

Department of Chemistry

EMORY



Graduate Student Handbook

Updated August 2019

This handbook outlines program policies and procedures for chemistry graduate program scholars. Scholars should also familiarize themselves with the policies and procedures of the Laney Graduate School via their official handbook. Continuing scholars agree to be bound by the rules and requirements of both handbooks.

[Laney Graduate School Handbook](#)

While we strive to keep the Department of Chemistry graduate handbook complete and up-to-date, the program administration may clarify or change policies as needed. All changes will be announced ahead of time (see Communication Guidelines) and reflected in the copy of the handbook available on the department website. If a policy (what must be done) changes, scholars who entered the program under a previous handbook will still be held to the handbook in place when they started at Emory. If a procedure (how something is done) changes, scholars may be asked to adhere to the new process if it does not affect their progress through the program.

If you have questions about the handbook, your first point of contact should be the Graduate Program Coordinator.

All forms referenced in this handbook are available from the Graduate Program Coordinator and [on our website](#).

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GRADUATE PROGRAM ADMINISTRATION

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GOALS FOR GRADUATES

The James T. Laney School of Graduate Studies at Emory University is committed to education that provides scholars with deep and broad expertise in their chosen fields, creativity to cross disciplinary boundaries, courage to challenge convention, and confidence to ask unexpected questions and articulate bold new perspectives.

Graduates of the PhD program in chemistry should be able to:

- Pose a research question and formulate an investigative approach using current research methods in chemistry.
- Conduct and communicate independent, original research in chemistry.
- Critically evaluate the research literature in chemistry.
- Communicate concepts and procedures in chemistry effectively — to peers, scholars, the scientific community, the lay public, and granting agencies.
- Apply their education to careers and, more broadly, to challenges and opportunities in the world around them.

ORIENTATION

New scholars are required to attend Chemistry graduate program and Laney Graduate School orientation before starting classes.

Orientation will include the following:

- program requirements, including rotations
- mail and keys
- Emory ID cards and building access
- payroll and compensation
- facilities and stockroom
- safety training
- TA training
- coursework advising with faculty
- cohort teambuilding and strategies for success
- peer mentoring and graduate organizations

All orientation activities are mandatory. Scholars who do not participate may forfeit their August stipend payment and/or be excluded from rotation activities.

For more information about Laney Graduate School orientation, please [visit their website](#).

RESEARCH ROTATION PROGRAM

Rotations are 3 week experiences in Emory research groups for the benefit of first year scholars. The rotation program is intended to acquaint scholars with the research and resources of the Department before they choose a research home for pursuing their PhD. All scholars are required to complete 3 rotations before joining a research group.

Structure of the Rotation Experience

Group Exploration Period

August 28th-September 18th

All recruiting faculty will offer open events—group meetings, open houses, etc.—to help scholars get to know their lab. Scholars are required to attend events in at least six labs and obtain signatures on the Group Exploration Period form.

Submission of Rotation Preferences

September 18th at 12pm

Scholars submit three unranked rotation choices to the Graduate Program Coordinator by checking next to three signatures on the Group Exploration Period form. Faculty will have an opportunity to review the names of all scholars who have requested a rotation in their lab and indicate their response to the request to the Director of Graduate Studies.

Rotation Assignments and Notification

September 20th

Scholars will be advised of the faculty response to rotation requests and receive a rotation schedule. Scholars who fall short of the required three rotations will be required to meet with the DGS to discuss their options and secure three rotation placements.

(continued on next page...)

Rotations

Rotation 1: September 23rd - October 11th

Rotation 2: October 14th – November 1st

Rotation 3: November 4th - November 22nd

Faculty have considerable flexibility in assigning rotation activities. At a minimum, satisfactory completion of the rotation will require attendance at all group meetings, seminars, scholar seminars, and/or journal club activities scheduled during the rotation period. Faculty may set a minimum hour-per-week requirement for graduate scholar engagement.

During the time a scholar is engaged in a rotation, the scholar's total research effort should be focused on that rotation. Faculty cannot require that scholars participate in research activities in a group outside their current rotation assignment. Scholars are expected to complete coursework and TA responsibilities during rotations and rotation requirements should account for these responsibilities. With these requirements in mind, scholars should feel free to participate broadly in the intellectual life of the department.

