Preface

It is not enough to teach man a specialty. Through it he may become a kind of useful machine but not a harmoniously developed personality. It is essential that the student acquire an understanding of and a lively feeling for values. He must acquire a vivid sense of the beautiful and of the morally good. Otherwise he, with his highly specialized knowledge, more closely resembles a well-trained dog than a harmoniously developed person. He must learn to understand the motives of human beings, their illusions, and their sufferings in order to acquire proper relationship to individual fellow-men and to the community.

These precious things are conveyed to the younger generation through personal contact with those who teach, not, or at least not in the main, through textbooks. It is this that primarily constitutes and preserves culture. This is what I have in mind when I recommend the “humanities” as important, not just dry specialized knowledge in the fields of history and philosophy.

Overemphasis on the competitive system and premature specialization on the ground of immediate usefulness kill the spirit on which all culture depends, specialized knowledge included.

It is also vital to a valuable education that independent critical thinking be developed in the younger human being, a development that is greatly jeopardized by overburdening him with too much and with too varied subjects. Overburdening necessarily leads to superficiality. Teaching should be such that what is offered is perceived as a valuable gift and not as a hard duty.

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Useful Contact Information

IUPUI Campus Police Department
On Campus Emergencies: (317) 274-7911
Telephone: (317) 274-2058
1232 W. Michigan St.
Indianapolis, IN 46202

IUPUI Main Website
http://www.iupui.edu

IUPUI Dept. of Chemistry & Chemical Biology
402 N. Blackford Street, LD 326
Indianapolis, IN 46202
Front Desk: (317) 274-6872
FAX: (317) 274-4701
http://chem.iupui.edu
Kitty O’Doherty, Grad Administrator
(317) 274-8969
czinski@iupui.edu

IUPUI Graduate Office
http://www.iupui.edu/~gradoff
UL 1173
(317) 274-1577

School of Science Dean’s Office
http://science.iupui.edu/
(317) 274-0625
402 N. Blackford Street, LD 222
Indianapolis, IN 46202

Office of International Affairs
http://international.iupui.edu/
e-mail: oia@iupui.edu
(317) 274-7000
902 W. New York Street, ES 2126
Indianapolis, IN 46202
IUPUI Office of the Registrar
(317) 274-1519
http://www.iupui.edu/
iupuireg@iupui.edu

JagTag - Campus Card Services
http://www.jagtag.iupui.edu/
(317) 274-5177
IUPUI Campus Center
420 University Blvd., Suite 217
Indianapolis, IN 46202

IUPUI Parking Services
https://www.parking.iupui.edu/home.do
(317) 274-4232
Office is located inside the Vermont St. Garage
1004 W. Vermont St.
Indianapolis, IN 46202

University Technology Service (UITS)
http://uits.iu.edu
274-HELP

IUware (software downloads)
http://www.iuware.iu.edu/

Purdue Chemistry Department
http://www.chem.purdue.edu/

Purdue University Graduate School
(deadlines, forms and cumulative exam information)
http://www.gradschool.purdue.edu/
INTRODUCTION

Welcome to the Department of Chemistry & Chemical Biology at IUPUI. You are, in fact, a student in the Graduate School of Purdue University and, as such, you will receive a Purdue degree awarded at Indianapolis. The rules and regulations of the Purdue University Graduate School, rather than those of Indiana University, apply. However, your documents will be maintained by Indiana University while enrolled. Upon graduation, these documents will be transferred to Purdue University.

This Handbook contains information on the rules and policies regarding degree requirements, appointment information, and other items of concern to graduate students. An Orientation Session is held for incoming graduate students each year. At this session you will receive information about the graduate program, registration, payroll, and insurance. In addition, Teaching Assistants will participate in a workshop to help prepare them for their instructional duties.

REGISTRATION

All graduate students are cleared for computer registration during the open registration period on all courses except those which require written authorization (PERM — listed by the course in the Schedule of Classes). Kitty O'Doherty (LD 326K) authorizes all graduate students for 69800/69900. Should you have authorization problems when registering for these courses please see her. Your student identification number is needed to access the registration system and set up your computing account which can be done at http://uits.iu.edu/page/achn. The Schedule of Classes can be accessed from the IUPUI homepage. Select Onestart, Public Services, then Schedule of Classes.

Full-time students must enroll for a minimum of 6 (8 for International students) credit hours in every semester (1-2cr in summer) of residency. This status ensures you are eligible for health care, student visas, and deferments for student loans. In general, most full-time students will have a semester schedule that includes:

• One or more courses
• Thesis research activity (69900 for PhD students, 69800 for MS students)
• 69500 Seminar (either 0 or 1 credit every semester, for Full-Time students only)

Please note:

If enrollment lapses for more than 2 semesters (summer counts as one), students must reapply. See Kitty O'Doherty for instructions on how to reapply.

If you consider taking an IUPUI course outside of the Department of Chemistry & Chemical Biology, you much have your request approved by the IUPUI Director of Graduate Studies (currently Dr. Martin O'Donnell) before enrolling in the course.
If you consider taking an online course from another university, you must provide us with the Course Syllabus and have your request approved by the IUPUI Director of Graduate Studies before enrolling in the course.
Thesis Advisor Selection

Selection of a Thesis Advisor is, perhaps, the most important decision in undertaking graduate study and should be given careful consideration. The process should be completed in the first semester of enrollment.

At the beginning of each semester the Head of the Graduate Program will meet with new graduate students and explain the procedures for selection of a thesis advisor. With the exception of students who have selected an advisor at the time of their admission (“Direct Admit” students), selection is based on interviews with individual faculty members. Students will be given a list of faculty who will be accepting and will be eligible to accept new students during the current semester. Students should schedule interviews with as many faculty members on the list as the student wishes and obtain signatures of at least 3 on Form C-2. Students then select a potential Thesis Advisor from among the faculty interviewed and enter into more detailed discussions of faculty expectations and project scope. Upon further discussion of a thesis project with the potential Thesis Advisor, and mutual agreement, the student should obtain that faculty member’s signature on Form C-2 as formal acceptance into their research group. Completed Form C-2 should then be returned to the Head of the Graduate Program by the end of the 8th week of the semester. If an assignment cannot be made on the basis of this process, students are asked to consult with the Associate Chair.

Selection of a Thesis Advisory Committee also should be completed as soon as possible. It is important to identify the faculty member whose group you would like to join early as there are a limited number of openings in each group. Each student’s Thesis Advisor will work with him/her to select additional faculty members to complete the IUPUI advisory committee. The committee will include the IUPUI Thesis Advisor and two additional IUPUI faculty in the case of MS students and one additional IUPUI faculty and two faculty from the West Lafayette campus in the case of PhD students. The Thesis Advisory Committee is responsible for yearly normal progress evaluations of MS and PhD candidates. Form C-3, which is used to establish a Thesis Advisory Committee, should be completed and returned by the end of the first semester in residence.

MS Thesis Advisory Committee: Three total including Thesis Advisor. Can be all IUPUI faculty. Two in major area, one outside major area.

MS Non-Thesis Advisory Committee: Same as Thesis students.

PhD Advisory Committee: Four total including Thesis Advisor. Two in major area, one outside major area, one either. Must have two Purdue Faculty, one can be a reader.
### MS Thesis Requirements

**Activity and Form to Submit**
- Thesis Advisor Selection, Form C-2
- Establish Thesis Advisory Committee, Form C-3
- File Plan of Study, GS Form 6
- Convene Thesis Committee, GS Form 8
- Complete Thesis Format Check

**Deadlines and Due Dates**
- By the end of your 1st semester
- By the end of your 1st semester
- By the end of your 3rd semester
- At least 4 weeks prior to defense date

### MS Non-Thesis Requirements

**Activity and Form to Submit**
- Thesis Advisor Selection, Form C-2
- Establish Thesis Advisory Committee, Form C-3
- File Plan of Study, GS Form 6

**Deadlines and Due Dates**
- By the end of your 1st semester
- By the end of your 1st semester
- By the end of your 3rd semester

### PhD Requirements

**Activity and Form to Submit**
- Thesis Advisor Selection, Form C-2
- Establish Thesis Advisory Committee, Form C-3
- File Plan of Study, GS Form 4
- Complete Cumulative Examinations
- File Written Research Report (2yr report)
- Complete Oral Candidacy Exam (Prelim)
- Formal Seminar (Lit Seminar) Presentation
- Convene Thesis Committee, GS Form 8
- File Form 380
- Complete Thesis Format Check

**Deadlines and Due Dates**
- By the end of your 1st semester
- By the end of your 1st semester
- By the end of your 3rd semester
- By the end of your 4th semester
- By the end of your 5th semester
- By the end of your 6th semester
- 4 weeks prior to defense date
- 4 weeks prior to defense date

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STUDENTS ARE RESPONSIBLE FOR MEETING DEADLINES-SEE THE GRADUATE ADMINISTRATOR WITH QUESTIONS OR CONCERNS.
MS DEGREE REQUIREMENTS

Specific requirements for the MS degree are summarized below. You should familiarize yourself with these requirements. **Ultimately, it is your responsibility to satisfy the requirements; failure to do so likely will delay awarding of your degree.**

A Master’s Degree requires 30 credit hours. Full time MS candidates must register for a minimum of 6 and a maximum of 9 credit hours of research and/or classes each semester (1-2 in summer). A non-thesis MS may be obtained on a part-time basis with no minimum semester credit hour requirement. However, if enrollment lapses for more than two semesters (summer counts as one), students must reapply electronically to Purdue to be “re-admitted” by the University.

Requirements for the Masters Degree

1. 15 credit hours of approved graduate courses including:
   a. 9 credit hours in the primary major area
   b. 6 credit hours outside the major area in at least two other (separate) areas.
   c. 12 of the 15 credit hours must be approved 600 level courses

2. MS Thesis Candidates Only: 13 credit hours of 69800 Research and 2 credits hours of 69500 Seminar (for 1 credit in semesters 1 and 2, 0 credit in remaining semesters).

3. MS Thesis Candidates Only: A thesis approved by the student’s Thesis Advisory Committee

4. MS Non-Thesis Candidates Only: An additional 15 credit hours of approved graduate courses of which 6 hours can be 59900 Special Assignment. **Note: Seminar 69500 for credit is not available to part-time students.** Please contact the Head of the Graduate program, Marty O’Donnell at odonnell@chem.iupui.edu if you have any questions.

All Candidates:

5. An approved Plan of Study submitted before the end of the 3rd semester (thesis candidates) or at least one semester prior to graduation (non-thesis candidates).

6. Registration for CAND 99100 in the semester you intend to graduate. If graduation is delayed a semester, students must re-register for CAND 99100 the following semester.

In addition to the above formal requirements, 3rd semester MS thesis students are expected to participate in the Departmental Poster Session held every Fall semester; this important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense. January admit students are expected to participate on or before their 4th semester in residence.

