

Students receiving EMS course placements, either as a result of the ELPE or the TA Language Evaluation, are required to complete those placements at the earliest possible time. Students with incomplete EMS oral requirements will be ineligible for employment as a Teaching Assistant until these requirements are complete. A student may not file a petition for a Filing Fee Leave of Absence status if they have an incomplete written or oral EMS placement.

### J. Attendance at Colloquia and Seminars

The DCB Colloquium Series features seminars on technical subjects of current interest at least once per week. The speakers at these seminars are usually distinguished guests from other academic institutions or industrial research organizations, faculty, or advanced graduate students. The DCB recognizes the value of such presentations to a professional chemistry education and expects the attendance of its graduate students at seminars for which the topic is relevant to the student's technical area. Students planning to regularly attend the DCB Colloquium Series are expected to enroll in Chemistry 291 and will receive course credit for their attendance.

DCB seminars for the upcoming week are announced via the chem-seminars list-serve. All members of the DCB with a chem email address are automatically subscribed. The [seminar calendar](#) can also be viewed online. In addition, DCB graduate students are welcome and encouraged to attend seminars and lectures hosted by other departments. Event schedules are available at the following links.

Astrophysics: <http://web.physics.ucsb.edu/~seminars/astro/>  
Biological Sciences: <https://www.mcdb.ucsb.edu/events>  
<https://www.bmse.ucsb.edu/events>  
California Nanosystems Institute: <http://www.cnsi.ucsb.edu/events/>  
Chemical Engineering: <http://www.chemengr.ucsb.edu/news/seminars.php>  
Department of Physics: <http://www.physics.ucsb.edu/news>  
Institute for Collaborative Biotechnologies: <https://www.icb.ucsb.edu/seminars>  
Institute for Terahertz Science and Technology: <http://www.itst.ucsb.edu/seminarcal.html>  
Kavli Institute for Theoretical Physics: <http://www.kitp.ucsb.edu/events>  
Materials Department: <https://www.materials.ucsb.edu/events>  
Materials Research Lab: <http://www.mrl.ucsb.edu/seminars-and-workshops>  
Office of Research: <http://www.research.ucsb.edu/seminars/>

**Chemical Sciences Student Seminar (CSSS or CS<sup>3</sup>) Series:** [The CSSS](#) is a forum for graduate students in the DCB, created and managed by graduate students, to share their work and research with each other as well as any and all members of the campus community. One quarter per year, approximately 16 20-minute general audience talks (2 per week, during the noon hour) are presented by advanced (3<sup>rd</sup>-5<sup>th</sup> year) graduate students. During the spring, the department presents the Scientific Communication Award to the speaker who best communicated their scientific research, as determined by a vote of other graduate students and audience members. The award recipient will also be asked to give an encore presentation in the presence of alumni, faculty, and other invited guests. All DCB graduate students are invited and encouraged to participate in the planning and organization of the CSSS. Opportunities for involvement include seminar and room scheduling, fundraising and networking, recruitment of qualified speakers, event-day set-up, event-day master of ceremony (MC) responsibilities, and other responsibilities as dictated by the future development of the program.

## K. Commencement, Transcripts, and Diplomas

**Commencement:** Commencement ceremonies are held once per year in June. Students who officially finished their graduate programs in December, March, or June, or who will finish during the upcoming summer or fall quarters may participate in the June ceremony. This is a ceremony only; no diplomas are presented. Online registration for the ceremony is required.

**Transcripts:** Are not automatically sent upon degree completion. Must be ordered from the Office of Registrar. Unofficial transcripts may be printed via **GOLD**.

**Diplomas:** Diplomas can take 3-6 months to be printed and mailed. The Registrar's office will automatically mail your diploma to your "diploma address" as soon as it arrives. Update your Diploma Address in **GOLD**. A \$19.00 mailing fee will automatically be accessed to your BARC account when your degree is awarded.

## L. Department Policy on Probation and Dismissal

Students who fall below a cumulative grade point average (GPA) of 3.0 (B average) will be automatically placed on academic warning status or academic probation by the Graduate Division. [Warning status and probation](#) are intended to provide students whose performance is less than satisfactory with a period of time in which to make up their deficiencies. Continued probation is recommended for a student who remains below the 3.0 level after one quarter if

reasonable progress toward academic recovery has been demonstrated. Only the Dean of Graduate Division may dismiss a student from graduate status. This is done on the recommendation of the department. Dismissal is recommended for a student who fails to reach the 3.0 level after two consecutive quarters on probation.

In addition, students are required to maintain good academic standing and make continual progress towards the degree. This includes: maintaining a 3.0 or above GPA; reaching degree milestones according to the requirements outlined in [Section III](#) (i.e. joining a research group by the end of the second quarter, forming a thesis committee by the end of the first year, advancing to candidacy by the end of the second year, completing the proposal exam in the second year, and defending the dissertation within normative time standards); meeting annually with the thesis committee; adequately performing all of your teaching duties; joining a research group by the end of your second quarter; submitting the Free Application for Federal Student Aid (FAFSA) each year; and establishing California residency by the end of your first year. The department may recommend that the Graduate Division place a student on academic probation for failing to comply with any of these components of good academic standing.

## V. Financial and Employment Matters

All PhD students in the UCSB Department of Chemistry and Biochemistry graduate program who maintain good academic standing are financially supported throughout their course of study. Effective fall 2021, the standard annual graduate student salary is \$32,000. For the purposes of graduate student salary payment, "annual" is defined as October 1 – September 30. The annual salary can be made up of different sources of support including, but not limited to, Teaching Assistantships (TA), Graduate Student Researcher assistantships (GSR), Readerships, Teaching Associate positions, and/or fellowships. In addition to the annual salary, payment of tuition, applicable fees, and health insurance are provided. Variations on the annual salary rate are not permitted unless specifically noted elsewhere in this policy. All domestic students are expected to establish California residency by the end of the first year. A [Summary of Quarterly Fees and Expenses](#) can be found on the Office of the Registrar's web site. Students who do not maintain good academic standing may become ineligible for fellowships, employment, and other forms of financial support.

### A. Annual Salary and Financial Support Policies and Regulations

**Campus Regulations of Graduate Student Support:** All graduate student employee positions, such as TA, are regulated by the Graduate Division, the Academic Senate, and other campus or system-wide governing offices. All academic positions, specifically, are further regulated by the Academic Student Employees (ASE) Bargaining Unit ([UC-UAW Agreement](#)). Domestic students may not be employed at greater than 50% time (an average of 20 hours per week) during a regular academic term without special exception. International students may not be employed at greater than 50% time during a regular academic term and no exceptions are permitted. Students employed as ASEs are subject to campus-wide standardized salary scales, which may vary significantly from the departmental graduate student salary standards. The salary for students in these positions will be supplemented to achieve the Departmental standard, as discussed below. This supplementation takes place in the summer quarter and therefore, actual payment distribution may vary significantly from month-to-month and quarter-to-quarter.

**Department Policies Concerning Graduate Student Support:** It is the student's responsibility to seek information about support opportunities and to track his or her own source(s) of funding, monthly pay, and salary surpluses or deficits. Students should utilize At Your Service to access pay stubs, direct deposit, tax withholdings, and other individual employment information. After joining a group, the student's primary source of financial support will be research grants managed by his or her primary research advisor (or PI) and the PI will typically request GSR or TA support on the student's behalf. The student is therefore expected to communicate regularly with the PI regarding financial support plans for each quarter. While the total annual salary will add up to the departmental standard, the student should anticipate variations in monthly pay in accordance with the type of support available (TA, GSR, fellowship, etc.) and budget accordingly. It is the student's responsibility to inform the administrative staff of any problems related to salary in a timely fashion. Due to various restrictions on available funding sources, salary cannot be paid retroactively (after September 30 of the salary year in question) and each student's annual salary is considered paid and closed as of September 30. Salary distributions from previous years will not be recalculated or re-evaluated after they have been "closed".