Discernment and Discussions

November 23rd - December 3rd

Scholars are encouraged to meet with their rotation advisors during this time with the goal of finalizing their group selection. Faculty and scholars are encouraged to be candid about their goals during this period. However, group assignment is only finalized by the DGS in consultation with the faculty after the scholar submits their selected group.

Additional Guidelines

- A scholar may change their choice of the second and/or third rotation group during an earlier rotation. The scholar must submit a petition email to the DGS stating the reasons for the requested change. The DGS will discuss the petition with all faculty involved and advise the scholar of the outcome.
- Scholars who have completed a summer rotation have two options. 1) They may request to repeat a rotation in the same group pending available space; 2) They may select three new rotation advisors, completing a total of four rotations. Scholars enrolled during summer may not skip a fall rotation.

RESEARCH GROUP SELECTION & ASSIGNMENT

Prior to research advisor selection, scholars should consider the Director of Graduate Studies and the Graduate Program Coordinator as primary contacts for questions and concerns.

Scholars should indicate the group that they wish to join by returning the [Research Group Selection](#) form to the Graduate Program Coordinator before noon on **December 3rd, 2019**.

The Director of Graduate Studies will finalize group assignments in consultation with faculty. The DGS will immediately begin working with scholars who do not “match” with a group to find an alternate group placement or an additional rotation assignment.

Faculty may accept a scholar seeking a fourth rotation either as a rotator or as a lab member, even if the scholar has not yet rotated with their group. Scholars who do not secure an additional rotation or lab placement OR who are not offered a lab placement following the completion of an additional rotation will be asked to leave the program by the end of the Spring semester.

Changing Research Groups

1. Scholar submits a letter to the Graduate Committee describing the reason for the requested change AND an up-to-date research progress report.
2. Scholar's current advisor submits a letter to the Graduate Committee outlining the scholar's research progress and the length of continuing support.
3. Scholar's new advisor submits a letter to the Graduate Committee outlining conditions for completion of the degree and the status of support.

COMMITTEE SELECTION

Scholars should begin the process of asking faculty to join their committee no later than the start of their second year. Scholars may begin these discussions at any time. However, committee assignments are not finalized until DGS review in the second year as described in the Committee Selection Timeline (below). In addition to acting as a resource for advice throughout the PhD, the committee will:

- Serve as the scholar's Annual Report Committee
- Contribute to any other required progress reports
- Serve as the scholar's dissertation committee

The scholar's responsibility to the committee includes:

- Providing regular reports of research progress, including, but not necessarily limited to, the annual report and milestone requirements.
- Responding to email from the committee in a timely manner—within 24 hours on regular working days.
- Taking responsibility for scheduling of activities that require the committee to collaborate, including reserving rooms and providing at least one week's notice when the committee needs to meet.

Committee Selection Timeline

September 30th: Scholars submit committee selections to the Graduate Program Coordinator by email . The DGS will review and

finalize committee requests, with possible adjustments to ensure distribution of responsibility across the faculty.

October 15th: Scholars will receive a formal letter finalizing their committee.

Note: Scholars should submit the Laney Graduate School Dissertation Committee Signature Form when they apply for candidacy. This form must be submitted as soon as possible but no later than September 15th of the 4th year. See the “Candidacy” section for details.

COURSEWORK

Coursework is an opportunity to delve deeper into the science of your chosen research area as well as the discipline of chemistry more broadly. Required skills-based coursework in proposal preparation, library research, pedagogy, and ethics, among others, will help prepare you for your thesis work and for the job market.

New Scholars

New scholars will meet with faculty during orientation to select coursework for the first semester. A signed [Course Selection Form](#) is required **for the first semester only**. Enrollment in two courses is considered a full load during rotations. Scholars wishing to take a third course should request DGS permission prior to enrollment.

Course Registration for Continuing Scholars

All scholars should meet with their advisor to decide on necessary coursework. Scholars must register themselves online via [OPUS](#) with assistance, as needed, from the Graduate Program Coordinator. Scholars are responsible for ensuring that they are enrolled prior to the enrollment deadline each semester.

Registering for Non-Chemistry Courses

Scholars who wish to register for courses outside of the Department of Chemistry must complete the [External Coursework Petition](#). This form requires signatures from the advisor, the Instructor of Record for the requested course, and the graduate committee. If a scholar wishes to apply a non-chemistry course towards the six

chemistry courses required for candidacy, they should indicate this on the petition.