Non-thesis MS candidates may participate in research activity within the department by enrolling in Chemistry 59900 after consultation with, and approval by, the faculty member who will supervise the research. A maximum of 6 credit hours of 59900 taken by part-time students may count as part of the 30 credit hour requirement. Please contact the Graduate Advisor for further information.

Students who have graduate credit from another university or have been enrolled as Graduate Continuing Non-Degree (GCND) students prior to being admitted to the Purdue Graduate School and the Chemistry & Chemical Biology Department can use a maximum of 12 graduate credit hours toward a Chemistry degree. At least one-half of the total credit hours used to satisfy degree requirements must be earned in residence on the IUPUI campus.
MS Thesis Approximate Timeline

1st Semester
- 3 classes
  - 9 credits
- 69500 Seminar
  - 1 credit
  - Total for Semester: 10 credits

To do: Select Graduate Thesis Advisor, Form C-2
Establish Thesis Advisory Committee, Form C-3

2nd Semester
- 1 or 2 classes
  - 3/6 credits
- 69500 Seminar
  - 1 credit
- 69800 MS Thesis Research
  - 5/2 credits
  - Total for Semester: 9 credits

3rd Semester
- 0 or 1 class
  - 0/3 credits
- 69500 Seminar
  - 0 credit
- 69800 MS Thesis Research
  - 5/2 credits
  - Total for Semester: 5 credits

To do: File Plan of Study, GS Form 6 (can be done sooner but must be done prior to last semester)
Participate in the Fall Departmental Poster Session

4th Semester
- 0 or 1 class
  - 0/3 credits
- 69500 Seminar
  - 0 credit
- 69800 MS Thesis Research
  - 6/3 credits
  - Total for Semester: 6 credits

Summer II
- CAND 99100
  - 0 credits

To do: Write and Defend Thesis
GS Form 9, 19, 20, take to format appointment
Complete Thesis Format Check
File GS Form 8 – Request for Appointment of Examining Committee
(4 weeks prior to defense date)
Registration for 1 credit of 69800 may be required depending on the defense date; check with Graduate Advisor.
GS Form 7 – Report of Exam Committee
Electronic Submission
GS Form 16 - Thesis Receipt, make sure Grad Administrator gets copy
Deliver bound copy of Thesis to Chemistry Department
Deliver bound copy of Thesis to your Advisor
PhD DEGREE REQUIREMENTS

A PhD Degree requires 90 credit hours of course work and research. Students who enter the PhD program with an MS degree can apply a maximum of 30 credit hours toward the 90 credit hours required for the PhD degree. Specific requirements for the PhD degree are summarized below. You should familiarize yourself with these requirements. Ultimately, it is your responsibility to satisfy the requirements; failure to do so likely will delay awarding of your degree.

Requirements for the PhD Degree

1. Select Research Advisor and Graduate Advisory Committee
2. Cumulative Exams (details given below)
3. An approved Plan of Study form GS 4 submitted prior to the end of the third semester. Plan of Study must be submitted before the Preliminary Examination.
   a. 20 credit hours of approved graduate courses including:
      i. 9 credit hours in the primary major area
      ii. 9 credit hours outside the major area, in at least two other (separate) areas
      iii. Among items 3a(i) and 3a(ii), 12 credit hours must be approved 600-level courses
      iv. 2 credits of CHEM 69500 Seminar
4. Written Research Report:
   During the fourth semester each student will provide a written research report to the advisory committee describing research progress and future plans.
5. Oral Candidacy Examination/Original Proposal (Details Given below). Submit form GS 8 Request for Appointment of Examining Committee (Preliminary Exam).
6. Formal Literature Seminar Requirement:
   Before the end of the 6th semester students must present a formal (Lit) seminar. The timing and content of the seminar must be approved by the candidate’s committee and the faculty member in charge of the seminar program.
7. 69900 PhD Thesis Research
8. Register for CAND 99100 and submit GS Form 8 (Request for Appointment of Examining Committee – Final Exam) in the semester you intend to graduate. You must be registered for research the semester prior to registering for CAND 99100. If graduation is delayed a semester, students must re-register for CAND 99100 the following semester.
9. File Form 380, “Request to Have your Degree Awarded at a Different Campus”.
10. Thesis approved by the student’s Thesis Advisory Committee.

In addition to the above formal requirements, 3rd semester PhD thesis students are expected to participate in the Departmental Poster Session held every Fall semester; this important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense. January admit students are expected to participate on or before their 4th semester in residence.
Cumulative Candidacy Examinations

Ten cumulative examinations are offered each year. The student must pass five cumulative examinations by the end of the fourth semester, or five exams in twenty chances. If you miss an exam, that still counts as one chance. Specific dates will be announced at the beginning of each academic year. Generally, cumulative examinations are given once each month on Saturday mornings from 10:00 am to 12:00 noon in LD 326T. Occasionally topics are posted. The Graduate Administrator will provide information on a topic as it is received. You can find information on cumulative examinations on the Purdue Chemistry webpage http://www.chem.purdue.edu/Exams/default.htm. Be advised! Topics can sometimes change, we suggest checking this webpage occasionally for updates.

Future Cumulative Exam Dates

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<th>Fall 2011</th>
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<td>August 27, 2011</td>
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<thead>
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<td>September 22, 2012</td>
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<td>November 17, 2012</td>
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<tr>
<td>December 8, 2012</td>
<td>April 20, 2013</td>
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</table>

Oral Candidacy (Original Proposal/Preliminary) Examination

The oral candidacy examination, which consists of an original proposal (OP) and an up-to-date summary of the student's dissertation research, must be taken after the cumulative examinations have been successfully completed but no later than the end of the fifth semester. The OP must originate with the student and not be related to their doctoral research.

The OP should include a concise statement of the problem or hypothesis to be tested, a statement of its significance and originality, why the proposal is superior to previous approaches (if applicable), how it is proposed to attack the problem, what difficulties can be expected in the course of the project and their solutions and what will be accomplished by addressing the project. Although the student is expected to have a complete knowledge of the area(s) related to the OP, the written OP should not include an extensive review of the area and should outline a research program as opposed to a single experiment. The original proposal is to be your own work; consultation with any faculty member is not permitted.

The dissertation research summary should consist of a statement of research already accomplished as well as a discussion of directions that further research might take.

The oral examination will consist of a presentation by the student and discussion of the OP and research summary. The committee is free to interrupt the student at any time and probe, by detailed questioning, the depth of the student’s understanding of the proposed research.

The written OP and research summary must be submitted to the Graduate Advisor two weeks prior to the oral examination for distribution to the committee.

The oral candidacy examination must be scheduled with the Graduate School at least four weeks prior to the exam. Use Graduate School Form 8 Request for Appointment of Examining Committee (available on-line at http://www.gradschool.purdue.edu/faculty/forms.cfm or our website) to convene your committee for your final exam.
PhD Degree Approximate Timeline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Classes</th>
<th>Credits</th>
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<tbody>
<tr>
<td>1st Semester</td>
<td>3 classes</td>
<td>9 credits</td>
</tr>
<tr>
<td></td>
<td>69500 Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>10 credits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>To Do:</strong></td>
<td>Begin Taking Cumulative Exams</td>
<td></td>
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<tr>
<td></td>
<td>Select Thesis Advisor, Form C-2</td>
<td></td>
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<tr>
<td></td>
<td>Establish Thesis Advisory Committee, Form C-3</td>
<td></td>
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<tr>
<td>2nd Semester</td>
<td>1 or 2 classes</td>
<td>3/6 credits</td>
</tr>
<tr>
<td></td>
<td>69500 Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td></td>
<td>69900 PhD Thesis Research</td>
<td>5/2 credits</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>9 credits</strong></td>
<td></td>
</tr>
<tr>
<td>Summer I</td>
<td>Registration May Be Required</td>
<td>TA or RA support</td>
</tr>
<tr>
<td>3rd Semester</td>
<td>0 or 1 class</td>
<td>0/3 credits</td>
</tr>
<tr>
<td></td>
<td>69500 Seminar</td>
<td>0 credit</td>
</tr>
<tr>
<td></td>
<td>69900 PhD Thesis Research</td>
<td>8/5 credits</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>8 credits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>To Do:</strong></td>
<td>File Plan of Study, GS Form 4 (can be done sooner but must be done prior to last semester)</td>
<td>Participate in the Fall Departmental Poster Session</td>
</tr>
<tr>
<td>4th Semester</td>
<td>0 or 1 class</td>
<td>0/3 credits</td>
</tr>
<tr>
<td></td>
<td>69500 Seminar</td>
<td>0 credit</td>
</tr>
<tr>
<td></td>
<td>69900 PhD Thesis Research</td>
<td>9/6 credits</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>9 credits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>To Do:</strong></td>
<td>Fulfill Cumulative Examination Requirement</td>
<td>Submit Written Research Report to Advisory Committee, copy to Graduate Administrator</td>
</tr>
<tr>
<td>5th Semester</td>
<td>69500 Seminar</td>
<td>0 credit</td>
</tr>
<tr>
<td></td>
<td>69900 Thesis</td>
<td>9 credits</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>9 credits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>To Do:</strong></td>
<td>Complete Oral Candidacy Examination (aka Original Proposal or Preliminary exam)</td>
<td>Submit GS Form 8 (there must be two semesters, including summer, between Preliminary (Oral Candidacy) and Final Exam/Defense</td>
</tr>
<tr>
<td>6th Semester</td>
<td>69500 Seminar</td>
<td>0 credit</td>
</tr>
<tr>
<td></td>
<td>69900 PhD Thesis Research</td>
<td>9 credits</td>
</tr>
<tr>
<td><strong>Total for Semester</strong></td>
<td><strong>9 credits</strong></td>
<td></td>
</tr>
<tr>
<td><strong>To Do:</strong></td>
<td>Formal Literature Seminar Presentation</td>
<td></td>
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</table>

Continuing Semesters
- Continue to register for 69900 spring and fall semesters
- Register for 6 - 9 credits each semester (1-2 in summer)
- Keep track of your total credits so as to be taking your 90th credit hour the semester you complete your thesis
Final Semester

Final Exam - Defense
69900 PhD Thesis Research  9 credits
CAND 99100  0 credits
Total for Semester  9 credits  90

To Do: **Write and Defend Thesis**

**GS Form 9** – Thesis/Dissertation Acceptance Form (plus 14, 15, and 20 if applicable), take to Format Check appointment

**Complete Thesis Format Check**

**File Form 380** - PhD Awarded at Another Campus

**File GS Form 8** - Request for Appointment of Examining Committee
(4 weeks prior to defense date)

**GS 11** (sent by Purdue, generated by GS Form 8)

**Electronic Submission**

**GS Form 16** – Thesis Receipt, make sure Graduate Administrator gets a copy

**Deliver bound copy of Thesis to Department**

**Deliver bound copy of Thesis to Advisor**
General Degree Requirements

Departmental Seminar

Full-time graduate students will enroll every semester in Chem 69500. As a requirement for 695 credit, full-time graduate students are required to attend all weekly departmental seminars. In two of the semesters, you will register for 1 credit hour. You will receive an R grade for these two credits. For all other semesters you will register for 0 credit hours, but are still expected to attend all departmental seminars. Before completing your degree requirements, you will have presented a seminar before your thesis committee. The grade assigned to this presentation will be the basis of the grade for the two credit hours of seminar.