Annual Salary Rates: A student's annual salary consists of all monies earned as part of his or her work toward the PhD and/or in support of the Department of Chemistry and Biochemistry's research and teaching missions, including but not limited to employment, internship/externships, and both internal and external fellowships. Monies earned for any appointment that a student holds as a Graduate Student Researcher or Teaching Assistant are therefore included in the calculation of a student's annual salary, regardless of the specific Primary Investigator on the research grant or the specific course for which the student provides support as an ASE. Monies earned for a fellowship or grant that a student is awarded are also included in the calculation of the student's annual salary, regardless of the specific award requirements or the specific awarding agency. Compensation for a readership can be received in addition to the standard annual salary.

Salary Supplements: In cases where a student is employed at 50% time during the academic year, but does not earn enough to maintain the standard departmental annual salary as a result of campus/UC regulations, the difference will be added to the student's salary during the summer months. In addition to being in good academic standing, a student must be (1) present, either on-campus or at an approved alternative location appropriate to the research being conducted, (2) eligible for employment, and (3) making active progress toward the degree to receive any type of financial support during the summer months (including base salary and any supplemental pay required to achieve departmental salary standards). Students who do not meet all 3 of these conditions will not receive financial support of any kind, even if they did not receive adequate salary to meet departmental salary standards during the regular academic year.

Outside Employment: If a student is employed by an agency unaffiliated with UC and the work is considered to be contributing to his or her progress toward degree, then any salary earned will be included in the calculation of the student's annual salary. The student will be supplemented accordingly, if applicable and appropriate to the regulations of the research grant on which the student is supported. If a student is employed by an agency unaffiliated with UC and the work is not considered to be contributing to his or her progress toward degree, then the student forfeits his or her regular salary for that period. If the outside employment occurs during the summer months and a supplemental GSR position is not considered appropriate, then the student also forfeits any applicable supplemental salary. Students who do not meet the conditions outlined in Section III, above, are not eligible to receive financial support, even if they did not receive adequate salary to meet departmental salary standards during the regular academic year.

Home Department and Special Exceptions: Regulations of DCB annual salary apply to graduate students enrolled in the Chemistry and Biochemistry PhD program only. MA and MS students are not provided with an annual salary or guaranteed any financial support. Students whose home department is outside of DCB may be subject to different annual salary dollar amounts and governing policies. In addition, because many fellowships provide fixed-amount stipends, students whose primary funding source is a fellowship providing salary or stipend payment at or exceeding the standard departmental annual salary, may also be unaffected by certain provisions of these policies. DCB students in good standing will receive the current annual salary, as approved by the DCB faculty, over a period of October 1 through September 30. Except as noted above, DCB PhD students will not receive salary exceeding this amount. Any exceptions to this policy must be requested by a member of the DCB faculty (students may not request exceptions) and must be made on behalf of all students in his or her group, not selected individuals. The Faculty Graduate Advisor and Department Chair will review all exception requests.

### B. Billing Accounts Receivable Collections (BARC)

BARC is the UCSB campus centralized receivable system. This computerized system produces a monthly statement for any amounts owed to the university, such as registration fees, campus housing charges, phone bills, library fines, and student health services, etc. The Billing-Accounts Receivable Office consolidates all sundry debts owed to the University that may be incurred through any UCSB department, identifies delinquent debts, and disperses financial aid. Students may access statements and other billing information via [MyBARC](#).

### C. Free Application for Federal Student Aid (FAFSA) and Work Study

It is required that all domestic graduate students (including permanent residents) file the FAFSA each year that they remain students at UCSB. The deadline for submitting the FAFSA is March 2<sup>nd</sup>. At the FAFSA web site, you can also find the Renewal FAFSA, designed for students who completed the FAFSA for the previous year. If you file a Renewal FAFSA, many answers are based on your prior year's application, which cuts down on the number of questions you have to complete. Be sure to list the University of California, Santa Barbara, in Step 6. Our school code number is 001320.

Upon receipt of your Financial Aid Award Letter (FAAL) in mid-September, a copy of your FAAL should be submitted to the DCB Student Affairs Office. If you are granted Work Study, please visit the [Financial Aid Office web site](#) (follow the link under Tab 4 of your FAAL) to print your Work Study Referral form (usually available about one week prior to the start of fall quarter) or visit the Financial Aid Office (located in 2103 SAASB) to receive a copy. Your Work Study Referral Form should also be submitted to the DCB Student Affairs Office.

### D. Fellowships

**Graduate Division Central Fellowships by Departmental Nomination:** Central fellowship awards for continuing students are based on nomination by the DCB Awards Committee and review by a Central Faculty Fellowship Committee. Students applying for nomination must submit a Statement of Purpose, Research Abstract, CV, Letter of Recommendation from the Primary Research Advisor, and any supplementary materials or information specific to the fellowship to which they are applying to the DCB Student Affairs Office. A complete summary of fellowship packages and nomination procedures will be sent to students in January or February. Students may access

application materials on the Graduate Division web site. Complete applications will be due to [gradprog@chem.ucsb.edu](mailto:gradprog@chem.ucsb.edu) during winter quarter.

**Graduate Division Central Fellowships by Student Application:** Continuing students apply directly to the Graduate Division for the following fellowships: Broida-Hirschfelder Dissertation Award; Brython Davis Endowment Graduate Fellowship; Olivia Long Converse Graduate Fellowship; UCSB Affiliates Graduate Dissertation Fellowships; and the James D. Kline Fund for International Studies Award.

**Department-Administered Awards:** The following department administered awards for continuing students are based on nomination by a DCB faculty member and review by the DCB Student Awards Committee. Students may also self-nominate for certain awards. Complete information for each award and nomination procedures will be sent to students via [gradprog@chem.ucsb.edu](mailto:gradprog@chem.ucsb.edu). Award recipients are honored at a department ceremony in June. The following departmental awards are available.

- **B. R. Baker Memorial Fellowship:** Awarded to a graduate student who has given strong indication that they will make continued and substantial contributions to the progress of organic, medicinal, or biological chemistry. Nominees must be advanced to doctoral candidacy and in the final stages of the degree. This award is announced at the annual B.R. Baker Memorial Lecture in the presence of the Baker family.
- **Jarrold Davidson Memorial Award:** Awarded to a graduate student facing the special challenge of conducting excellent research while raising a family. This award is given to celebrate the memory of Jarrod Davidson, UCSB Chemistry PhD candidate from Fall 2003 through Spring 2004.
- **John H. Tokuyama Memorial Fellowship:** Awarded to a graduate student in organic chemistry. This award was established by Dr. and Mrs. S. S. Tokuyama in memory of their son.
- **Sandra Lamb Memorial Award:** Awarded to a graduate student to assist with travel to attend an academic conference and present their research. Candidates must have an accepted paper or poster to present. This award has been established to honor the late Sandra Lamb Sanford, a professor in the field of Chemistry and Biochemistry and an advocate for chemical education.
- **R.H. DeWolfe Teaching Fellow in Organic Chemistry:** Awarded to a graduate student to teach undergraduate courses in Organic Chemistry, and whose teaching abilities are viewed as outstanding. This award is given in honor of former professor of Organic Chemistry, [Robert H. DeWolfe](#).
- **Outstanding Service Award:** The Outstanding Service to the Department Award is presented to graduate students who have demonstrated exceptional leadership and outstanding

commitment to the mission of the department. This award is given in recognition of students who volunteer their time to DCB events and programs aimed at enriching the graduate student experience.