Grading

Courses are graded as Satisfactory/Unsatisfactory (S/U) or on a letter grade basis (A, A-, B+, B, B-, C, or F). Courses that offer a letter grade must be taken for a grade if they will be applied towards the requirements for candidacy.

Petitioning for Course Credit or a Course Waiver

Scholars may petition to receive course credit for graduate courses taken at another institution **or** a course waiver for a maximum of 9 credit hours. The scholar should submit the [Petition for Course Credit and/or Waiver](#) form to the Graduate Program Coordinator. Petitions will be forwarded to the Graduate Committee for review. Transfer credit requests must also be approved by the Laney Graduate School Dean.

What is the difference between transfer credit and a waiver?

Course *credit* may be given only for courses that were not used to satisfy the requirements of any previous degree. Transfer credit may also reduce the number of courses required at Emory by an equivalent amount—a waiver. A course *waiver* alone may be requested to reduce the usual six credit course load required for candidacy but the courses themselves will not be reflected on the Emory transcript.

Scholars wishing to use non-chemistry coursework as part of a transfer or waiver request should include a rationale from their advisor indicating the relevance of the course to the chemistry degree. This should be signed by the advisor.

All requested waivers and petitions will be reviewed. However, scholars should be advised that in most cases, it benefits the scholar to take a full slate of courses at Emory.

Due: Coursework petitions must be submitted by the end of the first semester of coursework and will be accepted as early as the first graduate committee meeting of the semester.

Coursework Residency Requirement and Research Credit

All scholars in the graduate program are required to maintain a full course load consisting of at least 9 units during the fall, spring and summer semesters. Most scholars in the first year will fulfill this minimum with required coursework. Advanced scholars must enroll in research credit (599R Pre-candidacy/799R Post-candidacy) to reflect their research effort.

Scholars should refer to the guidance below to determine if they should enroll in research credit hours. Scholars may not enroll in more hours than indicated by this table and are encouraged not to enroll in less hours in most cases. In extraordinary circumstances, scholars may petition the DGS to increase or decrease research credit.

Research Credit Guidance

Engaged in Full Time Research, No TA: **15 hours** of 599R/799R
Engaged in Research & 10 hours of TA: **12 hours** 599R/799R
Engaged in Research & 20 hours of TA: **9 hours** 599R/799R

TEACHING

Laney Graduate School seeks to ensure that scholar's education includes thoughtful and thorough preparation in the art of teaching. All chemistry scholars will serve as Teaching Assistants as part of their education. Additional teaching opportunities are available on a competitive basis to those who are interested.

Teaching Requirements

- All scholars will complete the Laney Graduate School TATTO (Teaching Assistant Training and Teaching Opportunity) Program—including the two-day TATT 600 workshop and microteaching during graduate orientation.
- All scholars will serve as a Teaching Assistant for two semesters—once in the Fall and once in the Spring of the first year. Assignments are made by the Graduate Committee.

TA Responsibilities

- Provide classroom instruction as needed
- Develop laboratory course materials as needed
- Lead a lab section (if applicable)
- Grade homework and quizzes
- Proctor exams
- Work closely with your faculty supervisor to ensure duties are completed to a high standard of excellence
- Other duties supportive of University instruction as assigned

TA assignments are 10 hrs/week for a TA enrolled in TATT 605. Laboratory TAs may be required to occasionally work more than 10 hrs/week to assist with exam grading. The expectation is that lead instructors will balance this requirement with a lower work load in other weeks.

TA Probation Procedures

Graduate TA assignments are graded on an S/US basis. Scholars are expected to achieve an “S” grade. If a scholar receives—or is advised that they are on track to receive—a “U” grade, the following probationary procedure will be followed.

1. Graduate scholar must re-take any failed assessments.
2. Graduate scholar must arrange a meeting with their lab/course director, advisor, the DGS, and the Graduate Program Coordinator to collaboratively develop a plan to achieve an “S” grade either by improving performance in the current semester or via an additional TA assignment.

Advanced Scholars

Complete and submit the [Advanced Graduate Scholar TA Commitment Request Form](#) each year (**August**) in consultation with your P.I. Available advanced TA support depends on the total number of courses requesting TA assistance (based on enrollment). TA support will only be offered to advanced scholars when all first year scholars have received TA assignments and additional TA slots remain unfilled. In the event that there are more requests for Advanced TA support than there are available positions, the Director of Graduate Studies will assign available lines in consultation with the Department Chair.