Plan of Study

The Plan of Study is a course contract with the University. It includes the 500 and 600 level courses from the Chemistry Department (primary area) and courses from other departments (related areas) that the student intends to apply toward the degree. It does not include 69800/69900 credits but does include 59900 (if applicable) and 69500 credits. Plans of Study will not be accepted by the Graduate School until an official final transcript indicating the award of a Bachelor's Degree is received.

The official Plan of Study should be filed by full time students prior to the end of the third semester. The Thesis Advisory Committee must sign the form indicating their approval. For part-time students, the Plan of Study must be submitted at least one semester prior to graduation; confer with the Graduate Advisor to establish the committee. For Ph.D. students, the Plan of Study must be submitted before the Preliminary Examination.

You must have a GPA of 3.00/4.00 for all courses you list on your Plan of Study. A grade of B- may be used on your Plan of Study; however, grades below B- are not allowed. You may be required to repeat any course in which you receive a grade of C+ or below. A downloadable version of the Plan of Study form (as well as other GS forms) is available on-line at http://www.gradschool.purdue.edu/faculty/forms.cfm. PhD students use Form 4 and MS students use Form 6. A sample of a correctly filled out Plan of Study is included in the Forms section of this manual. Graduate faculty identifiers are listed on p. 28. Identifiers for Purdue University Chemistry Department faculty needed for PhD Plans of Study may be obtained from the Graduate Advisor.

HOW TO FILL OUT A PLAN OF STUDY (POS)

Note to all PhD and MS Thesis students: The Plan of Study should be submitted by the end of your third semester! Non-thesis MS students must submit no later than one semester prior to graduation.

Go to the Purdue Graduate School website to locate POS, http://www.gradschool.purdue.edu/faculty/forms.cfm

Use the appropriate POS form – GS6 for MS students, GS4 for PhD students

1. **Name:** Yours 😊
   **PUID No.**: This is your Purdue student ID, not your IUPUI student ID. PhD students will find this on their original Purdue admission letter. MS students should contact the Graduate Administrator for their PUID.

2. **Department:** Chemistry and Chemical Biology; **Dept. Code:** CHM; **Thesis or Non-Thesis:**
   **Degree Title:** Master of Science/Doctor of Philosophy; **Degree Code:** MS or PhD;
   **Research Area:** Chemistry
   **Area of Specialization:** your area of interest (Biochemistry, Analytical, Organic, etc.)
3. **Courses:**
   a) Consult your Graduate Handbook for degree program requirements.
   b) Make sure you have met with your advisor in your first semester and your coursework has been approved for your chosen field.
   c) The first three courses listed will be your Primary ("P") courses. These are the courses in your research area. List them in chronological finishing order. Type out complete name of courses.
   d) The remaining courses will be listed in chronological order as your Related ("R") courses. Type out complete name of course.
   e) Any 69600 Special Topics courses will be abbreviated as “SPC TPC: and then the name of the course.”
   f) Research credits are not to appear on the POS.
   g) Subject abbreviation: CHEM, BIO, etc. See your registration.

4. **Method of Establishing Credit:** Note with an “x” if your courses were taken through regular registration or Non-degree registration. Describe equivalent course if you are transferring credits.

5. **Date Completed/To Be Completed:** List in chronological order, with your three primary courses at the top. See 4c and 4d above.

6. **Language Requirements and Method Used to Meet Requirements:** See Graduate Administrator if this applies.

7. **Names of Advisory Committee Members:** The committee members should have been established in your first semester. MS students need three committee members – two in your area of research and one out of area. PhD students need two in the area of research, one out, and one in either. Two of the four committee members must be from Purdue, one of those can be a “reader.”

8. **Graduate Faculty Identifier:** These codes can be found in the Graduate Student Handbook. (See Graduate Administrator for the Purdue faculty codes if needed.)

9. **Department Abbreviation and Code:** CHEM/CHM. If committee member is from other department, see Graduate Administrator for that information.

10. **Advisor in Area Of:** Type the research area of each committee member.

11. **Signature:** Yours. The Graduate Administrator will get the committee signatures for you when you turn in the final draft of the POS.

12. **Approved By:** Signature of the Head of Graduate Program.

Please bring in to Graduate Administrator when you've completed and signed this form. Feel free to send a draft electronically for her to review before signing the final copy. As noted above, the Graduate Administrator will get the signatures of the committee members and then send the POS to the Graduate School.

**CAND 99100**

In the final semester, thesis and non-thesis students must register for 0 credits of CAND 99100. This course flags the school auditor of your intent to graduate. You may register for CAND up until the sixth week of the semester (third week in summer) but if you do register after the semester starts you will incur substantial late fees even though it is a zero credit class. Failure to register for CAND will delay the awarding of your degree by a semester. If graduation is delayed a semester for any reason, students must re-register for CAND the following semester. You must always be registered for CAND the semester you expect to graduate. ATTENTION: University deadlines are much earlier if registered for CAND only.
CAND 99100 Only

Students completing degrees between semesters or students who plan to defend and deposit their thesis very early in the semester can register for CAND 99100 only (normally you must be registered for at least 1 credit of research in the semester you defend your thesis). This registration option can only be applied once. If the CAND 99100 Only deadlines are not met and thesis defense is delayed, the student must register for a minimum of 1 credit hour of research. If a student registers for CAND 99100 only, the student must be registered for 1 credit hour of research in the previous semester.

Thesis Preparation and Defense

When you have arranged for a defense date with your committee you must file Graduate School Form 8 to officially convene your committee. The Graduate Dean requires that this form be filed four weeks prior to the actual examination date.

Candidates for the PhD and MS-Thesis degrees must submit a thesis describing the results of their research. Regulations regarding the preparation of the thesis are described in A Manual for the Preparation of Graduate Theses which is available online at http://www.gradschool.purdue.edu/thesis.cfm. In accord with Graduate School policy, Ms. Debra Barker, 274-1577 and dsulliv2@iupui.edu, has been designated Thesis Format Advisor. Ms. Barker will provide instructions regarding the thesis format check and deposit process. Please watch for workshops to be announced. Please allow ample time for corrections to be made and to accommodate Ms. Barker’s schedule.

The thesis defense will consist of two parts. The first part will involve a public presentation of the research with time and format arranged to permit questions from the audience. Immediately following the presentation, the candidate will be examined on the material in the thesis by the student’s advisory committee.

Copies of the thesis must be distributed to the examining committee at least one week prior to the final oral examination. It is the student’s responsibility to duplicate and distribute their thesis to the members of their committee.

University Deadlines

IUPUI has various deadlines that must be adhered to when scheduling the final oral examination and completing other degree requirements. The exact dates change each semester but in general follow these rules:

• All final oral exams must be held prior to the last week of classes.
• The last day to deposit a thesis is the first working day of exam week.
• If you are registered for Candidacy Only these deadlines are much earlier.

Check with the Graduate Administrator to obtain the specific dates of these deadlines in the semester you intend to graduate. Failure to meet deadlines by even one day could delay the awarding of your degree by a semester.

Form 380

Form 380 is for PhD candidates only and must be filed with the IUPUI registrar before the end of the sixth week (third week summer) in the semester you intend to receive the PhD degree. If you do not complete all your requirements on time, including deposit of your thesis in the Graduate Office, a new form must be submitted the following semester.
AFTER YOUR DEFENSE

Post - Defense Checklist

- Submit final transcripts from the institution(s) awarding your prior degree(s). (This should be done in the first year of graduate study).
- Make sure all coursework is completed according to program requirements and grades are submitted. You should have a copy of your approved Plan of Study listing this coursework.
- Return Report of the Final Examination (GS Form 7 for MS, GS Form 11 for PhD), to the Graduate Advisor (deadlines apply – you will receive the list of deadlines from Graduate Administrator).
- After your defense, make any corrections suggested by your committee.
- Allow your advisor to double check that all the appropriate corrections have been made.
- Precheck appointments and format review appointments are scheduled in advance. Contact Debra Barker by email for these appointments, dsulliv2@iupui.edu.
- Please bring a copy of your thesis files on a CD-Rom, zip or floppy disk, or flash drive to your final appointment.

Binding your Thesis

Theses for the department are bound in a consistent manner. The covers are black with gold lettering. The edge contains the author's last name, thesis title, and year. The theses are usually bound by National Library Bindery Company, 55 South State Ave Suite 100, Indianapolis 46201, telephone, 317-636-5606.

Thesis Submission

All graduate students are required to deposit electronically, Follow the School of Science graduation deadlines. Make an appointment well in advance with Debra Barker (dsulliv2@iupui.edu) of the IUPUI Graduate Office for precheck and format reviews. She will explain the process of submitting a copy of your thesis to Purdue University through ProQuest (fees apply.)

- The Purdue University Graduate Office will review your thesis submission.

- Once the Purdue University Graduate Office has approved your thesis, the IUPUI Graduate Office, the School of Science Dean's Office and the IUPUI Library will be notified.

- Once the IUPUI Librarian, Kimberly Thompson, has been notified that the Purdue University Graduate Office has approved your thesis, she will e-mail you regarding instructions on how to upload your thesis to IUPUIScholarWorks. Note: You should only upload your thesis to IUPUIScholarWorks AFTER you receive the e-mail from Kimberly Thompson.

- You will upload your thesis to IUPUIScholarWorks. If you have any issue with the upload, you should contact Kimberly Thompson at kisthomp@iupui.edu.

- Your thesis submission to IUPUIScholarWorks will be reviewed for approval by Debra Barker in the IUPUI Graduate Office. Ms. Barker will confirm that your uploaded thesis on IUPUIScholarWorks is the approved Purdue University version. If the thesis is the approved version, Ms. Barker will approve the IUPUIScholarWorks upload. If the thesis is not the approved version, Ms. Barker will reject the upload and inform you of the issue. If your thesis upload is rejected, you will receive an instructional e-mail from Kimberly Thompson on how to resubmit, once you have corrected the issues addressed by Ms.
Once you have been awarded your degree, the School of Science Dean’s Office will contact the library that you have graduated and Kimberly Thompson will then activate your thesis to go live in IUPUI ScholarWorks for public access. *Confidential theses will not be activated.*

In addition to electronically submitting your thesis through Debra Barker, original signed Forms 9, 19 and 20 (plus 14, 15, and 20 if applicable) go to Ms. Barker for deposit. Print one final copy of thesis on a high quality printer. Copy each signed form (9, 19, 20) and assemble in the front of your printed thesis. Copy the complete thesis. You should now have two complete copies ready for binding. Theses are usually bound at the National Library Bindery Company, 55 South State Ave., Suite, 100, Indianapolis, IN 46201, #317-636-5606. These should be bound with a black cover and gold lettering. The edge contains the author’s last name, thesis title and year.