**Externally Sponsored Awards:** Fellowships awarded directly by the sponsoring agencies are usually publicized in professional journals and on bulletin boards in universities. Sometimes they do not come to the attention of many eligible candidates. As a result, students who may not fare well in the competition for university awarded fellowships could receive one of these fellowships. All graduate students in good standing are encouraged to apply, if eligible. Links to external national and international fellowship competitions are available via the [DCB](#) and [Graduate Division](#) web pages.

## E. Teaching Assistantships

The Department awards approximately 80-85 teaching assistantships per quarter. Most are 20 hour per week appointments. All students must hold teaching assistantships for at least 3 quarters (not necessarily consecutive quarters) to meet departmental Ph.D. degree requirement minimums. The TA Oversight Committee determines course teaching assistant assignments in accordance with the DCB Rules for TA Assignment. Exceptions require advance approval from the Department Chair. Students typically hold Teaching Assistant appointments during the first and/or second year of graduate study. All students appointed for 25% time (10 hours per week) or more will be eligible for mandatory student health insurance and partial tuition and fee remission. Students are typically nominated for TA positions by their primary research advisor, but you may also self-nominate at least 6 weeks in advance of the quarter in which you would like to TA.

**Eligibility:** All new students must attend mandatory TA training sessions, campus-wide TA Orientation, and the required laboratory safety course during New Grad Academic Training in September. Any homework assignments associated with training must also be submitted at that time. Students will receive a *TA Training Handbook* during New Grad Academic Training, which should be retained and referenced for the duration of their studies at UCSB. International students and permanent residents whose native language is not English must also pass the mandatory English for Multilingual Students (EMS) oral exam before being certified for sole classroom teaching.

Students are required to enroll in Chemistry 501A-B-C or 502A-B-C, as appropriate, during each term in which they are employed as Teaching Assistants. Grades for 501A-B-C and 502A-B-C are based on TA performance and a grade of Unsatisfactory ("U") may disqualify a student from employment during future quarters. To maintain eligibility for TA nominations, continuing students must maintain good academic standing and perform all TA duties adequately. Assessment of adequate TA performance will be determined by the instructor in charge of the course and submission of undergraduate evaluation forms. Students who do not meet eligibility standards for one or more quarters will not be selected for future TA positions and may be subject to academic probation until performance is determined to be adequately improved.

## F. Reader Position

In addition to TA positions, each quarter a few "Reader" positions are available. These may range from as few as 5 to as many as 100 hours over the 10-week quarter, depending on the amount of reader support assigned to the specific course. Readers are paid at an hourly rate, with payment for the total allocated hours dispersed in one lump sum during the last month of the quarter.

Students are typically hired as readers for courses in their area of specialization, on the recommendation of the course instructor. Reader positions do not replace TA or GSR positions and it is common for students to hold reader positions in addition to standard TA or GSR employment.

### G. Graduate Student Researcher (GSR) Positions

Enrolled graduate students may seek employment up to 49% time as [Graduate Student Researchers \(GSRs\)](#). If appointed at least 25% time, mandatory health insurance and partial fee remission will be covered. If appointed 35% time or more, full fees and tuition coverage will be provided. These positions are paid by an extramural grant under the direction of a faculty member and are intended to support the research goals of the grant. The Principal Investigator/Administrator of the grant awards all GSR appointments. These appointments are not administered through the DCB Student Affairs Office.

Students not employed as Teaching Assistants are typically employed as Graduate Student Researchers under the direction of the Primary Research Advisor, given that they remain in good academic standing. However, students may also seek GSR positions with other faculty members whose research interests are similar or related. Students are required to discuss employment and financial support opportunities with the Primary Research Advisor in advance.

### H. Timecards

All hourly employees (including GSRs) are required to submit a monthly timecard to the DCB Administrative Office. Timecards are available for pick-up from the Payroll and Personnel Analyst (Building 232, Room 1006). It is the student's responsibility to ensure that the PI signs the timecard and to return it to the DCB Administrative Office once per month (typically on the 13th). Please DO NOT lose your timecard. Teaching Assistants will not be required to submit a timecard for payroll purposes, but in certain quarters the Staff Graduate Advisor may request that you complete one for data tracking purposes.

### I. Equal Opportunity Policies and Procedures

*The Equal Opportunity & Discrimination Prevention Office (EODP) is the campus office responsible for the University's compliance with federal and state laws and University policies and procedures regarding affirmative action, non-discrimination, and retaliation for staff and faculty. EODP works to promote and integrate the principles of equal opportunity, affirmative action, non-discrimination, and excellence through diversity on campus. The University of California, in accordance with applicable federal and state laws and University policy, prohibits discrimination against or harassment of any person at the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, citizenship, or age.*

### J. Establishing Residency

Residency is determined by the Office of Registrar. Complete instructions are posted on their web site or they may be contacted at 893-3592 or [residency@sa.ucsb.edu](mailto:residency@sa.ucsb.edu).

## K. P3 Status

There are 3 class levels designated for doctoral students by the Office of the Registrar: P1 (not yet advanced), P2 (advanced to candidacy), and P3. A student enters P3 status after 9 registered quarters as P2 status. Students on P3 status are ineligible for teaching assistantships, reader positions, and fellowships.

## L. Filing Leave of Absence in Lieu of Enrollment

A student must be in a fee relationship with the University in the quarter that he or she finishes all degree requirements. Fees paid for one quarter cover activities undertaken until the next quarter begins. Spring fees also cover Summer Sessions, until fall quarter begins. In lieu of registering for courses, a student may choose to go on a filing leave of absence during the last quarter of completing a Ph.D. or terminal master's degree. This allows the student to maintain the fee relationship without paying full student fees. When filing, you would pay a nominal fee. Students on a filing fee leave of absence are not eligible to receive graduate student employment or fellowships. A student considering this option should discuss their plans with the Primary Research Advisor and refer to the Graduate Division for more details.

## M. Financial Aid Information for Nonimmigrant International

**Part-Time Employment:** Graduate non-immigrant international students are allowed to hold part-time on-campus academic titles such as Teaching Assistant, Reader, Graduate Student Researcher, etc. However, off-campus part-time jobs require prior written or documented authorization from the US immigration service or the [Office of International Students and Scholars](#) (OISS).

**President's Work-Study:** Limited financial assistance is available to a small percentage of continuing nonimmigrant international graduate students through the President's Work-Study Program, administered by the OISS, in which students earn money by working on campus during the academic year or summer. Amounts of awards vary.

**Teaching Assistant Loan, Emergency Loan:** Information regarding TA and Emergency Loans can be found on the [Financial Aid Office web site](#). TA Loans are available to alleviate financial hardships experienced during TA's initial period of employment. Emergency Loans allow students to receive an advance on their pending Financial Aid, for the current quarter, due to an emergency expense.

**Aid and Scholarships:** Additional information regarding financial aid and scholarships for international students is available via the OISS web site.

## N. Research Travel Funds for Doctoral Students

The [Academic Senate](#) has a small travel fund for use by graduate students who have advanced to Ph.D. candidacy. Grants are made to doctoral students invited to present papers or results of research at major professional meetings and conferences. The conference must be an important one to the discipline; preference will be given to travel associated with potential academic employment. Students are eligible to receive one Doctoral Student Travel Grant during their graduate career at UCSB.

## O. Money Matters

Produced by the Dean of Students Office in collaboration with the Office of Financial Aid and Scholarships, the Graduate Division, and numerous other campus departments, *Money Matters* is a guide intended “to help you navigate your finances day to day and access emergency help when you need it”. Students are encouraged to reference this guide for information on budgeting and financial planning.

## VI. Student Organizations and Sources of Assistance

Graduate Student Resource Center  
Graduate Student Resource Guide

Graduate Peer Advisors  
Graduate Student Association

Kiosk  
Women's Center

## A. Chemistry Professional Development (ChemPD)

**Chemistry Professional Development (ChemPD):** The [ChemPD](#) is a student cohort of senior graduate students. ChemPD generates and participates in professional development seminars and other events for industry professionals.