Teaching Opportunities for Advanced Scholars

- Dean's Teaching Fellowship
- Emory Advanced Graduate Teaching Fellowship (AGTF)
- SIRE for Natural Sciences
- ORDER
- Emory Pipeline
- Instructor-of-Record for chemistry courses

For the most up-to-date opportunities, visit the Laney Graduate School [Advanced Student Fellowships](#) page. Also, keep an eye out for opportunities in your email inbox via the LGS and chemistry digests.

ANNUAL REPORTS

It is the responsibility of the scholar to track their progress towards the PhD. Annual report and milestone requirements will assist you in this process. If you don't know where you stand—ask!

Every scholar should submit the [Annual Report Survey](#) and the [Annual Committee Evaluation](#) every year.

Scholars should obtain signatures on the Annual Committee Evaluation during an in-person meeting scheduled on or before **April 30th** each year. First year scholars are only required to submit the signature of their P.I.

The annual meeting can be scheduled at any time, but it cannot be scheduled earlier than any required in-person meetings for annual milestones (Second Year Qualifying Exam, etc.) The meeting may take place **at the same time** as the evaluation of milestones with the permission of the committee.

In addition to a discussion of milestone requirements completed in a given year, scholars should be prepared to discuss the following:

- What did you accomplish this year?
- Where are your future plans and goals?

SECOND YEAR QUALIFYING EXAM

Qualifying Exams are an important checkpoint meant to show that you are on a promising research track toward the Ph.D. degree.

The Second Year Qualifying Exam is comprised of a written report and an oral defense (closed door; committee only) intended to assess:

- basic research skills
- knowledge of the literature
- work ethic and motivation.

Scholar Responsibilities

- Enroll in CHEM 798 to receive course credit for exam preparation.
- Coordinate scheduling with the committee.
- Reserve a room for the report.
- Ensure that the committee completes an assessment and submit the assessment to the Graduate Program Coordinator.

Due: The written report must be submitted at least one week prior to the scheduled oral defense and no later than **February 1st** in the second semester of the second year. The oral defense must be completed by **March 1st** of the same semester.

Grading and Re-test Policy

Scholars must receive an “S” grade on both the written and oral portion of the exam to pass CHEM 798.

Failure to submit both portions of the exam or a receipt of a “U” on the oral and/or written portion of the exam will result in a “U” in CHEM 798. When a scholar receives a “U” grade, they may re-test before the end of the semester. At that time, if the “U” grade is not cleared, their committee may recommend termination from the program.

If given the option to retest by their committee during the summer semester, scholars will be placed on probation and must re-test any portion of the exam for which they received the “U” grade by the end of the summer term. Failure to earn an “S” on all exam requirements by the end of the summer term will result in termination from the program. Probation will be lifted in the semester following a successful re-test (assuming a scholar is in good standing in regard to all other program requirements.)

For more information, review the [Second Year Evaluation Requirements](#) on the website.

THIRD YEAR MILESTONE REQUIREMENT

Proposal development is a critical skill for scientists. The ability to recognize problems and creatively address them is key to success in research and teaching. Scholars who develop research proposals also practice critical thinking, learn to evaluate the work of others, and become more familiar with the scientific literature.

In the third year, scholars will be required to write three one-page research proposals.

Topic Requirements

- One proposal may be an optimized form of the scholar's proposal from the proposal writing course
- Two proposals must detail an idea for research outside of what is being conducted in the scholar's home group

Content Requirements

1. Identify the problem.
2. Identify known approaches to solving the problem and assess the merits and demerits of each.
3. Propose a solution to the problem.
4. Describe expected outcomes and implications of proposals.

Format Requirements

Each proposal should be written using the "quad sheet" format taught in the proposal course. A [quad sheet format template](#) is available on the website.

Assessment Criteria

Faculty feedback will be provided based on the following:

1. Importance of the problem and the need for a new approach;
2. Logical development of the problem and new idea;
3. Creativity of the scholar's solution to the problem;
4. Quality of the writing.