Deliver one to your advisor and one to Kitty O’Doherty, Graduate Program Administrator.

Confirm that a copy of the Thesis Receipt (GS Form 16) has been received by Kitty O’Doherty (Form issued by Deb Barker.)

*MS Diplomas:* are available from SOS Dean’s Office, phone: 317-274-0625

*PhD Diplomas:* are obtained from the Registrar’s Office at Purdue-WL. Contact Bobbie Jones in writing (email ok) and give her the address where you want your diploma mailed.

*phone: 765-494-6157  fax: 765-494-0570  email: jones90@purdue.edu*

**ALL STUDENTS**

- Pick up and distribute the bound copies from the bindery.
- Clean up your work area.
- Return all keys to Cary Pritchard.
- Leave a forwarding address with the Chemistry & Chemical Biology office staff.
Graduate Appointments

The Department of Chemistry & Chemical Biology provides support for full-time graduate students through Teaching Assistantships (TA), Research Assistantships (RA), Research Fellowships, and Co-op Fellowships. Students with these appointments also receive fee remission to cover most of the tuition expenses incurred. Completion of a graduate degree and all the requirements it entails requires a time commitment at least comparable to a full-time job. Consequently, a condition for receipt of financial aid (including fee remission) is that any full-time student must not accept outside employment, full or part-time, while holding a graduate appointment.

Teaching Assistantships

Students who are supported as Teaching Assistants (TA) receive university stipends for the academic year; they will have 6-8 contact hours during both the fall and spring semesters. A typical assignment is 2 three hour labs. Additionally you will be scheduled for 2-3 hours in the tutoring center and you will have grading to do and TA meetings to attend.

The department will organize special TA workshops which all TAs (new and current) will be required to attend. These workshops will help you perform your teaching duties in exemplary fashion. In addition, students will also receive written materials to assist in teaching.

To continue to be supported as a Teaching Assistant you must carry out your teaching duties in an acceptable manner. Problems in this regard (justified student complaints, failure to perform duties in a timely manner, etc.) will result in counseling from the professor in charge of the involved course and/or the Department Chair. If there is no improvement, continued support may be withdrawn. Also, to continue to receive a Teaching Assistantship, the student must be making normal progress toward the student’s degree objective.

Research Assistantships

Faculty may support students within their groups from research grants awarded to them. These funds are supplied solely to accomplish the research activities in their program and do not have teaching duties associated with them. The dollar value for an RA stipend is the same as the value of the TA stipend. Research Assistantships are given at the discretion of the Thesis Advisor.

Industrial Co-op and Other Fellowships

Each year the Department of Chemistry & Chemical Biology admits a number of new MS students to be Industrial Co-op Fellows. The number of appointments will depend on the industrial participants who agree to take a co-op student for a two-year training program. During the first fall semester (August 16 to December 31), the co-op student will take classes, interview at the participating industries, choose a faculty research advisor, and teach one laboratory section and one recitation section. By Thanksgiving, co-op students are assigned to the industrial sites. From January 1 of the first year to August 15 of the second year, the student spends 20 hours per week at the industrial laboratory, completes the MS course work, and completes a research project with thesis under the direction of their faculty research advisor. The industrial supervisor will serve as an ex officio member of the student’s thesis advisory committee. To remain in this program, the student must be making normal progress toward the MS degree. A number of Fellowships are available to qualified graduate students. These are awarded on a competitive basis to incoming and continuing students.

Co-op students are subject to the usual academic requirements. In addition, co-op students must maintain satisfactory performance in both their industrial work and thesis research. In the event students cannot make satisfactory progress with their thesis research, the department may request termination by the industrial laboratory. Such students may be eligible for Teaching Assistantships or Research Assistantships as approved by their committee.
FEE REMISSION

The Chemistry Department pays the majority or your tuition in the form of fee remission. Current state law requires a student pay about $45 per credit hour with fee concessions. In addition, each student is responsible for student activity fees, recreation costs, parking, etc. This means that on average for 9 credit hours, the total to be paid by the student is about $960.

Fee remission is applicable only to those courses that meet the requirements of the degree program or that may be included on a Plan of Study. No remedial courses (below 500) will be supported through fee remission.

NORMAL PROGRESS

Students must maintain normal progress towards their degree objective to ensure continued financial support. The minimum criteria for normal progress are a GPA of 3.00 or above, satisfactory research progress, and completion of other degree requirements (seminar, cumulative examinations, written research report, oral candidacy exam, weekly seminar attendance, etc.). To ascertain normal progress, the student’s Thesis Advisory Committee will submit an annual evaluation. The evaluations begin one year after the student matriculates and will continue with a due date of October 1 thereafter. The specific criteria for the written evaluations will be set by the student’s thesis advisory committee but should include evidence of normal progress, e.g., preprint, published paper, meeting candidacy requirements, etc.

A minimum cumulative GPA of 3.0/4.0 is required of all chemistry graduate students. If at any time the GPA drops below 3.0, the student is placed on academic probation. Financial support may be rescinded if the GPA is not increased to 3.0 in a reasonable time period.

Any grade below B- in a graduate course is unacceptable because grades below B- cannot be included on the Plan of Study. Grades of C- and below are considered failing. You may be required to repeat a course with a grade below B-, especially if it is in your major area.

S or U may be assigned in certain courses, and they carry no grade point values and are not used to calculate the GPA. Another grade is the deferred grade, R. This is reminiscent of an incomplete, but unlike an I grade, the R grade never reverts to an F. Usually the deferred grade is used to postpone a grade. This will be the case with Chem 695 (Seminar), Chem 599 (Special Assignment), and sometimes Chem 698 and 699 (Thesis Research).

Because an overall GPA of 3.0/4.0 is required by the department for graduation, a student is automatically considered as probationary if at any time the cumulative index falls below 3.0. Two semesters of course work under the 3.0 index will generally result in the loss of financial aid such as Teaching and Research Assistantships and fee remission. Moreover, after two semesters of work under a 3.0 index, students will not be permitted to register for further classes without permission from the Chair in consultation with the Graduate Advisor and Thesis Advisor. Additionally, any student who receives a grade of C- or below is subject to dismissal from the graduate program.

If a student finds it necessary to withdraw from the graduate program, the student should provide as much notice as possible to the Thesis Advisor and Graduate Advisor. In the case of Teaching Assistants, students are expected to complete the semester once it has begun. Students may also be dropped from the program for reasons of poor performance. The department will provide students with as much advance notice as possible if such action is warranted.
ENGLISH AS A SECOND LANGUAGE

A student whose first language is not English must meet the English requirements by demonstrating proficiency in written English. In addition, TAs who are not native English speakers must demonstrate proficiency in oral English.

(a) A score of 600 or higher on the verbal portion of the GRE will satisfy the written English proficiency requirement.

(b) A TWE of 5 or better as part of the TOEFL will satisfy the written English proficiency.

(c) A GMAT score of 36 or better demonstrates proficiency, in written English.

(d) Written English proficiency may also be demonstrated through the English as a Second Language (ESL) program. The IUPUI ESL Screening Test includes a written essay examination. Each student’s essay is read by two independent raters and awarded a score of 1 to 4. Students who receive a score of 4 have demonstrated writing proficiency. Students who receive a score of 3 must enroll in either G013 or W131 (for international students) in order to fulfill the writing proficiency requirement; students who receive a 1 or 2 must take W001 before enrolling in G013 or W131. The ESL Screening Test may not be repeated. The cost of the test is $27.00. For further information, contact the Testing Center, 274-2620.

(e) IUPUI has a mandatory Oral English Proficiency Exam that all graduate students whose native language is not English must pass before being assigned Assistantships that require direct teaching responsibilities. The exam consists of an interview and a presentation (a mini-lesson) given by the graduate student. The student is evaluated by representatives from the ESL Program and the student’s department; together the evaluators determine whether the student’s English proficiency is acceptable for teaching; in case of a disagreement, the opinion of the ESL representative prevails.

Students who do not pass the Oral English Proficiency Exam (speaking) may be required to take a three-credit hour course, G020 Communication Skills for ITAs, and then retest. The evaluation guidelines for the test also allow for a restricted category, which indicates the graduate student has a restricted acceptability for teaching; departments are recommended to assign the student to less demanding teaching responsibilities, and the student enrolls in G020 to upgrade his/her language skills. If the student is not ready for G020, he/she may be recommended to enroll in other oral language skills courses (G010-G012) offered by the ESL Program.

There is a $27.00 fee for the Oral English Proficiency Exam which is also given by the Testing Center, 274-2620. This fee will be paid by the Department of Chemistry & Chemical Biology the first time the exam is taken. If the student must take the exam more than once, the student must pay the fee.

MISCELLANEOUS ITEMS

Health Insurance

Health Insurance Coverage for graduate students is mandatory (a condition of hire) for any student enrolled in at least 6 credit hours and having a Student Academic Appointment of at least 37.5% FTE. This will include all chemistry graduate students who are appointed as Teaching Assistants (50% FTE), Research Assistants (50% FTE) or Fellowship recipients. The policy coverage will begin on August 15 each year and end August 14 the following year. To contact the Graduate Student Health Insurance representative call 812-856-4650.You can find coverage information at http://www.iupui.edu/~gradoff/students/health.html. If you have questions about your insurance email them to studenthc@indiana.edu.

Access

Full-time students should see Cary Pritchard (LD 303) for access to research laboratories, teaching laboratories, and other areas of the department after obtaining a Jagtag. When you complete your work at IUPUI, you are expected to return all library books, clean your office and laboratory areas, and leave a forwarding address with the main office. If library or parking fines,
unreturned keys, or other encumbrances exist, the registrar will not provide copies of your transcripts.

**Jagtag/Student Identification**

Full-time students will need a Jagtag from Campus Card Services in the Campus Center. Students must bring a picture ID, proof of registration, and student identification number.

**Mailbox**

Each full-time student is assigned a mailbox in the Main Office (LD 326). All of your mail will be placed in these boxes. Through the Dean’s Office you may rent a locker in the 3rd floor SL/LD study area. We will attempt to assign each new graduate student a desk in the department until you have chosen a thesis advisor; then, you will have space assigned in your research laboratory.

**Paychecks**

If you are not on a fellowship (paid through the Bursar), you will be paid through payroll. Direct deposit is now mandatory for IU employees. Pay stubs can be printed from your Onestart account under the Staff Tools tab. Generally you receive 5 paychecks per semester of appointment and 2-3 paychecks for a summer appointment.

**SEXUAL HARASSMENT**

The Department of Chemistry & Chemical Biology strives to create an environment in which faculty, staff, and students work and study together to accomplish personal, school, and University objectives. The creation of such an environment is essential to the goals of a liberal education. However, this environment cannot be cultivated if any of us are victims of sexual harassment or are subjecting others even unknowingly, to such harassment.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment is not confined to acts of a sexual nature. Any behavior that insults, ridicules or deems a person on the basis of gender may constitute sexual harassment.