## VII. Health and Safety

In addition to the specific information listed below, UCSB offers various additional services aimed at maintaining a safe environment and increasing students' awareness and comfort. Students may sign up to receive campus alerts via the [UCSB Alert System](#) and request an escort via the [CSO Escort Program](#) when biking or walking at night. The campus community also includes the fully staffed [UCSB Police Department](#) and the UCSB Paramedic Rescue unit.

## A. DCB Safety Practices and Policies

**Department Responsibilities:** The Department is responsible for ensuring safe practices and working conditions for all departmental personnel. All incoming graduate students must attend the Laboratory Safety Training course offered by the [Environmental Health and Safety Office](#) during New Grad Academic Training. Additionally, every faculty advisor is responsible for ensuring specific safety training and practices with respect to research being conducted in the group. [Material Safety Data Sheets \(MSDS\)](#) describing the properties of various chemicals are available, by request, from [Cabe Fletcher](#) in the Graduate Storeroom or [online](#).

**Departmental First-Aid:** First Aid cabinets are supplied by the Principal Investigator of each group and are located within the labs. [Nikolai Evdokimov](#), Chemical Laboratory Safety Officer (CLSO), is the safety coordinator for the department, and has information about first aid assistance. The Health and Safety Binder and Lab Operations Manual are available for review in the CLSO office (2660 PSB North).

**Hazard Reporting:** Unsafe working conditions should be reported to your faculty advisor or Lisa Stamper for instructional labs. Unsafe working conditions in any workspace should be reported to the CLOSO, the MSO, or the Chairperson. Forms for reporting hazards or unsafe conditions (anonymously if desired) are available [online](#).

## B. University Safety Practices and Policies

**Environmental Health and Safety:** The office of Environmental Health and Safety (EH&S) is committed to promoting a safe and healthful environment for research, instruction and the campus community. Through education, auditing and monitoring, technical consultation, and the provision of direct services, EH&S assists the campus in meeting its obligations for compliance with State and Federal health, safety and environmental regulations.

**Injury and Illness Prevention Program (IIPP):** The IIPP is the most important health and safety regulation/program on campus, and in California. The IIPP law is administered by the *California Occupational Safety and Health Administration (Cal-OSHA)*. This law requires employers to establish the following **foundation safety program elements** that apply to all workers regardless of their particular job duties:

1. Ensure that workers are trained in, and comply with, safe work practices
2. Inspect for and correct unsafe/unhealthy work conditions as soon as possible
3. Maintain documentation of all training and inspections
4. Encourage workers to report unsafe conditions ([Hazard Reporting Form](#)) without fear of reprisal
5. Communicate safety issues in a way that is understandable to all workers
6. Report and investigate all occupational injuries

## C. Procedures for Handling and Reporting Incidents

Procedures for responding to fires, chemical exposure, medical and other emergencies are outlined below. This information is also available in the [UCSB Campus Emergency Flip Chart](#), posted on the wall of each lab and office. In the case of all emergencies or injuries, the incident should be reported to your supervisor or lab manager and the Department MSO, CLSO, or Chairperson.

**Fires:** Know the location of fire extinguishers in your area and know how to use them. Fire extinguisher training is available for departments by request at 893-7751. For a minor fire that appears to be controllable, activate the building fire alarm system at the nearest manual fire alarm pull box. Immediately call 911. Use the appropriate fire extinguisher to control the flames. Get help if necessary.

For a larger fire that is not easily controllable, close all doors to confine the fire and reduce oxygen. Activate the building fire alarm system at the nearest manual fire alarm pull box, then immediately call 911. Give all information requested (your name, exact location, size and progress of the fire, etc.). Notify your supervisor or instructor, then evacuate the building by quickly walking to the nearest exit, alert people as you go, and assist those with disabilities as necessary. Do not use elevators for evacuation. Once outside, move to a clear area at least 50 feet away from the affected building. Keep walkways and vehicle access clear for emergency vehicles. Utilize the designated building Emergency Assembly Point if it is free of smoke, and wait for instructions. **DO NOT RETURN TO THE AFFECTED BUILDING UNTIL TOLD IT IS SAFE BY A CAMPUS FIRE OFFICIAL.**

Report all fires, regardless of size, to Campus Dispatch at 893-3446. Report any fire extinguisher that has been discharged, lost pressure, or is out-of-date to Physical Facilities/ Life Safety Service at 893-2661, ext. 1402.

**Chemical Exposure to Personnel:** If safe, remove contaminated victim(s) from area. Call 911 for immediate medical attention, or if chemical release threatens others. In extreme circumstances, activate the fire alarm, and evacuate the building. Remove contaminated clothing and use emergency eyewash/shower. Administer first aid as appropriate. Notify the Chairperson or MSO and EH&S at 893-3194 (24 hr. phone line). Provide information, including [Material Safety Data Sheets \(MSDS\)](#) to emergency responders.

**Medical Emergencies:** Call 911, if the condition requires immediate medical attention. If poisoning is suspected, contact the Poison Control Center at 1-800-222-1222.

For UCSB employees (faculty and staff), it is important that all work related injuries be reported immediately. During regular business hours, contact Workers' Compensation at 893-8050 to report injuries and to obtain an authorization for initial medical treatment. If a work-related injury occurs outside of normal work hours, contact the Workers' Compensation office at 893-8050 within one business day. If an employee is hospitalized for 24 hours or more (other than for observation), or has an injury that results in a partial or full loss of limb (amputation), or loss of life, contact EH&S at 893-3194 (24 hr. phone line) immediately. The campus must report these injuries to OSHA within 8 hours of the event.

Undergraduates and graduate students can be seen at Student Health Services (SHS) at 893-3371. If the victim needs immediate medical assistance, call 911. There is no charge for having paramedics come out for an evaluation, however, if transportation is needed, there is a charge.

#### D. Substance Abuse and Smoking Policies

**Campus Smoking Policy:** The University of California system is smoke-free and tobacco-free. Smoking, the use of smokeless tobacco products, e-cigarettes, and unregulated products will not be allowed on UC-owned or leased properties. UC Santa Barbara is committed to providing students, faculty, staff, and visitors with a smoke-free and tobacco-free environment. Under the authority of [California Government Code 7597.1](#), smoking and the use of all tobacco products, the use of smokeless tobacco products, and the use of unregulated nicotine products (e.g., "e-cigarettes") are prohibited anywhere at all indoor and outdoor spaces managed by UC Santa Barbara. Violations of the adopted policy by students, faculty, and staff may result in University disciplinary action. Campus visitors will be asked to comply with the policy or leave campus.

The [Alcohol & Drug Program](#), in collaboration with Santa Barbara County Public Health Department, offers FREE tobacco cessation services to all UCSB students!

**UCSB Substance Abuse Policy:** The University provides confidential programs and services for academic and staff employees and students who have become dependent on or are abusing alcohol, other legal or illegal substances. The illegal use, possession, or distribution of alcohol or illegal substances in the workplace, on University premises, at official university functions, or on university business is prohibited.

Students found guilty of violating the UCSB Substance Abuse Policy or the Campus Regulations Applying to Campus Activities, Organizations, and Students are subject to disciplinary sanctions which may include loss of privileges and exclusion from activities, warning, suspension, or dismissal. In addition to, or in lieu of a corrective action, a student may also be required to participate in an approved counseling or treatment program. The complete text of the UC and UCSB Substance Abuse Policies can be found online.

