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the Graduate Studies Committee prior to the group selection deadline; this request must include a proposed title of the student's thesis project and a 1-

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Chair. Alternatively, the Graduate Education and Postdoctoral Affairs office has designated ombudspersons who can provide confidential, impartial and independent advice to help graduate students address their concerns, and information on the current ombudsperson can be found here (<https://www.rochester.edu/college/gradstudies/support-resources/ombuds.html>).

When a student seeks to leave a research group: Students contemplating leaving their current research advisors should first discuss their concerns with their Research Advisor, or alternatively the Graduate Coordinator or Chair of Graduate Studies. These individuals will offer counsel on strategies to move forward. If it appears that no mutually agreeable resolution can be reached, the student writes a letter to the Chair of the Graduate Studies Committee indicating their desire to leave their research group, along with a statement of future plans. It is the obligation of the student to complete any lab-specific check-out procedures. The student and the research advisor must inform the Graduate Coordinator and Business Office of the date on which the student will be leaving the lab (regardless of whether the student is staying in the Department or leaving the University).

For students who wish to change research advisors, the Graduate Coordinator or Chair of Graduate Studies will advise the student on strategies to identify a new research home. If the student wishes to remain in good standing in the program, the student must have identified a new research advisor and received their approval prior to departing their current group.

When a faculty member resigns as research advisor: A faculty member may resign as a student's research advisor if the student is making unsatisfactory progress toward their degree. The fa.003 T20 2 12 1 (Q 1

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Committee to inform them that the new advisory situation is official. The new faculty advisor becomes responsible for financially supporting the student once this assignment is made official. A student who is unable to find a new research director within 60 days will need to leave the program.

When a faculty member leaves the University: If a faculty member leaves the University of Rochester, a student in good standing with that research group has several options. Students may choose to remain in the Department, joining a different research group and project (see above for the procedure for switching research groups) in this case they have up until the time that the faculty member leaves to identify a new group. For students who are at a more advanced stage in their PhD research (i.e., have completed their [Qualifying Exam](#) and have made substantial progress on a project), continuation of their thesis project with the current advisor may be possible either

(at the University of Rochester) or (at their research advisor's new institution).

Students remaining in residence must have a host laboratory in which their research is conducted, but their current research advisor will continue to be responsible for their stipend support and costs associated with research (e.g., instrument charges, chemicals). Written notification of this arrangement must be sent to the Chair of the Graduate Studies Committee and must be approved by the departing research advisor, the head of the sponsoring laboratory, and the Graduate Studies Committee. Students who move with their advisor and complete work retain their Thesis Advisory Committee. In either case, the final thesis is registered and defended at the University of Rochester. University rules regarding the completion of the degree can be found in the _____. A student may also apply to transfer formally to the new institution of their faculty advisor.

Should your faculty advisor pass away or become incapacitated, students should contact the Chair of Graduate Studies Committee as practicable.

C b a D c a a H a a U R c

Title IX is a Federal Civil Rights law that prohibits discrimination on the basis of sex, which can be broadly defined. The University of Rochester has a Title IX Coordinator and Deputy Coordinators that ensure that complaints of sex-based harassment and misconduct are handled promptly, equitably, and within a safe environment. Additionally, the University of Rochester prohibits discrimination of any kind, and any such bias related incident should be reported immediately.

Bias-Related Incident Reports: Per the [Paul J. Burgett Intercultural Center](#): "A bias-related incident is characterized as a behavior or act—verbal, written, or physical—which is personally directed against or targets an individual or group based on perceived or actual characteristics such as race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, veteran status, or age."

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G a G a a C

Grades for graduate courses (and research) are reported using one of the two systems, either letter grades (as indicated below) or S (satisfactory) / E (failure). Please see the [AS&E policies for grading in graduate courses](#) for more details about AS&E policies for [grading in graduate courses](#).

Letter Grades: A [excellent], A-, B+, B [good], B-, C [poor], E [fail]

Satisfactory/Unsatisfactory: S [satisfactory], E [fail]

Administrative Grades: I [incomplete], IE [incomplete and fail], W [withdrawn], N [no grade reported]

To remain in good academic standing, a student must earn a B- or better in all courses. A letter grade of C in one course automatically places the student on academic probation. A student with a letter grade of E, or two letter grades of C, is considered to have an unsatisfactory record. In such an event, the Graduate Studies Committee reviews the student's records to determine whether they may remain in the graduate program.

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Qualifying Examination for PhD Candidates

Written Qualifying Examinations

Written qualifying exams (commonly referred to as cumulative exams or "cumes") are given on a monthly basis. These examinations are based on material from undergraduate course work, first-year graduate course work, seminars, colloquia, and the literature. These examinations stimulate review of chemical concepts, and are designed to encourage reading of current literature.

Monthly examinations are held on the second Friday of each month (dates are announced at the beginning of the academic year) from 1-3 PM in Hutchison Hall 102. Students who have teaching conflicts with the cumulative exam period should contact the Graduate Coordinator at least 2 weeks in advance of the exam to make alternative arrangements. Three exams will be offered per month, with faculty names announced ahead of time. The style and content of these exams varies by subject area and faculty member. For example, some faculty members, some

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1. An up-to-date curriculum vitae (CV) including all undergraduate, graduate, and (where relevant) professional activities and recognitions organized in the following sections:

Education – List dates attended; institution name and location; degrees earned and in progress; major, minor, and concentration (where relevant); GPA (cumulative & major); graduation honors (where relevant)

Scientific or Technical Experience – include graduate research, undergraduate thesis projects, summer research experiences, internships, and any technical/scientific post-graduate employment. List dates participating; program, university, or company name and location; supervisor name; 1–3 bullet-point summary of project area(s) and contributions

Teaching Experience – include graduate teaching assistantships, undergraduate teaching assistantships, course-development work, tutoring, and any technical/scientific post-graduate employment. List dates participating; program, university, or company name and location; course name (where relevant); supervisor name; 1–3 bullet point summary of role and contributions

Awards – include all awards and recognitions received during undergraduate studies, graduate studies, and (where relevant) post

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3. (optional) An up-to-date copy of the student's individual development plan (IDP) developed using the ChemIDP tool (<https://chemidp.acs.org/>) developed by the American Chemical Society.

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Committee. Students that identify a limited submission award opportunity that requires departmental endorsement should contact the Chair of Graduate Studies at the earliest opportunity to coordinate the nomination process.

Travel Awards. The Department of Chemistry provides up to \$500 toward the attendance of one (1) conference related to the student's PhD research. For information on how to access these funds, please consult the Graduate Coordinator. Additionally, travel awards for both domestic and international conferences are awarded annually on a competitive basis. Calls for applications will be solicited in January of each year. Successful applicants will be offered reimbursement for 75% of expenses up to a maximum reimbursed amount of \$1500 (for domestic conferences, including Canada) or \$2500 (for international conferences); students' research advisors are responsible for reimbursing the remaining 25% of conference costs. Students are eligible for one departmental travel award (domestic or international) during their time as a student at the University of Rochester. Applications will consist of the following materials: (i) a one (1) page statement on how attendance will benefit the student's professional growth; (ii) a Curriculum Vitae; (iii) a recommendation letter from their research advisor that specifically addresses the importance of attending that particular conference (may be submitted separately by the advisor). Only students who will be presenting research at the conference (i.e. poster or oral presentation) are eligible.