Sexual harassment takes a variety of forms; it may be verbal, written or physical. It may be ongoing persistent behavior or a single incident. Inappropriate behavior ranges from telling an offensive joke to physical assault.

If you believe you are being harassed, take action. The following are some of your alternatives.

1. Confront the person whose behavior is inappropriate, either in person or in writing; describe the specific behavior that offends you and clearly state how you would like the situation resolved.
2. Report the incident to the Department Chair
3. If you are a victim of sexual assault, contact the police department.

Preventing sexual harassment requires constant vigilance on the part of all of us. Many incidents reported are unintentional actions that occur because of insensitivity or lack of awareness. But whether intentional or not, sexual harassment is prohibited by law and is a violation of University policy.
TA-STUDENT RELATIONSHIPS

As a Teaching Assistant you are often very close in age to the undergraduate students you will be teaching. This can make you an effective teacher but can also present problems. As a general rule, socialization with students whom you teach is not advised because this frequently is misinterpreted by other students who feel they are at a disadvantage. Also, in extreme cases, there may be cause for a charge of sexual harassment.

Always remember that as a Teaching Assistant you are a representative of the University and the Chemistry Department. The Indiana University Academic Handbook (governing all academic appointments) states:

The faculty subscribe to the long standing academic norm that sexual or amorous relationships between faculty (as well as teaching assistants) and students for whom they have professional responsibility are generally unacceptable even when both parties have consented to the development of the relationship. Such relationships not only raise questions about the professional integrity of the particular faculty (or instructional assistant) involved, but also the University as a whole. Furthermore, when such liaisons occur, they can lead to demoralization among other students, who can perceive a student in such a relationship as benefiting in a special way in terms of academic, financial or career opportunities.

Maintaining a proper, ethical relationship with students is an important part of the teaching experience. Persons violating this policy will be subject to appropriate University disciplinary action, termination of teaching appointment, or possible dismissal from the University. The Department strongly endorses this policy and persons violating these guidelines will be subject to appropriate disciplinary action.

SAFETY IN THE LABORATORY

Maintenance of a safe environment in our teaching and research laboratories is an absolute necessity. We are interested in your safety and you must be concerned about the safety of those around you. As a Teaching Assistant, the burden of creating a safe environment for your students rests on your shoulders. As a researcher, you must develop safe habits and prudent practices because your colleagues in the laboratory expect and deserve a safe workplace.

You are responsible!

The Safety Coordinator for the Department of Chemistry & Chemical Biology is Jim Crase. As part of your orientation program, Jim will arrange to have Environmental Health & Safety present a Chemical Hygiene Program (CHP) training session that will provide you with basic safety information. Much of this program will focus on recognizing hazards, avoiding accidents, and responding appropriately when an accident does occur.

Emergency Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>274-7911</td>
</tr>
<tr>
<td></td>
<td>(dial 4-7911)</td>
</tr>
<tr>
<td>Fire</td>
<td>274-2311</td>
</tr>
<tr>
<td></td>
<td>(dial 4-2311)</td>
</tr>
<tr>
<td>Ambulance</td>
<td>634-1313</td>
</tr>
<tr>
<td></td>
<td>(dial 9-634-1313)</td>
</tr>
</tbody>
</table>

The IUPUI Emergency Procedures Handbook outlines courses of action for a variety of emergency situations. This handbook is designed for quick reference and should be readily accessible near telephones in the department. It is your responsibility to become familiar with these procedures.

General Rules on Safety and Cleanliness

This list is not inclusive. Additional information is found in the Chemical Hygiene Program, the IUPUI Safety Manual, and the ACS publication Safety in Academic Chemistry Laboratories. All teaching laboratories in the Department of Chemistry & Chemical Biology operate under the IUPUI-Laboratory Safety Rules (rev. 8/93). Also known as the Safety Pledge, this listing of 22 rules applies to students taking lab courses and the laboratory instructors in the various courses. Faculty and staff involved in your teaching and research are excellent resources as well. Please
seek their help and advice!

1. **Wear Eye Protection!** Eye protection must be worn whenever you are in a chemical laboratory. Safety goggles provide the best protection and are required in most teaching laboratories. Less satisfactory protection is provided by metal-rimmed or plastic-rimmed safety glasses. If safety glasses are used, they must be ANSI Z87.1-1989 approved and equipped with side shields. Wearers of contact lenses must protect their eyes with safety goggles.

2. Eating, drinking, application of cosmetics, and similar activities are strictly prohibited in chemical laboratories.

3. Anyone carrying out experiments alone in a laboratory should inform someone in the vicinity of the nature of their work so that assistance can be rendered in case of an emergency.

4. Research and instructional laboratories should be maintained in a clean condition at all times. Keep refrigerators clean and defrost them whenever it is necessary. Avoid cluttering up floors with equipment.

5. Keep approaches to emergency doors absolutely unobstructed!

6. In general, reactions should not be left unattended if there exists the slightest possibility of their getting out of control. Reactions which involve continuous introduction of a gas should not be left without supervision. The reaction vessel must be separated from the gas source by an empty trap. Toxic and corrosive compounds such as HCN, HF, HCl, H₂S, phosgene, NH₃, mercaptans, etc., which might form in a reaction must be absorbed and not allowed to escape freely into a room or via the hood. Special consideration must be given to the location of a reaction. Reactions which require large amounts of flammable solvents, active metals, or metal hydrides should be carried out in the hood behind a safety shield. The heating of such reactions should be done electrically or by a steam bath; open flames must be avoided!

7. The use of acid baths is strictly prohibited because of the corrosive action of the fumes on the metal parts of fume hoods.

8. Familiarize yourself with the location of safety showers, eye wash stations, fire blankets, and fire extinguishers.

9. Container sizes are restricted for flammable and combustible liquids (Class 1A, glass, 0.5L; Class 1B, 1.0L, glass; Class 1C, glass, 4.0L). Consult the Reference Manual in the IUPUI Chemical Hygiene Program for detailed information on the storage of flammables.

10. Storage in the laboratory of chemicals such as metallic hydrides, active metals, peroxides, and explosives must be kept to a minimum quantity which shall be the smallest package available from the vendor.

11. Condenser tubing must be in good condition and properly wired.

12. Aspirators should not be allowed to run overnight.

13. Glass (broken or intact) should never be placed into regular trash containers. Glass items for disposal should be rinsed thoroughly and placed in a heavy-duty cardboard box that is labeled “Broken Glass.”

14. Chemical waste must not be placed in trash containers. Sink disposal of waste is only permitted for listed “drain-safe” chemicals. Generally, chemical waste should be placed in suitable and properly labeled containers for removal by the Department of Environmental Health and Safety. Hazardous Material Manifests can be obtained from Jim Crase for this purpose.

15. Do not take any unnecessary chances especially if experimenting with hazardous chemicals. Work in the hood behind a safety shield.
16. In the event of an accident, get in touch immediately with the Campus Police, 274-7911. In the event of a fire, call Fire Emergency 274-2311.

17. Report any accident promptly to the departmental Safety Coordinator, Jim Crase.
SUMMARY OF GRADUATE FORMS

Many of the forms listed below are now available on line as downloadable files on the Purdue University Graduate School Website http://www.purdue.edu/faculty/forms.cfm. Samples of the following forms have been included to help expedite the abundance of paperwork that is necessary to finish a University program.

1. **Graduate Student Checklist** (Form C-1MS or C-1PhD). This form is your guide to keeping track of where you stand in your graduate program and keeping up with program requirements. There are two versions, one for MS candidates and one for PhD candidates.

2. **Graduate Thesis Advisor Form** (Form C-2). This form must be completed by all thesis option students. It includes signatures of faculty with whom you have discussed research opportunities and the signatures of the student and the thesis advisor indicating their agreement to the thesis advisor selection.

3. **Appointment of Thesis Advisory Committee** (Form C-3). After consultation with the thesis advisor, the student will choose additional members to serve as an advisory committee for the duration of the program. Signatures of these faculty must be obtained indicating their willingness to serve.

4. **Plan of Study**. (MS Form 6 and PhD Form 4). The student completes the form (typed) similar to the one included. All major area chemistry courses are primary (P), those outside the major area are related (R). List the courses in your major area of research first in ascending date order. Then list the related courses in ascending date order. Include names of the committee members and their faculty identifiers:

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blacklock</td>
<td>X0483</td>
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<td>Malik</td>
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<td>Minto</td>
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<tr>
<td>Nurok</td>
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<td>Pu</td>
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<tr>
<td>Scott</td>
<td>X0421</td>
</tr>
<tr>
<td>Varma-Nelson</td>
<td>X0659</td>
</tr>
</tbody>
</table>

Identifiers for West Lafayette faculty may be obtained from the Graduate Administrator.

5. **Request for Change to Plan of Study** (Form 13). This form is used to revise a previously approved Plan of Study. It is very important to submit this form if ANY change has been made (advisor change, course change.)

6. **Request for Appointment of Thesis Examining Committee** (Form 8). This form must be submitted to the Graduate School (through the Graduate Administrator) at least four weeks prior to the scheduled date of your oral examination. It cannot be submitted until a date and time for the thesis defense have been established.

7. **Request to Have Degree Awarded at Another Campus** (Form 380). This form must be completed by PhD candidates at the beginning of the semester you plan to graduate. The “Home Campus” is Indianapolis and “Campus 2” is West Lafayette.

8. **Report of Thesis Examining Committee** (MS Form 7) or **Report of the Final Examining Committee** (PhD Form 11 comes from Purdue). This form is endorsed by your thesis committee and is returned to the Administrator.

9. **Thesis Acceptance** (GS Form 9). This certification form will be bound into your thesis when it is submitted to the Graduate School.

10. **Addendum to the Doctoral Dissertation Agreement** (GS Form 14).
11. **Request for Confidentiality** (GS Form 15).

12. **Thesis Receipt** (GS Form 16). The Graduate School will provide a copy of this form when the thesis is deposited. Please provide a copy to the department.

13. **Masters Thesis Agreement** (GS Form 19).