## VIII. Codes of Conduct and Conflict Resolution

In order to carry on its work of teaching, research, and public service, the University has an obligation to maintain conditions under which the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression, with full recognition by all concerned of the rights and privileges, as well as the responsibilities, of those who compose the University community. These campus regulations address the rights and responsibilities of members of the University community and provide campus-wide standards for implementing regulations as a means of sustaining this community. Each member of this campus shares the responsibility of maintaining this unique community so that the University's mission of teaching, research, and public service can be achieved ([Preamble to the UCSB Campus Regulations](#)).

### A. Student and Faculty Codes of Conduct

**Students:** Graduate students are responsible for meeting not only the academic standards outlined here, but also standards for personal conduct and responsibility outlined in the General Catalog, the Graduate Division Graduate Handbook, and other UC publications. Students registered in the University of California assume an obligation to act in a manner compatible with the University's function as an educational institution. Standards of Conduct and processes for reporting violations are outlined in Chapter VIII of the [Campus Regulations](#).

**Faculty:** The University seeks to provide and sustain an environment conducive to sharing, extending, and critically examining knowledge and values, and to furthering the search for wisdom. Effective performance of these central functions requires that faculty members be free within their respective fields of competence to pursue and teach the truth in accord with appropriate standards of scholarly inquiry.

The faculty's privileges and protections, including that of tenure, rest on the mutually supportive relationships between the faculty's special professional competence, its academic freedom, and the central functions of the University. These relationships are also the source of the professional responsibilities of faculty members. It is the intent of the Faculty Code of Conduct to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the University as an institution of higher learning (from the [Faculty Code of Conduct Preamble](#)).

### B. Departmental Resources for Conflict Resolution

All members of the Department strive to maintain a positive and professional environment fostering constant growth and collegiality. The DCB is composed of a diverse group of individuals, with unique personalities and opinions, who often work long hours together. We understand that conflicts will arise. When you are comfortable and safe doing so, you are encouraged to discuss potential disagreements with your colleagues or Primary Research Advisor and work toward agreeable solutions together. In cases where this is not possible, students should seek outside assistance as soon as the problem arises.

**Staff Advisor:** The Staff Graduate Program Advisor is available for advice and referral and serves as an initial point of contact for students wishing to vocalize and address concerns. The Staff Advisor can provide impartial feedback on the situation, suggest the role(s) that particular faculty

members may play in providing assistance, or advise pursuit of a more formal grievance process if necessary.

**Thesis Committee:** Existing or potential issues should be presented during your annual thesis committee meeting for review and discussion. You may also call additional meetings of your committee members to address issues as they arise. At your discretion, your Primary Research Advisor may or may not be present for supplemental meetings.

**Department Chairperson and Faculty Graduate Advisor:** When additional help, guidance, or conflict resolution is needed within the Department, the Chairperson or Faculty Graduate Advisor may be consulted. Either or both of these individuals may also attend regularly scheduled annual or supplemental thesis committee meetings at your request.

**DCB Amicus Curiae (AC):** Appointed by the Chairperson, the DCB Amicus Curiae is a member of the faculty who serves as an impartial “ombudsman” for the Department. The AC may be consulted at any point for open discussion about any question or concern. Conversations with the AC may be shared with the Staff Advisor when appropriate, but will otherwise be kept confidential.

*Please Note:* If information is disclosed during conversations with any departmental representative that implies or suggests a threat of danger or harm to any individual, confidentiality does not apply. The appropriate resource or authority will be contacted. IF YOU ARE IN A THREATENING OR UNSAFE SITUATION, SEEK HELP IMMEDIATELY.

### C. Office of Ombuds

The Office of the Ombuds assists the campus community with the informal resolution of any University-related complaint or conflict. They offer a safe and confidential place to discuss workplace issues, interpersonal conflict, academic concerns, bureaucratic runarounds, and many other problems. The Office of the Ombuds supplements but does not replace existing resources for conflict resolution at UCSB. If you are not satisfied with informal attempts at resolving a conflict, you may choose to initiate a grievance process. The Ombuds can give you information about these types of formal processes but cannot handle or get involved with them. Consulting with the Office of the Ombuds is completely voluntary. All members of the University community have the right to speak with the Office. Retaliation for exercising that right will not be tolerated.

### D. Office of Equal Opportunity & Sexual Harassment/Title IX Compliance

The Office of Equal Opportunity & Sexual Harassment / Title IX Compliance (OEOSH/TC) is composed of two departments responsible for the University's compliance with federal and state laws and University policies and procedures regarding issues of discrimination, retaliation, sexual harassment and sexual violence involving students, staff and faculty. These departments include the Office of Equal Opportunity and Discrimination Prevention (EO/DP), which works to promote and integrate the principles of equal opportunity, affirmative action, nondiscrimination and excellence through diversity on campus and the Office of Title IX and Sexual Harassment Policy Compliance (TIX/SHPC), which works to prevent and respond to discrimination and harassment on the basis of sex, gender, gender identity, gender expression, sex- or gender-stereotyping and sexual orientation. Through their work, they aim to foster an equitable campus environment in all the University's work opportunities and educational programs.

## IX. Campus Services and Resources

UCSB is a unique close-knit community, servicing the needs of a highly diverse group scholars, students, faculty, and staff. The campus offers a wide variety of resources, services, information, and professional staff to help meet your needs throughout your academic career at UCSB. The following resources and services may be of particular interest to graduate students. More comprehensive lists of student services can be found by going to [MyUCSB](#):

Graduate Division, [UCSB Homepage](#) – Current Students, [GOLD](#), [BARC](#), [Academic Calendar](#), and much more.

### A. DCB Graduate Web Pages

Students should utilize the departmental graduate main web site as an initial point of reference for most questions, including the following: requirement and policy information, forms and petitions, campus services and resources, financial support and fellowships, annual or quarterly reference materials and schedules, frequently asked questions, and to explore faculty research interests.

### B. ACCESS Card

The ACCESS card is the UCSB student identification and registration card. It is required to gain access to student services, such as Davidson Library and the [Recreation Center](#). It also serves as your MTD bus pass and may be used as a debit card. ACCESS cards can be obtained at the ACCESS Desk in the UCen. There is a one-time processing fee of \$25. Students should bring proof of registration and a photo ID. If you lose your card, there is a replacement fee.

### C. Transportation Services

**Bus Stickers:** Use of the [Santa Barbara MTD bus service](#) is covered by each student's registration fees and tuition. Once you have registered for at least 12 units, you should receive a message, in your [GOLD](#) account, with the subject line "Sticker on Demand – Current Quarter" containing information regarding how to obtain your bus sticker. Place the sticker on your ACCESS card and present your card to the bus driver to ride free of charge.

**Parking Permits:** Employed graduate students are eligible for a Staff (S) permit, but cannot apply until all employment paper work has been completely filled out and submitted. Rates for 2019 - 2020 are currently \$450 for an annual permit and \$120 for a quarterly permit. Prices are pro-rated monthly. Rates are subject to change. Fees are paid quarterly or annually at the [Parking Services Office or online](#).

**Transportation Alternatives Program:** TAP serves those who commute to UCSB by foot, skateboard, bicycle, bus, carpool, vanpool or train. By reducing traffic congestion, traffic emissions and the demand for parking on campus, we conserve energy and contribute to a better UCSB.

### D. Campus Libraries

The main campus library is Davidson Library, located at the center of campus across from the Arbor. In addition to a large print collection, the UCSB library provides a host of electronic

resources, including online catalogs, databases, and full text electronic journals. All of these electronic resources are available from anywhere on campus. Most can also be accessed from home or other off-campus locations with the use of the [UCSB Proxy Server](#).

**Sciences-Engineering Library (SEL):** The Sciences and Engineering section of Davidson Library is located on the north side of the second floor. It is well equipped with collections related to the natural and applied sciences, engineering, and technology. [Chuck Huber](#) (893-2762 or [cfhuber@ucsb.edu](mailto:cfhuber@ucsb.edu)) is the librarian for the DCB and is available to assist you with your research. He also teaches Chemistry 284 (Chemical Literature), which is designed to familiarize you with the library and online resources. This course, typically taught once per year during the winter quarter, is recommended for first year students.