Assessment Timeline

- **January 1st**: Scholar submits proposal drafts to the committee.
- **By February 1st of the third year**: Scholar submits final versions of all three proposals to the committee.
- **During the third year annual report**: Proposals will be presented by the scholar in an open presentation, and each proposal will be discussed and assigned a pass/fail grade by the committee in a subsequent closed exam. The scholar should submit the **Third Year Milestone Requirement Form** to the Graduate Program Coordinator. Approximately 50% of the presentation should cover research progress, 50% proposals. All three proposals must receive an "S" to pass.
- **Spring of the third year**: Scholars may revise individual proposals that did not pass assessment to reach a total of three passing proposals. Revised proposals must either a) be signed off on by each committee member; 2) be examined and passed in a second committee meeting.
- **Note**: Scholars who fail to have three proposals approved by the end of the spring semester in the third year will receive a "U" research grade and be placed on academic probation. Scholars who fail to achieve three "S" grades by the end of the summer semester may be recommended for termination from the program.

FOURTH YEAR MILESTONE REQUIREMENT

Taken together, the third year proposals, the original research proposal, and the proposal writing course provide scholars with a solid foundation in creating and communicating original research. The original research proposal is the penultimate outgrowth of these efforts, followed by the dissertation.

All fourth year scholars must present and defend an original research proposal in the first semester of the fourth year. It is essential that the proposal not overlap significantly with any ongoing research at Emory.

The Original Research Proposal **must be completed by November 30th of the fourth year**. The written component is due to the committee at least one week before the oral presentation.

Guidelines

- Scholars should use the NIH Research Training Proposal requirements as a guideline for the written proposal.
- The oral presentation should:
 - Clearly define the proposed problem and how the proposed research would be accomplished
 - Include approximately one dozen PowerPoint slides or other visual aids

The scholar is responsible for scheduling a date, time, and location for the oral defense with their committee and for ensuring the location meets any A/V needs.

FIFTH YEAR + DEGREE COMPLETION PLAN

A scholar in their fifth year who is not graduating must submit a graduation plan and have it approved by their committee. The plan should be presented as a written timeline to graduation and must be signed by the chair of the dissertation committee. The scholar should submit this plan to the Graduate Program Coordinator along with their annual report form by April 30th of the fifth year and should submit a revised plan in any following semester during which they will not graduate.

FUNDING

All chemistry graduate scholars are admitted with a stipend, 100% health insurance subsidy, and 100% tuition waiver. Funding is guaranteed as long as the scholar continues to make satisfactory progress towards the degree.

Graduate scholar stipend support comes from a number of sources, including:

- Laney Graduate School fellowships
- Teaching Assistantships
- External fellowships
- Faculty research grants

Scholars receiving any form of stipend support are expected to devote themselves full time to graduate work and research. Outside employment is not permitted. The only exception is tutoring which must be kept to ten hours or less per week. Breaks should be discussed with the research advisor and should be limited to two weeks per year. Scholars who take extended breaks may have their stipend terminated.

[Professional Development Support](#) (PDS) funding is available for research travel, conferences, and training via the Laney Graduate School. Scholars should familiarize themselves with program guidelines and take advantage of this support. Two additional travel grants of \$250 each are available by application to the [Graduate Student Council](#) (GSC).

MERIT AWARDS

Keep track of these awards! While they cannot self-nominate, scholars are encouraged to make their research advisors aware of awards for which they may be eligible. The Department of Chemistry awards outstanding scholars a total of over \$15k each year above and beyond stipend funding. Awards traditionally include:

Quayle Outstanding Scholar Award

1 per year, \$6k per award

Awarded to the best PhD scholar in the department. Research advisors may nominate only one scholar. Nominees must be in their fourth year or above and nominations must be accompanied by an advisor letter and one additional letter.

Quayle Senior Scholar Awards

2 per year, \$3k per award

Awarded to exceptional scholars in their third year or above. To qualify, scholars must demonstrate ongoing excellence in graduate research.

Quayle Scholar Achievement Awards

5-6 per year, \$2k per award

Awarded to scholars who have demonstrated excellent research accomplishment in the past academic year. There are no restrictions as to class year.

Outstanding TA Awards

4 per year, \$500 per award

Awarded by the organic, general chemistry, analytical, and physical lab directors to TAs who demonstrated strong communication and interpersonal skills as well as professionalism in the lab.