14. **Research Integrity and Copyright Disclaimer** (GS Form 20).
Department of Chemistry Checklist

Name: __________________________
Student ID: ______________________
Start Date: ______________________
Major Area: ______________________
Advisor: ______________________

☐ Acceptance Letter from West Lafayette Received  ☐ Final Original Undergraduate Transcript Submitted

Plan of Study- GS Form 6
Due before the end of your third semester

☐ Courses

☐ Plan of Study submitted: ________ (date)  ☐ Plan of Study approved: ________ (date)

Course Requirements Met

☐ Major (9 Cr. Hr.): __________ __________ __________
☐ 12 Cr. Hr. > 600 : __________ __________ __________ __________
☐ Courses in 2 Areas: __________ __________
☐ Seminar (695): __________ __________ (Thesis Students Only)

Advisory Committee

____________________________________________________________________________________

Non-Thesis Option

☐ Register for CAND (0 Cr. Hr.) in the semester you intend to graduate
☐ Report of Examining Committee (Graduate School Form 7)

Thesis Option

☐ Thesis Advisor Form (C-2)
☐ Appointment of Thesis Advisory Committee (Form C-3)
☐ Register for CAND 991 (0 Cr. Hr.) in the semester you intend to graduate
☐ Request for Appointment of Examining Committee (GS Form 8) (at least 4 weeks prior to your oral exam)
☐ Thesis Acceptance (GS Form 9 plus Forms 19 and 20, all on cotton paper to take to format check appointment)
☐ Thesis Format Check/Approval
☐ Report of Examining Committee (Graduate School Form 7)
☐ Electronic Submission
☐ Thesis Receipt (GS Form 16) (The Grad School will provide when you deposit your thesis)
☐ Bound copy of thesis delivered to Graduate Administrator
☐ Bound copy of thesis delivered to your advisor
Graduate Student Handbook

Department of Chemistry Checklist

PhD Seeking Graduate Student

Name: _____________________________

Student ID: _________________________

Home Tel: ________________________

Start Date: _________________________

Address: ________________________

Area: _____________________________

E-mail ________________________

Advisor: ___________________________

☐ Acceptance Letter from West Lafayette Received

☐ Final Original Undergrad Transcript Submitted

Plan of Study – GS Form 4

Due before the end of your third semester

☐ Courses for Plan of Study

☐ Plan of Study submitted: _________ (date)  ☐ Plan of Study approved: _________ (date)

Course Requirements Met

☐ Major (9 Cr. Hr.): __________ __________ __________

☐ 12 Cr. Hr. > 600 : __________ __________ __________ __________

☐ 3 Courses in 2 Areas: __________ __________ __________

☐ Seminar (695): __________ __________

Thesis Advisory Committee

Chair __________

(Purdue) __________

(Purdue)

Written and Oral Candidacy and Other Requirements

☐ Second Year Report Filed - Written Research Report to Advisory Committee

☐ Third Year Literature Seminar - Formal Seminar Presentation _________ (date)

☐ Written Cumulative Exam, 5 cumulative exams passed: _________ (date) _________ (date)

☐ Oral Preliminary/Candidacy Exam, OP Defended: _________ (date) (Graduate School Forms 8 and 11)

Additional

☐ Thesis Advisor Form (C-2)

☐ Appointment of Thesis Advisory Committee (Form C-3)

☐ Request for Appointment of Examining Committee (GS Form 8, at least 4 weeks prior to defense)

☐ Report of Examining Committee (GS Form 11)

☐ Register for CAND 991 (0 Cr. Hr.) in the semester you intend to graduate

☐ PhD Awarded at Another Campus (GS Form 380) (Get form from SOS Dean's Office)

☐ Thesis Acceptance (GS Forms 9 (plus Forms 14, 15 and 20 if applicable)

☐ Electronic Submission of Thesis

☐ Thesis Receipt (GS Form 16) (Grad School will provide when you deposit thesis)

☐ Bound copy of thesis delivered to Graduate Administrator

☐ Bound copy of thesis delivered to your Chemistry Advisor
Instructions to the Student

This form is to be completed in the first semester of residence and returned to the Department Graduate Advisor as soon as possible. Make appointments with eligible faculty members to discuss research opportunities. Registration will not be permitted for subsequent semesters if this form is not submitted.

Student Name: _________________________________________

Select a Major Area:  
☐ Analytical  
☐ Biological  
☐ Inorganic  
☐ Organic  
☐ Physical

Instructions to Prospective Thesis Advisors:

Please sign below to indicate that the above student discussed research opportunities in your group.

Faculty member signature: _______________________________ Date: ____________
Faculty member signature: _______________________________ Date: ____________
Faculty member signature: _______________________________ Date: ____________
Faculty member signature: _______________________________ Date: ____________

Instructions to Thesis Advisor:

Please sign below to indicate acceptance of the above student into your research group.

Faculty member signature: _______________________________ Date: ____________

Director of Graduate Programs: __________________________ Date Received: ____________
Appointment of Thesis Advisory Committee
Department of Chemistry and Chemical Biology
Indiana University Purdue University, Indianapolis

Instructions to the Student

After consultation with your Thesis Advisor, choose additional faculty members to serve on your advisory committee. If your major is in an area other than that of your advisor, these additional faculty must be in your area. (PhD students need 2 advisors from Purdue)

Student Name (please print): __________________________________________

Student Signature: __________________________________________________

Major Area: _________________________

Instructions to Committee Members

Please sign below if you agree to serve on the above-mentioned student’s thesis advisory committee.

Committee member signature: ______________________________ Date: __________

Committee member signature: ______________________________ Date: __________

Committee member signature: ______________________________ Date: __________

Committee member signature: ______________________________ Date: __________

Instructions to the Thesis Advisor

Please sign below if you approve of the constitution of the above-named student’s thesis advisory committee. Please return this form to the Graduate Advisor prior to the end of your first semester.

Thesis Advisor Signature: ______________________________ Date: __________
# Purdue University Graduate School Form 6

## Request for Master's Degree Advisory Committee and Plan of Study Approval

1. **NAME OF STUDENT**: [Name]
   - **PUID No.**: [PUID]
   - **Purdue Student ID # (not IUPUI)**: [ID]

2. **DEPARTMENT**: IUPUI Chemistry and Chemical Biology
   - **Dept. Code**: CHM
   - **Thesis Option**: ☑️
   - **Non-Thesis Option**: ☐

3. **Degree Title**: Master of Science
   - **Research Area**: [Area]
   - **Biochemistry**: [Option]

4. **AREA OF SPECIALIZATION (if any)**: [Specialization]
   - **AOS Code**: n/a

## 4. COURSES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course No.</th>
<th>Credits</th>
<th>Regular Regs.</th>
<th>Non-degree Regs.</th>
<th>Other or Transfer from</th>
<th>Degree Expected</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td>May 2010</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Dec 2011</td>
</tr>
</tbody>
</table>

**YOU WILL NOT RECORD RESEARCH CREDITS**

## 7. LANGUAGE REQUIREMENTS

- **Method to be used to meet language requirements**: [Method]
  - Transfer course must be described as on original transcript.
  - Mark course number with asterisk (*) if B or better is required.

## 8. NAMES OF ADVISORY COMMITTEE MEMBERS

- **Chair**: [Name]
- **Other**: [Name]

## 9. GRADUATE FACULTY IDENTIFIER

- **APPROVED BY ADVISORY COMMITTEE MEMBERS**
- **DEPARTMENT IN AREA OF**

## 10. SIGNATURES

- **Thesis Advisor**: [Signature]
- **Other**: [Signature]

## 13. APPROVED BY:

- **Hand of the Graduate Program**: [Signature]
- **Date**: [Date]

## 12. SIGNATURE OF STUDENT

- **Academic Dean (if required)**: [Signature]
- **Date**: [Date]
## Request for Master's Degree Advisory Committee and Plan of Study Approval

**PURDUE UNIVERSITY**  
**GRADUATE SCHOOL**  

**Name of Student:** [Name]  
**Purdue ID:** [ID] or JUPUI ID

### 2. Department
- **Chemistry/Chemical Biology**  
- **Dept. Code:** CHM  
- **Thesis Option:** ☐  
- **Nonthesis Option:** ☑

### 3. Area of Specialization (if any)
- **Master of Science**  
- **Degree Code:** CHM/AMS  
- **Research Area:** Biochemistry

### 4. Courses

<table>
<thead>
<tr>
<th>Area</th>
<th>Subject Abbr.</th>
<th>Course No.</th>
<th>Cr. Hours</th>
<th>Regular Basis</th>
<th>Non-degree Basis</th>
<th>Other or Transfer from +</th>
<th>Date Completed or To Be Completed</th>
</tr>
</thead>
<tbody>
<tr>
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<td>CHEM</td>
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<td>X</td>
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<td></td>
<td>May 2011</td>
</tr>
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<td>B. <strong>Nuclear Physics</strong></td>
<td>CHEM</td>
<td>69600</td>
<td>3</td>
<td>X</td>
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<td></td>
<td>Dec 2010</td>
</tr>
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<td>X</td>
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</tr>
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<td>D. <strong>Individual Study</strong></td>
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<td>E. <strong>Organic Chemistry</strong></td>
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<td>X</td>
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</tr>
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<td>F. <strong>Inorganic Chemistry</strong></td>
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<td>X</td>
<td></td>
<td></td>
<td>May 2010</td>
</tr>
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<td>G. <strong>Molecular Biology</strong></td>
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<td>3</td>
<td>X</td>
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<td></td>
<td>Dec 2009</td>
</tr>
<tr>
<td>H. <strong>Biotechnology</strong></td>
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<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td>May 2011</td>
</tr>
<tr>
<td>I. <strong>Drug Delivery System</strong></td>
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<td>69600</td>
<td>3</td>
<td>X</td>
<td></td>
<td></td>
<td>Dec 2011</td>
</tr>
</tbody>
</table>

### 7. Language Requirements
- Method to be used to meet language requirements:  
- **First Language:** [Language]  
- **Second Language:** [Language]  
- **Third Language:** [Language]

### 8. Names of Advisory Committee Members
- **Chair:** [Chair Name]  
- **Grad Program Advisor:** [Advisor Name]  
- **Chem Committee Member:** [Committee Member Name]

### 9. Graduate Faculty Identifier
- **Chair:** [Chair Name]  
- **Department:** CHM  
- **Major Area:** Biochemistry

### 10. Department
- **Abbr.:** CHM  
- **Code:** [Code]

### 11. Advisor in Area of:
- **Abbr.:** CHM  
- **Code:** [Code]  
- **Major Area:** Biochemistry

### 13. Approved by:
- **Signature:** [Signature]  
- **Hand of the Graduate Program:** [Hand]  
- **Date:** [Date]  
- **Graduate School Dean:** [Dean]

---

**Figs. 1 of 1 Pgs.**  
**Data Degree Expected:** Dec 2011  
**AOS Code:** n/a
Purdue University Graduate School

Request for Ph.D. Degree Advisory Committee and Plan of Study Approval
(Please read instructions on reverse side.)