## E. Student Health Services

Student Health (SH) is a primary health care facility that is available to all UCSB students. **Students can use the medical services** just as they would their regular doctor's office and urgent care. The facility is fully accredited, staffed by board-certified physicians, nurse practitioners, physician assistants, advice nurses, dietitians, optometrists, dentists, physical therapists, pharmacists, lab and X-ray technicians, social workers and counselors.

**University of California Student Health Insurance Plan:** The [Gaucho Health Insurance Plan \(GHI\)](#) is a comprehensive major medical insurance plan, providing medical, nutrition counseling, prescription, vision and dental services. All students are automatically enrolled in GHI upon registration at UCSB. Plan and coverage details are available via the Student Health web site or may be obtained from Student Health in person. Student Health may be reached at 893-5361 for general information or at 893-3371 for appointments.

## F. Graduate Division

The Graduate Division facilitates and coordinates graduate education and student services for all graduate academic and professional programs at UCSB. Under the supervision of the Graduate Deans and under policy set by the Academic Senate Graduate Council, the Division promotes academic excellence in graduate degree programs, fosters a diverse and inclusive graduate community of domestic and international students, and cultivates an intellectually stimulating and socially supportive climate for all graduate students ([UCSB General Catalog](#)).

**Graduate Student Resource Center:** Located in Student Resource Building, Room 1215, the Graduate Student Resource Center is a resource for graduate students seeking information, referral, and support throughout their programs of study. The Center offers events and workshops aimed at increasing student support.

**Graduate Peer Advisors:** Current and prospective graduate students can take advantage of the services provided by the experienced graduate student peer advisors (writing, funding, and diversity & outreach). Peers take different approaches and address different audiences while working together to provide a comprehensive series of services for the graduate community. These unique positions exist and complement one another to ensure a rewarding and high quality graduate school experience and promote graduate student success.

## G. General Catalog

The General Catalog is published online annually by the Office of the Registrar and serves as a guide and resource for all students at UCSB. The Catalog includes descriptions of all courses offered at UCSB during that academic year; University and campus policies, mission statement, accreditation statement, and general information; academic policies and procedures; college, department, and program-specific policies, requirements, and details; and financial information.

## H. Office of the Registrar

The Office of the Registrar maintains official student records, registration and enrollment information, and annual and quarterly schedules and deadlines. They also serve as the campus authority regarding the Family Educational Rights and Privacy Act ([FERPA](#)), which protects a student's right to privacy. Enrollment instructions, fee information, policies concerning grades, final exam schedules, transcript and verification information, and veterans benefits information, forms associated with registration and credit exceptions, fees, special enrollment programs, and student record changes or inquiries can all be obtained via the Office of the Registrar online or in the Student Affairs and Administrative Services Building (SAASB), Room 1101.

## I. Community Housing Office

The UCSB Community Housing Office (CHO) is a one-stop resource for rental housing information and dispute resolution. Services include off-campus rental listings, landlord/tenant, neighbor, and roommate dispute resolution, a mediation program, advice and information about rental rights and responsibilities for tenants and property providers, educational workshops, publications and forms, and move-in/move-out videotaping. The CHO is a service provided by [Housing and Residential Services](#), they are located in the UCEN, room 3151.

## J. Counseling Services

Counseling and Psychological Services (CAPS) is committed to providing timely, culturally appropriate, and effective mental health services. All registered students are eligible for services at CAPS. When help is needed in sorting out a personal concern, CAPS is a resource for learning new skills in building self-confidence, relating to others, reducing stress, solving problems, and identifying options. CAPS advocates for and strives to foster a culture of acceptance and appreciation of human differences and special efforts have been made to extend services to diverse student populations. Liaisons have been established within several departments and offices are staffed at Student Health, San Clemente, EOP, Athletics and their main location, Building 599 across from Storke Tower. For consultation or to make an appointment, call 893-4411.

## K. Career Services

Career Services offers a variety of services for graduate students. They recognize the unique challenges that graduate students face in regards to utilizing career services, including limited time, inconvenience and potential conflict of interest with advisor/department. Therefore, all resources, handouts, counseling services, and workshops are available for you. In addition, they assist graduate students in the following three main areas found to be pivotal to short and long-term success in the transition from school to career: honing career focus and goals, acting

strategically, relationships and networking. You are encouraged to peruse on-line resources through their [webpage](#) and/or visit them in person in Building 599 across the lawn from Storke Tower.

## L. Involvement and Outreach Opportunities

**DCB Outreach Program:** Our Fifth Grade Chemistry Outreach Program is a partnership between local elementary students and teachers and UCSB students and faculty. To improve educational opportunities for K-12 students, we have developed a program that brings fifth grade students to the chemistry lab at UCSB every Thursday morning to participate in hands-on standards-based physical science activities. The program is designed to nourish their natural curiosity in science and to stimulate an interest in pursuing a higher education in science. In addition, UCSB students are given the opportunity to share their love of science with elementary students and to consider a career path as a science educator.

**SciTrek:** An outreach program run out of the DCB that focuses on allowing 2nd-8th grade students to experience science first hand by designing, carrying out, and presenting scientific experiments. [SciTrek](#) allows UCSB undergraduate and graduate students the opportunity to volunteer within the program and acquire education and leadership skills.

**Center for Science and Engineering Partnerships (CSEP):** CSEP offers professional development seminars and workshops for science, engineering and math graduate students on a variety of topics including personal skill building; communicating science; teaching and mentoring; and career development. To hone these skills, graduate students can serve as mentors and/or teachers for K-12 students; community college and/or university undergraduates; and other community partners through their various programs. Those interested in participating should refer to the online program descriptions and contact the appropriate coordinator.

**Graduate Students for Diversity in Science (GSDS):** GSDS is composed of an interdisciplinary group of young scientists at UCSB. The cornerstone of the group lies in recognition of cultural heritage and diversity of many exceptional scientists who have set resilient foundations through research in their respective disciplines and across many boundaries. The group aims to foster a peer-to-peer mentorship atmosphere to promote research excellence and networking opportunities in academia and industry.

**Women in Science and Engineering (WiSE):** WiSE, a non-profit organization, was founded in Spring 2001 to promote equal opportunity for women and girls in science and engineering and improve their scientific and career advancement. WiSE encourages the participation of all science/engineering undergraduates, graduates, researchers, faculty, and professionals in the Santa Barbara area.

**Graduate Students' Association (GSA):** The GSA is the elected representative government for UCSB graduate students. GSA works to (1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions through representation on campus-wide and system-wide committees; (2) provide graduate students with information concerning decisions that are relevant to student life; (3) provide social activities for UCSB graduate students; (4) inform graduate students of additional campus resources and services and (5) provide graduate students with a physical space to use as for both academic and social programming.

**Summer Research Mentorship Program (RMP):** The RMP is available to graduate students for a period of six weeks during the summer. Students mentor high achieving high school students in their labs on a project that includes a hands-on component. Sponsored by [Summer Sessions](#), mentors are offered a stipend of \$900.00 per project, plus the cost of supplies up to \$100.00.

**Engineers Without Borders:** EWB-UCSB is open to all interested persons from all fields and currently includes students, staff, and off-campus collaborators. Their mission is to partner with disadvantaged communities to improve their quality of life through implementation of environmentally and economically sustainable engineering projects, while developing internationally responsible students.

## M. Office of International Students and Scholars

The OISS is the one place on campus that can assist you in all matters that relate to your F-1 or J-1 visa status. The OISS staff can answer your questions concerning how your academic program will affect your visa status; help you with questions about work or internships; help you in the event of an emergency; and put you in touch with the international student associations on campus. OISS sponsors cultural events and workshops to enrich your academic and social life. Their office has a lounge and computer stations that are available to international students during office hours.