CANDIDACY

What is Candidacy?

Candidacy status is an indication that a doctoral scholar has developed sufficient mastery of a discipline to produce an original research contribution in their field.

Eligibility

PhD scholars are eligible for candidacy when they have earned at least 54 credit hours at the 500 level or above. All incomplete (I) and In Progress (IP) grades must be resolved. Candidates must be in good standing with the program.

Scholars must also complete the following before entering candidacy:

- Rotations
- LGS Ethics course (JPE 600)*
- Chemistry JPE Requirements
- Second Year Qualifying Exam
- TATTO (TATT 600 & TATT 605 plus 2 semesters of TA)
- Six chemistry courses (or equivalent course release based on transfer coursework) with a minimum G.P.A. of 2.7

*TATTO 610 may be completed *after* entering candidacy.

Timing

Scholars should enter candidacy as soon as all requirements have been completed. **Scholars must reach candidacy by September 15th of their fourth year.**

Scholars who do not meet this deadline will be placed on academic probation, will not be eligible for PDS funds, and may forfeit financial support. These sanctions will be lifted when the scholar enters candidacy.

How to Apply

Scholars enter candidacy by submitting the application to enter candidacy, available on the LGS website. Chemistry will confirm that all program requirements have been met and LGS will confirm that remaining requirements have been met.

Scholars are considered “in candidacy” when the Dean has approved the application to enter candidacy.

DEGREE COMPLETION

The dissertation is the culmination of a scholar's Emory training. And after it's over, most new PhDs throw a party! Many of the degree requirements must be completed well ahead of the actual defense, so make sure to familiarize yourself with the procedures well in advance.

The Laney Graduate School sets the requirements for the completion of the graduate degree. Scholars should familiarize themselves with [these requirements](#). The Graduate Program Coordinator is available to assist scholars in navigating the degree completion procedures but it is the responsibility of the scholar to complete and submit all required documents.

Chemistry-Specific Degree Completion Guidelines

- The dissertation must be submitted to the scholar's entire committee at least seven days in advance of the scheduled defense.
- The date, time, and location of the defense must be publicly advertised at least seven days in advance of the defense.
- All committee members must be present at the defense.

Completion Guidelines

If a scholar has not completed the degree at the end of the seventh year, the program may grant a one-year extension. The program must submit notice of this extension to the Dean, no later than August 1 of the seventh year (before the eighth year). The notice must contain a completion timeline signed by both the

scholar and the dissertation committee chair or co-chairs. Scholars who enroll for this extension year will be responsible for some tuition.

If a scholar has not completed the degree at the end of the eighth year, the scholar may continue work for at most one additional academic year and only with approval from the Dean. To obtain approval, the program must submit a request to the Dean no later than August 1 of the eighth year (before the ninth year). The request must (a) outline the reasons the scholar has not completed, (b) consider whether the scholar needs to repeat any part of the qualifications for candidacy or obtain approval of a new dissertation prospectus, and (c) present a detailed completion timeline signed by both the scholar and the dissertation committee chair or co-chairs. Scholars who enroll for this extension year will be responsible for some tuition.

PROBATION AND APPEAL PROCESS

We want all scholars to succeed. If you are concerned about falling into probationary status, be sure to communicate with the Graduate Program Coordinator and your research advisor to determine your best path forward.

Causes of Probationary Status

Scholars whose work causes them to fall into probationary status will receive notification from Laney Graduate School. Scholars who receive a semester or Cumulative G.P.A. of < 2.7 will fall into probationary status. In addition, scholars will receive a “U” grade for the following courses (thus falling in to probationary status) when they fail to meet a program requirement:

- CHEM 504 for failure to complete rotations or join a group
- CHEM 798 for failure to complete the Second Year Qualifying Exam (failure to successfully re-test by the end of the summer term will result in termination from the program)
- TATT 605 for unsatisfactory TA performance
- CHEM 599 (pre-candidacy) or CHEM 799 (post-candidacy) for insufficient research progress
- CHEM 599 (pre-candidacy) or CHEM 799 (post-candidacy) for failure to meet a milestone requirement or submit an annual report

Scholars in probationary status are not eligible for merit awards or LGS Professional Development Support (PDS) funds.