Date Degree Expected: May 2015

1. NAME OF STUDENT: You

2. DEPARTMENT: Chemistry and Chemical Biology

3. AREA OF SPECIALIZATION (if any): Chemical Biology

4. COURSES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Subject Abbr.</th>
<th>Course No.</th>
<th>Cr. Hours</th>
<th>Regular Reg.</th>
<th>Non-regular Reg.</th>
<th>M.A.</th>
<th>M.S.</th>
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<th>Date Completed or to be Completed</th>
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</tr>
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<td></td>
<td>12/2010</td>
</tr>
</tbody>
</table>

YOU WILL NOT RECORD RESEARCH CREDITS

5. LANGUAGE REQUIREMENTS

- Method to be used to meet language requirements
- Translating course must be described as on original transcript
- Mark course number with asterisk (*) if B or better is required

6. NAMES OF ADVISORY COMMITTEE MEMBERS (Please type full name)

- Thesis Advisor
- Chair
- Committee Member
- Chair

7. APPOVED BY ADVISORY COMMITTEE MEMBERS (Signature)

- Chair
- Committee Member
- Chair

8. DEPARTMENT: CHEM

9. ADVISOR IN AREA OF: Biochem, etc.

10. SIGNATURE

Submit original plus one copy to the Graduate School.
Graduate School Form 13
(R revised 6/06)

PURDUE UNIVERSITY
GRADUATE SCHOOL

Request for Change to the Plan of Study

Department: IUPUI Chemistry and Chemical Biology
Department Code: CHM
Date: Today’s date
PUID No.

Purdue ID number

CHANGE OPTION TO: Nonthesis Thesis

<table>
<thead>
<tr>
<th>COURSE CHANGES</th>
<th>Course No. &amp; Abbr.</th>
<th>Credit Hours</th>
<th>Official Course Title</th>
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<td>Spec. Advanced Physical Chemistry</td>
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<td>Spec. Topics in Chemistry: Cell Mechanics</td>
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<tr>
<td>Add</td>
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<table>
<thead>
<tr>
<th>COMMITTEE CHANGES</th>
<th>Advisory Committee Members</th>
<th>Department</th>
<th>Graduate Faculty Identifier</th>
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<td></td>
</tr>
<tr>
<td>Add</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reason(s) for the above request:

1. The deleted course (____________) has been removed from the course offerings.
2. The course (____________) was not available in the most recent academic session.
3. Equivalent material will be covered in the substituted course (____________).
4. Conflicting course schedules (____________ and ______________) have prevented registration.
5. Course title has been changed (____________).
6. Program emphasis has changed (explain). ______________
7. Reasons for committee change. ______________
8. Other: To fulfill 90 credit requirement

SIGNATURES:

Student: ____________________________  Committee Member(s) Added: ____________________________

Major Professor: ____________________________  Committee Member(s) Deleted: ____________________________

Head of the Graduate Program: ____________________________

Academic Dean (if required): ____________________________

CHECK IF ADDITIONAL INFORMATION IS PROVIDED ON THE REVERSE SIDE OF THIS FORM.

Submit original plus one copy to the Graduate School.
**PURDUE UNIVERSITY**

**GRADUATE SCHOOL**

**Report of Master’s Examining Committee**

<table>
<thead>
<tr>
<th>Name of Candidate</th>
<th>YOUR NAME</th>
</tr>
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<tbody>
<tr>
<td>PUID No.</td>
<td>PURDUE ID #</td>
</tr>
<tr>
<td>Department</td>
<td>Chemistry &amp; Chemical Biology</td>
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<tr>
<td>Department Code</td>
<td>CHM</td>
</tr>
<tr>
<td>Date Examination Held</td>
<td>4/23/2012</td>
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</table>

**Degree Sought:**

- [ ] Master of Arts
- [x] Master of Science
- [ ] Master of [ ]

**Basis of Recommendation:**

- [x] Oral examination of the candidate
- [ ] Written examination
- [ ] Conference of the committee in the absence of the candidate

**Degree Recommendation:**

- [x] Recommend that the candidate be certified to the faculty for the above degree*
- [ ] Do NOT recommend that the candidate be certified to the faculty for the above degree

**Thesis Award (if applicable):**

- [ ] Do consider nominating this student for an outstanding thesis award
- [ ] Do NOT consider nominating this student for an outstanding thesis award

**Examination**

<table>
<thead>
<tr>
<th>Approve</th>
<th>Disapprove</th>
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</thead>
<tbody>
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</table>

**Examiners:**

- Thesis Advisor Signature: _________, Chair
- Chem Committee Member Signature: _________
- Chem Committee Member Signature: _________

**Graduate Faculty Identifier**

- From Grad Handbook

**Recorded by:**

- Hand of the Graduate Program __________________________ Date ____________

---

*Committee certification for a master’s degree requires that all members of a three-person committee concur that the student has satisfactorily completed the examination. If the committee has four or more members, a single member may withhold his or her signature of approval.

---
PURDUE UNIVERSITY
GRADUATE SCHOOL
Request for Appointment of Examining Committee
(Adaptable for any degree)

Name of Student ___________________________________________ FUID No. __________________________

Examination to be taken:
☐ Preliminary Examination
☐ Final Examination

Degree sought (exact title) __________________________________________

It is recommended that the following serve as members of the Examining Committee:

<table>
<thead>
<tr>
<th>Graduate</th>
<th>Faculty</th>
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<th>Area</th>
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It is planned to hold the examination:

Date _____________ Time _____________ Building _____________ Room No. _____________
Thesis Title __________________________________________________________

Recommended by: ___________________________ ___________________________
Major Professor Head of the Graduate Program

Department: ________________ Dept. Code ________________
Date Submitted _____________________________

Graduate School Dean

Submit original plus one copy to the Graduate School
REQUEST TO HAVE DEGREE AWARDED AT ANOTHER CAMPUSS

due to be submitted to the registrar of home campus prior to the end of the sixth week of the
semester-third week for summer sessions. (See instructions on the reverse side.)

1. Your full legal name: __________________________

2. PDID: __________________________  M: Male  F: Female  D: Date of Birth: __________________________

3. Present Address: ____________________________________________

4. Telephone number (___-___-___): __________________________

I am currently enrolled in the School/College of __________________________
on the ____________________________ campus (home campus). At the conclusion of the
current academic session, I expect to complete the requirements for the degree of Doctor of Philosophy
__________________________
with a major in ____________________________

I request approval to have this degree awarded by the School/College of __________________________
on the Purdue University West Lafayette, IN ________ campus (home campus).

Candidate Status Approved: [ ] Program of Study Code: ____________________________

[ ] Yes [ ] No

[ ] On my Program: __________________________

[ ] Need: __________________________

[ ] Candidate Status Deferred: [ ]

[ ] UNITED STATES/INTERNATIONAL: __________________________

[ ] Date: __________________________

OFFICE OF THE REGISTRAR
Form 380

WILLIAM COLLINS, Registrar

40
Purdue University Graduate School
Report of the Final Examination

Name of Candidate: ___________________________ PGID: _______________________

Department: Chemistry - UPMF ___________________________ Department Code: CHEM ____________

Date Examination Held: _______________________

Recommendation:

When the Graduate School has on file that all other requirements have been met, we

☑ Do recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy.

☐ Do NOT recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy.

In the event the candidate is not certified for the degree, it is recommended that he or she

☑ Withdraw from the Graduate School

☐ Continue under the following conditions:

☐

☐

☐

☐

☐

☐

☐

Dissemination Award:

☑ Do consider nominating this student for an outstanding dissertation award

☐ Do NOT consider nominating this student for an outstanding dissertation award

Examination

Approve □ Disapprove □

Examinining Committee:

☐

☐

☐

☐

☐

☐

Approved by: ___________________________ Date: 6/7/11

This report should be forwarded to the Graduate School as soon as the examination is completed.

Note that a form certified by a responsible faculty advisor is to be attached to this form.

COPY
PURDUE UNIVERSITY
GRADUATE SCHOOL

Thesis/Dissertation Receipt

Date of Deposit __________________

Received from: ____________________________ PUID: __________________

Major Professor: ____________________________ Department Head: __________________

Department: Chemistry (IUPUI) ____________________________ CHEN

Official Degree Title Expected: ____________________________

Date Degree Expected: ____________________________

Survey Status: ☑ Completed Survey of Earned Doctorates (IUPUI PhD Only)

Subject Heading: ____________________________

The final approved deposit copy of a thesis entitled: ____________________________

______________________________

Graduate School Committee on Theses and Publications

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<th>Thesis Format Office Use Only</th>
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<td>Chair: ____________________</td>
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<td>Notes: ____________________</td>
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Copies to: Thesis/Dissertation Office, Candidacy, Graduate School
PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS. (THIS FORM IS NOT INCLUDED WITH YOUR ELECTRONIC THESIS DEPOSIT DOCUMENT)

G. S. Form 9, “Thesis Acceptance”

- This copy of the form will be presented to the Thesis/Dissertation Office at your final deposit appointment and will be permanently maintained on file at the Graduate School. Please ensure all the fields are completely and correctly filled in:

1. Your name
2. Thesis title
   - Do not write your thesis title in all small letters
3. Select your degree from drop down box
4. Signature from all committee members
   - If you have co-chairs, please select Co-chair from drop down box on #1 and #2 of examining committee signature fields
5. Signature from major professor or format advisor on Format Approved
6. Confidential status box and signature from major professor
7. Signature from major professor
8. Signature & Date from your department/program head

Please be meticulous: incomplete or incorrect information on this form will cause needless delays to your final deposit and may even affect your graduation plans.

- All other copies of your thesis intended for your department (e.g., copies for examining committee members) must include reproduced copies of this form in them. However, these reproduced copies may be printed on regular copier paper unless departmental requirements dictate otherwise.

Questions? Please contact the Thesis/Dissertation Office at marki@purdue.edu or gspark@purdue.edu.
PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS. THE ETD FORM 9 WILL ONLY BE ATTACHED TO YOUR ELECTRONIC THESIS DEPOSIT DOCUMENT.

ETD Form 9, “Thesis Acceptance”

- ETD Form 9 will only be typed (not signed) and will take the place of your original, signed “Thesis Acceptance” GS Form 9, which will actually turned in at your final thesis deposit appointment. The reason the ETD Form 9 form is only typed is to preclude potential fraud resulting from unauthorized availability and use of candidate and faculty signatures on the Web.

- ETD Form 9 will be completed using the same information shown on your GS Form 9. Make sure both forms match! Please avoid “post-dating” your forms if at all possible. The Thesis/Dissertation Office cannot accept submissions with post-dated forms as this puts it in the position of technically approving your ETD before your department!

- Prior to attaching this form to the front of their thesis document, candidates must ensure they first complete and “print” it on a computer loaded with Adobe Acrobat Professional, Adobe X Pro, or similar pdf conversion/merging software (e.g., CutePDF). Doing this ensures their document will be “stabilized,” so it cannot be edited after the fact. Proper stabilization cannot be performed on machines loaded only with Adobe Reader!

- Please remove these instruction pages before inserting your ETD Form 9 into the front of your document. You can preclude this by simply using the “Current Page” option when printing your ETD Form 9 as a stabilized pdf.