## X. Appendix A: Web Directory

Resource	Web Site
Academic Senate	<a href="https://senate.ucsb.edu/">https://senate.ucsb.edu/</a>
Faculty Code of Conduct	<a href="https://senate.ucsb.edu/bylaws.and.regulations/division/">https://senate.ucsb.edu/bylaws.and.regulations/division/</a>
ACCESS Student ID Card	<a href="http://ucsbaccesscard.com/">http://ucsbaccesscard.com/</a>
Alert Notification System	<a href="https://alert.ucsb.edu/">https://alert.ucsb.edu/</a>
<b>Alcohol and Drug Program (ADP)</b>	<a href="https://alcohol.sa.ucsb.edu">https://alcohol.sa.ucsb.edu</a>
At Your Service	<a href="https://atyourserviceonline.ucop.edu/ayso/">https://atyourserviceonline.ucop.edu/ayso/</a>
Billing/BARC Office	<a href="http://www.bfs.ucsb.edu/barc">http://www.bfs.ucsb.edu/barc</a>
Campus Regulations	<a href="http://www.sa.ucsb.edu/regulations/home">http://www.sa.ucsb.edu/regulations/home</a>
<b>Campus Advocacy Resources &amp; Education (CARE)</b>	<a href="http://wgse.sa.ucsb.edu/CARE/">http://wgse.sa.ucsb.edu/CARE/</a>
Career Services	<a href="http://career.sa.ucsb.edu/welcome">http://career.sa.ucsb.edu/welcome</a>
Counseling Services	<a href="http://caps.sa.ucsb.edu/">http://caps.sa.ucsb.edu/</a>
Department of Chemistry and Biochemistry	<a href="http://www.chem.ucsb.edu">http://www.chem.ucsb.edu</a>
Graduate Program	<a href="http://www.chem.ucsb.edu/graduate">http://www.chem.ucsb.edu/graduate</a>
Academic Advising	<a href="http://www.chem.ucsb.edu/graduate/advising">http://www.chem.ucsb.edu/graduate/advising</a>
Forms and Petitions	<a href="http://www.chem.ucsb.edu/graduate/resources/forms">http://www.chem.ucsb.edu/graduate/resources/forms</a>
Financial Resources	<a href="http://www.chem.ucsb.edu/graduate/financial">http://www.chem.ucsb.edu/graduate/financial</a>
Online Directory	<a href="http://www.chem.ucsb.edu/people">http://www.chem.ucsb.edu/people</a>
Outreach Programs	<a href="http://www.chem.ucsb.edu/graduate/resources#Outreach">http://www.chem.ucsb.edu/graduate/resources#Outreach</a>
PhD Requirements Typical Timeline	<a href="http://www.chem.ucsb.edu/graduate/degrees">http://www.chem.ucsb.edu/graduate/degrees</a>
Resources for Conflict Resolution	<a href="http://www.chem.ucsb.edu/graduate/advising/conflict-resolution">http://www.chem.ucsb.edu/graduate/advising/conflict-resolution</a>
Room Reservations	<a href="https://tools.chem.ucsb.edu/room_reservations/">https://tools.chem.ucsb.edu/room_reservations/</a>
Safety Program	<a href="http://www.chem.ucsb.edu/about/safety">http://www.chem.ucsb.edu/about/safety</a>
Seminars and Events	<a href="http://www.chem.ucsb.edu/news">http://www.chem.ucsb.edu/news</a>
Teaching Assistants	<a href="http://www.chem.ucsb.edu/graduate/financial/teaching-assistants">http://www.chem.ucsb.edu/graduate/financial/teaching-assistants</a>
Facilities & Services	<a href="http://www.chem.ucsb.edu/facilities-services">http://www.chem.ucsb.edu/facilities-services</a>
Administered Awards	<a href="http://www.chem.ucsb.edu/giving/friends">http://www.chem.ucsb.edu/giving/friends</a>
Doodle Polling ©	<a href="https://www.doodle.com/">https://www.doodle.com/</a>

eGrades (for TAs)	<a href="https://egrades.sa.ucsb.edu/">https://egrades.sa.ucsb.edu/</a>
English for Multilingual Students Program	<a href="http://www.ems.ucsb.edu/">http://www.ems.ucsb.edu/</a>
Environmental Health and Safety	<a href="http://www.ehs.ucsb.edu/">http://www.ehs.ucsb.edu/</a>
Federal Student Aid/FAFSA	<a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a>
Gaicho On-Line Data (GOLD)	<a href="https://my.sa.ucsb.edu/gold/login.aspx">https://my.sa.ucsb.edu/gold/login.aspx</a>
General Catalog	<a href="http://my.sa.ucsb.edu/catalog/Current/">http://my.sa.ucsb.edu/catalog/Current/</a>
Graduate Division	<a href="http://www.graddiv.ucsb.edu">http://www.graddiv.ucsb.edu</a>
Academic Services	<a href="http://www.graddiv.ucsb.edu/academic">http://www.graddiv.ucsb.edu/academic</a>
Calendar	<a href="http://www.graddiv.ucsb.edu/calendar">http://www.graddiv.ucsb.edu/calendar</a>
Financial Support	<a href="https://www.graddiv.ucsb.edu/finacial">https://www.graddiv.ucsb.edu/finacial</a>
Commencement	<a href="http://graddiv.ucsb.edu/commencement/">http://graddiv.ucsb.edu/commencement/</a>
Student Handbook	<a href="https://www.graddiv.ucsb.edu/handbook/">https://www.graddiv.ucsb.edu/handbook/</a>
Health & Wellness	<a href="http://wellness.sa.ucsb.edu/index.aspx">http://wellness.sa.ucsb.edu/index.aspx</a>
Housing and Residential Services	<a href="http://www.housing.ucsb.edu/home">http://www.housing.ucsb.edu/home</a>
KIOSK	<a href="http://kiosk.sa.ucsb.edu/Index.aspx">http://kiosk.sa.ucsb.edu/Index.aspx</a>
Libraries	<a href="http://www.library.ucsb.edu/">http://www.library.ucsb.edu/</a>
Office of Financial Aid and Scholarships	<a href="http://www.finaid.ucsb.edu/">http://www.finaid.ucsb.edu/</a>
Office of International Students & Scholars	<a href="http://oiss.sa.ucsb.edu/">http://oiss.sa.ucsb.edu/</a>
Office of the Registrar	<a href="http://registrar.sa.ucsb.edu/">http://registrar.sa.ucsb.edu/</a>
Office of the Ombuds	<a href="https://ombuds.ucsb.edu/about/">https://ombuds.ucsb.edu/about/</a>
Physical Facilities	<a href="http://www.facilities.ucsb.edu/departments/physical-facilities">http://www.facilities.ucsb.edu/departments/physical-facilities</a>
Police Department (Campus)	<a href="http://www.police.ucsb.edu/">http://www.police.ucsb.edu/</a>
Lost & Found	<a href="http://www.police.ucsb.edu/contact-us/lost-and-found">http://www.police.ucsb.edu/contact-us/lost-and-found</a>
CSO Escort Program	<a href="http://www.police.ucsb.edu/cso/safety-escorts">http://www.police.ucsb.edu/cso/safety-escorts</a>
Recreation Center	<a href="http://recreation.sa.ucsb.edu/">http://recreation.sa.ucsb.edu/</a>
Resource Center for Sexual and Gender Diversity (RCSGD)	<a href="http://wgse.sa.ucsb.edu/sgd/">http://wgse.sa.ucsb.edu/sgd/</a>
Student Health Services	<a href="http://studenthealth.sa.ucsb.edu/">http://studenthealth.sa.ucsb.edu/</a>
Substance Abuse Policies	<a href="http://www.sa.ucsb.edu/policies/substance-abuse-policy">http://www.sa.ucsb.edu/policies/substance-abuse-policy</a>
Transportation and Parking Services	<a href="http://www.tps.ucsb.edu">http://www.tps.ucsb.edu</a>
Campus Maps	<a href="http://www.aw.id.ucsb.edu/maps/">http://www.aw.id.ucsb.edu/maps/</a>
UCSB Campus Interactive Map	<a href="http://map.geog.ucsb.edu/">http://map.geog.ucsb.edu/</a>

**For a complete list and detailed explanations of all requirements for the Ph.D., M.S., and M.A. degrees, please refer to the [Department of Chemistry and Biochemistry Graduate Student Handbook](#) and the [General Catalog](#). Applicable [forms and petitions for Department requirements](#) and for [Graduate Division requirements](#) are also available online.**

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Before the start of the first fall quarter there is an orientation period. You will receive information about the department, UCSB, and Santa Barbara; advising will take place, helping you to choose your first classes; extensive training is provided for teaching; faculty give brief presentations about their research. The incoming class has its own room on the first floor of the Chemistry Building (1005) with desks, computers and lockers for use during the first quarter(s). Once you join a research group you will have your desk with that group.

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## YEAR 1

### (A) Graduate Coursework - 18 units

Plan schedule with assigned [advisors](#) during orientation period. This requirement must be met before the candidacy exam (see E below). Most students take all courses in the first year, typically two 3 unit [courses](#) per quarter. A grade of B or better in each course is required and a cumulative grade point average 3.0 must be maintained.

### (B) 1st quarter: EXPLORE research groups

Upon arrival, you are strongly encouraged to keep an open mind about what type of research you would like to carry out, and with whom, until you have had a chance to check out different research groups during your first fall quarter. Graduate school will form an important part of your life, but many, if not most of you, do not know in advance exactly what type of research will suit you the best (and excite you the most). This is absolutely okay. We encourage you to take your time and make an informed decision about research groups after meeting several potential advisors, future lab-mates and groups. You are expected to survey at least three groups by attending a minimum of three of their group meetings. Missed group meetings due to scheduling conflicts can be replaced with other forms of active exploration, such as some specific involvement in lab, specific research involvement with an older graduate student/postdoc, or discussion with faculty. The advisors will sign off on your active explorations and this will be the basis for passing a two-unit course, **CHEM 595**.

No group can be officially joined before December 1<sup>st</sup> and at least three other groups have been explored. Note that many of our students have joint advisors in other departments. UCSB provides a unique atmosphere where interdisciplinary research is truly lived. DCB and other departments (e.g. [Physics](#), [Materials/MRL](#), [Chemical Engineering](#), [Mechanical and Electrical Engineering](#), [Biomolecular Science and Engineering](#), [Molecular, Cell and Developmental Biology](#)) strongly support cross-departmental collaborations.

### 2nd quarter: JOIN a research group

The expectation is that you join a group in the second quarter and start with active research or be in a rotation. While in a group, you must sign up for units of **CHEM 596**, Directed Research. You need to be signed up for 12 class units each quarter to be registered as a full time student. The summer, without classes or teaching, is a time to make progress in research. Summer funding has to come from faculty, therefore students must make sure to have secured a research position well before summer.

The choice of research group is important but not an absolute commitment. If for whatever reason your choice turns out later not to be the perfect match, you can switch groups. Depending on how much of your research carries over, or can be used as part of your thesis, you may lose some time. To not unnecessarily disrupt your research, it is preferable if this situation can be avoided. This is another reason we prefer that you take your time in the first quarter to find a good match, both in terms of the science and the group's culture.

### **(C) Teaching**

Students teach a minimum of 3 quarters; ~~most teach all of the first year and on average 4-6 quarters total.~~ Teaching is one of the valuable skills you learn in graduate school. Satisfactory evaluation of your teaching performance is required to remain in good standing as a graduate student. During quarters in which you are employed as a Teaching Assistant, you must enroll in one of the following, as appropriate: CHEM 501ABC or CHEM 502ABC.

### **(D) Thesis Committee**

By the end of the first year, you choose your thesis committee by selecting three faculty members and asking them to serve on your committee. The Committee must consist of at least two faculty members, from within the general area of your research, and at least one from outside the subject area (any of these may include faculty from outside the Department). The research advisor (or joint advisors) may serve on the committee, but are not counted in the required numbers of faculty members described above.

The student will meet with all committee members (collectively if possible) at least once per year to discuss progress, receive input and feedback, and discuss any concerns the student may have.

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## **YEAR 2**

### **(E) Original Research Proposal Exam**

Write an original proposal and submit your fellowship application to NSF. You will write an original research proposal and complete an application for a graduate fellowship to NSF (or another organization as needed). The written proposal and NSF application are due in fall of Year 2.

### **(F) Seminar Requirement**

**Pass CHEM 290**, which requires delivery of a seminar, related to your group's research. The class starts with teaching presentation skills and presentations are critiqued and discussed. This is a first practice talk for the orals as well as an opportunity to see what research your colleagues are starting to do. The presentations will be advertised as departmental seminars and open to all, with three 20 minute presentations per seminar.

### **(G) Advance to candidacy** by passing oral candidacy examination

You are expected to concentrate on research in the 2nd year and achieve some visible success. To pass the candidacy exam you should be able to defend your research and show visible success in research, or at least make a convincing case about your positive trajectory and future potential of your project. Typically, a specific project and effort are in progress that will lead to a first author publication. The exam is administered by your thesis committee. The advisor cannot serve as chair of the Committee in this exam.

NB 1: Students must fulfill requirements (A), (B), and (F) before the oral exam. Failing to do so will at best lead to a conditional pass.

NB 2: The oral must be taken before the end of Year 2.

NB 3: Students must contact the Staff Graduate Program Advisor several weeks prior to their planned candidacy exam in order to determine all prerequisites are fulfilled.

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### **YEAR 3**

#### **Recommendation for publications and presentations**

The third year is a time where typically your research has led or is leading to a publication. Having publications is important for a future career. Quality is more important than quantity but it is common to graduate with a number of publications, including first author.

You should also expect to attend conferences during your graduate career. You learn from presenting your work (as posters or talks) and it is a great opportunity to network and lay contacts in your scientific community. A one-time campus fellowship is available for this purpose once you advanced to candidacy.

#### **TRACK research progress with thesis committee**

Meet with all members of your thesis committee at least once during the year to discuss progress. These meetings provide guidance and feed-back about your research and academic progress. They are also an opportunity to discuss concerns you may have. Part of the meeting takes place with, and part without, the advisor. Meetings with individual members are an option if, logistically, it is not possible to convene the entire committee at the same time.

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### **YEAR 4**

#### **FOCUS on research output and progress**

You are doing full power research. Check and make sure research progress is good and high quality publications are on the way and plans for successful graduation on track. High quality and first author research publications will convert quickly to thesis chapters.

Meet with all members of your thesis committee at least once during the year to discuss progress.

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### **YEAR 5**

#### **FOCUS on wrapping up research and planning the next step**

Think about how to wrap up research, set goals with your advisor for graduation, plan the outstanding publications, make a timeline for graduation and make plan for thesis writing. If 3-4 first author publications are written, thesis writing can be a relatively quick (1-2 months) and painless process. Early 5th year is also the time to think about future employment. If seeking a postdoc position, now is the time to contact potential advisors (one year in advance) as well as to look for fellowship opportunities.

#### **(H) Complete an approved written Ph.D. dissertation**

**(I) Thesis defense:** Successful delivery of the Final Oral Presentation in which the Ph.D. dissertation is presented in a seminar format; after fulfilling (A) - (G).