How to Print a Stabilized PDF

Here is a common method for saving, stabilizing, and inserting a document in Adobe pdf:

Step I

1. After typing in the appropriate information, go to the top and select File–Print
2. You will then see a Print dialog box: go to the printer drop-down menu in the upper left-hand corner and then select the “PDF” option.
3. A “Save As” dialog box should then appear: type in your desired file name, as well as where you want to save the file, then click “OK.”
4. Your file should then immediately convert to a stabilized Adobe pdf document.
5. Once your document is converted, test it for stabilization by clicking on the displayed text—it should not be affected in any way.
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G. S. Form 14,
“Addendum to the ProQuest Doctoral Dissertation Agreement Form”

• The original, signed copy of this form will be presented to the Thesis/Dissertation Office at your final deposit appointment and will be permanently maintained on file at the Graduate School.

• Please ensure all the fields on this form are complete and correct. Please indicate:
  1. Your name
  2. Student ID number
  3. Thesis title
     • Do not write your thesis title in all small letters
  4. Name of your major professor
  5. Your department
  6. Check the box of No sales restrictions and No format restriction
  7. Your signature
  8. Date

• To request RESTRICTION on your thesis/dissertation:
  1. Fill out first 5 fields on the top (see the names above)
  2. Check the box of Restrict sales and specify the date
  3. Check the box of Restrict publication in electronic form and specify the date
  4. Your signature and date
  5. Major professor signature and the date

• Please do not include a copy of this form with your Electronic Thesis Deposit submission. There is no need to include it since this form is for local use only.

• Please ensure the restriction date(s) on your form also match the “delay of publication” date you request when submitting your electronic thesis deposit (ETD)

Questions? Please contact the Thesis/Dissertation Office at 6-3157 or markj@purdue.edu or apark@purdue.edu
ProQuest Doctoral Dissertation Agreement Form

Author: Type your name as shown in Purdue University records
Student ID No.: ____________________________

Title: Type your complete and correct thesis title.

Major Professor: ____________________________
Department: ________________________________

The Graduate School has approved the authors may request either a sales or permanent restriction. While the use of sales or permanent restrictions are not recommended by the Graduate School, there are cases where exercising a restriction may be prudent. Critical consideration should be given before deciding. Examples:

1. The dissertation will be added to ProQuest as a monograph and the publisher considers that the availability of an electronic version of the dissertation constitutes publication thus precluding the author from publicly publishing additional sources. In this case, a "format restriction" which stops accessibility to the electronic version for a specified period of time (e.g., December 2010) may be advisable.

2. Papers will be prepared for publication and the publisher will not accept information contained previously published in a widely accessible electronic form. In this case, also a "format restriction" (e.g., December 2010) may be advisable.

3. The dissertation contains patentable research. A "sales restriction" (e.g., December 2010) may be advisable.

It is important to keep in mind that exercising a restriction will prevent copies of your dissertation from being made available to the public once the University has been made aware of your research in a timely fashion. If you are considering exercising restrictions, you are advised to discuss the matter with your major professor. If the dissertation is selected, this form must be signed by your major professor or advisor to indicate that he or she has been consulted and agrees with your decision.

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☐ No sales restrictions
☐ Sales until ____________________________ (e.g., January 1, 2000)
(During the period of restricted sales, only the abstract is available to readers)

FORMAT

☐ No format restrictions
☐ Electronic format until ____________________________ (e.g., January 1, 2000)
(Most ProQuest will request digital paper and microfiche format. The option to limit paper or microfiche format has not been approved by the Graduate School)

Signature of Author ____________________________ Date __________________

Signature of Major Professor ____________________________ Date __________________

Have the above been properly marked? Yes □ No □

GS Form 14
PLEASE CAREFULLY REVIEW THE FOLLOWING INSTRUCTIONS.

G. S. Form 15,
“Request for Confidentiality of Thesis”

Please ensure you complete the following steps:

- On the GS Form 9, “Thesis Acceptance”, the “confidentiality box” must be checked and signed by your major professor.
- Please ensure all the fields shown on GS Form 15 are complete and correct. Ensure they are signed by you, your major professor, and your department head or program head who signed your GS Form 9. Failure to correctly complete all information or signature blocks will result in delays to your processing.
  - If you are initially requesting two years of confidentiality, you must obtain the necessary contract information and signature from Sponsored Program Services.
- Do not confuse “ProQuest Delay of Publication” with “confidentiality.” These are two different procedures which can be requested independently or in tandem. In many cases, requesting a simple “delay of publication” for a specified length of time through ProQuest can meet one’s needs in regards to restricting access to their document by outside parties.
- Thesis/Dissertation office no longer requires hard bound “cotton” copies of your confidential thesis. However, if your department still requires a “departmental library” copy, you must turn it in to the Thesis/Dissertation Office at your final deposit appointment.
  - If you need to prepare a hard bound “departmental library” copy, please do not print it out until after your electronic submission is approved and accepted. Please allow sufficient time for printing/binding before your scheduled final deposit appointment.
- If you are requesting additional hard copies directly from ProQuest, you will not receive these until your thesis is released from confidentiality. Depending on your situation, this means you may not receive your requested copies for two years or longer. Accordingly, we suggest you consider obtaining your printed copies through Boiler Copy Maker in the Purdue Union. For further information, contact BCM at (765) 496-3888 or blcm@purdue.edu.

Questions? Please contact the Thesis/Dissertation Office at markj@purdue.edu or apark@purdue.edu.
Graduate Student Handbook

FURTHIL UNIVERSITY
GRADUATE SCHOOL
Request for Confidentiality of Thesis

Date: [mm/dd/yyyy]

Thesis Title: [Type your title here]

Official Degree Title: Doctor of Philosophy

Advisor: [Name of Advisor]

Major Professor: [Name of Major Professor]

Department: [Name of Department]

Date Degree Expected: [mm/dd/yyyy]

Student ID No.: [Student ID Number]

Graduate Faculty Designator: [Designator]

Department Code: [Code]

REASON FOR CONFIDENTIALITY (Please check applicable items.)

☐ There may be patents resulting from research.

☐ Publication of the thesis or portion thereof is pending.

☐ Proprietary rights are involved.

☐ Other (Please specify): [Specify]

INITIAL REQUEST

☐ One Year Period. (An initial request is normally for one year. However, in cases where the sponsoring organization has a contractual arrangement, which expressly stipulates a longer time period, with Purdue University and/or Purdue Research Foundation, a two-year initial period of confidentiality may be requested.)

☐ Two Year Period. (The name of the sponsoring organization and the contract number must be indicated below before this form is submitted to the Graduate School.)

Sponsoring Organization: [Name of Sponsoring Organization]

Contract Number: [Contract Number]

Verification by Sponsoring Organization: [Verification]

EXTENSION REQUEST (Six Month Period)

Reason for Extension: [Reason for Extension]

The Thesis/Dissertation Office will retain both the deposit copy of the thesis and the copy for the head of the graduate program and will not permit access to these copies during the period of confidentiality without authorization in writing by the author, the major professor, or the head of the graduate program and the endorsement of the Dean of the Graduate School. At the end of the approved period of confidentiality, the thesis will be removed immediately from such restricted access. Request for extension is approved by the Graduate School. Earlier removal from confidentiality may be authorized by the same manner as access during confidentiality.

SIGNATURES:

Author: [Signature]

Major Professor: [Signature]

Head of the Graduate Program: [Signature]

[Handwritten: Sign this form to the Graduate School]

[Handwritten: (For Graduate School Use)]

[Handwritten: Confidentiality has been approved: [Date] (mm/dd/yyyy)]

[Handwritten: [Signature]

[Handwritten: [Name of Office/Department]]

[Handwritten: [Signature]

[Handwritten: [Name/Title]]

Purdue University, Graduate School
MEMO

TO: Master’s (Thesis Option) Candidate
FROM: Phillip E. Pope, Associate Dean
RE: Master’s Thesis Agreement

In accordance with Purdue University Executive Memorandum B-10, the copyright ownership of your master’s thesis resides with you, the author. In signing the Purdue University Graduate School Master’s Thesis Agreement (G.S. Form 19), you give permission to Purdue University to reproduce, distribute, and display, in whole or in part, your master’s thesis. Please read the agreement carefully, as it is a binding agreement between you and Purdue University. You have the option to sign the agreement.

The Master’s Thesis Agreement (G.S. Form 19) is a critical component of your thesis. This form, whether you signed it or not, is to be placed immediately after the Thesis Acceptance (G.S. Form 9) and immediately before the blank page. The placement of the original Master’s Thesis Agreement (G.S. Form 19) results in it being the second page of the bound thesis. In addition, a copy of G.S. Form 19 should be included in the departmental copy of the thesis.

Thank you for your attention to this important matter.

Attachment
PLEASE CAREFULLY REVIEW THE FOLLOWING INSTRUCTIONS:

G.S. Form 19, "Master’s Thesis Agreement"

- This form can be printed on regular "copier" paper. The previous requirement to print one copy on 100% cotton paper has been eliminated effective February 2011.

- Please ensure you include a copy of this form in the front section of any hard copies of your thesis you are required to submit at your final deposit appointment. The GS Form 19 will be inserted after your GS Form 20 and immediately before your title page.

- All other copies of your Master’s Thesis Agreement form may be printed on regular copier paper, unless departmental requirements dictate otherwise.

- Please do not include a copy of this form with your Electronic Thesis Deposit submission. There is no need to include it since this form is of local interest only.

Questions? Please contact the Thesis/Dissertation Office at 631.57 or at thesis@ucsb.edu.
PLEASE CAREFULLY REVIEW THE FOLLOWING INSTRUCTIONS.

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“Research Integrity and Copyright Disclaimer”

Instruction for Original Paper Copy Submission:

- The original, signed copy of this form will be presented to the Thesis/Dissertation Office at your final deposit appointment and permanently maintained on file at the Graduate School. Please ensure all the fields on this form are complete, correct, and matching:
  1. Your name
  2. Thesis title
     - Do not write your thesis title in all small letters
  3. Your degree
  4. Your signature
  5. Date of the form completion

Instruction for Attachment to Your Electronic Thesis Deposit Submission:

- One (1) copy of this form will be strictly typed (including signature and date), converted to stabilized Adobe pdf, and then attached as the second page of the electronic thesis document (i.e., following your ETD Form 9 and preceding the thesis title page).

- You must “print” this form as a stabilized pdf using Adobe Acrobat Professional, Adobe X Pro, or a similar pdf conversion software. Acrobat Reader will not allow you to create a stabilized pdf!

- To avoid inserting this instruction page along with your form into your document, simply select the “Current Page” option when printing your GS Form 20 to stabilized pdf. This will eliminate the need for you to separately delete the instruction form prior to insertion.

Questions? Please contact the Thesis/Dissertation Office at markj@purdue.edu orspark@purdue.edu.
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Title of Thesis/Dissertation:
Type your complete and correct thesis title here.

For the degree of Choose your degree

I certify that in the preparation of this thesis, I have observed the provisions of Purdue University Executive Memorandum No. C-27, September 6, 1991, Policy on Integrity in Research. I certify that this work is free of plagiarism and all materials appearing in this thesis/dissertation have been properly quoted and attributed.

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