Review Process

All scholars will be reviewed at the end of each semester by the faculty. Scholars who fall into probationary status due to a negative review will be informed of their status in writing by the Laney Graduate School. Consequences of a negative review may include:

- Withdrawal of financial support
- Repetition of research, coursework, and/or examinations
- Termination from the program

Appeal of Probationary Status

Scholars in probationary status may petition for one additional semester to improve their record by following the departmental appeal process.

1. Write a letter to the Graduate Committee detailing any extenuating circumstances that contributed to the probationary status and requesting a one semester extension.
2. Ask the research advisor to submit a letter of support, including a plan for ongoing financial support.

The Graduate Committee will review appeals and make recommendations. Scholars may petition for a maximum of two semester-long extensions.

Termination

Scholars whose appeal is not approved will be recommended for termination from the program by no later than the end of their second semester on probation.

GRIEVANCE POLICY

Students that have a grievance related to some aspect of their treatment in the chemistry graduate program should address a comprehensive written account of the grievance to the Director of Graduate Studies. The Graduate Committee will consider the grievance on the basis of the written complaint. The student will also be afforded the opportunity to present their case to the committee in person. As part of the decision-making process, the Graduate Committee may consider other sources, including, but not limited to, the research advisor and the Graduate Program Coordinator. The Graduate Committee will then inform the student of their response to the grievance.

If it is impossible to resolve the grievance within the Graduate Committee or within the broader framework of the Department of Chemistry administrative structure, the Director of Graduate Studies will forward the grievance to the Associate Dean of the Laney Graduate School. From this point forward, the grievance will be handled according to the procedures outlined in the Laney Graduate School handbook. If the issue is with the Director of Graduate studies, the scholar should go directly to the Associate Dean of the Laney Graduate School or the Assistant Dean for Diversity, Inclusion and Community Engagement.

The grievance process is primarily appropriate for academic complaints, broadly defined, related to coursework, exams, milestone requirements, laboratory environment and training, etc. While the graduate program takes the perspective that all aspects of a scholar's Emory experience may impact their academic work,

there are certain instances where it is most appropriate or even required that a student reach out to a particular office to officially pursue a concern, complaint, or resource. Scholars should familiarize themselves with the resource list in the next section of the handbook as one resource for determining the appropriate office for handling a non-academic concern. If a scholar cannot determine where to bring a complaint or grievance, they are encouraged to contact any member of the graduate program team or, if the issue cannot be comfortably discussed within this structure, the Assistant Dean of Student Affairs of the Laney Graduate School or the Assistant Dean for Diversity, Inclusion and Community Engagement.

RESOURCE GUIDANCE

Emory University offers a number of resources to scholars enrolled in academic programs. You are encouraged to familiarize yourself with these resources by reading your email, exploring university websites, visiting university offices in person, and beyond. The following list should not be considered exhaustive. It is provided as a resource to help you begin the process of learning what resources the university has to offer.

Please review the department website at <http://chemistry.emory.edu> to ensure you are familiar with chemistry-specific resources. Each member of staff has a short description next to their name describing key responsibilities in the “People” directory. In addition, the faculty diversity and safety liaison and the directors of academic programming will be identified in the “People” directory.

Within the graduate program structure, you are encouraged to consider the DGS, Graduate Program Coordinator, and Communications and Outreach coordinator as a resource team. Most academic process questions and signature requests will be addressed by the Graduate Program Coordinator.

Office of Equity and Inclusion

- University Title IX
- Discrimination and harassment management
- Affirmative action plans and implementation
- Educational programming
- Best practices for searches and hires

- Access and disability services

Office of Respect

- Sexual violence awareness and prevention
- Victim support (Note: Scholars who have been victimized are encouraged to contact the Office of Respect for assistance prior to OEI if they can safely do so. If scholars are engaged in an active Title IX investigation, the Office of Respect can only play a limited role.)

Office of the Student Ombudsperson

- Problems, conflicts, or concerns from students affiliated with any academic division of Emory University. Problems, conflicts, and concerns can be academic or non-academic in nature.
- Confidential discussion except where reporting is required by law, such as in cases of sexual assault or misconduct or when, in the judgement of the Ombudsperson, there appears to be imminent risk of serious harm.

Environmental Health and Safety Office (EHSO)

- Safety concerns, questions, and complaints
- Anonymous reports: [Emory Trust Line](#)

Laney Graduate School

- Scholars may consult the Assistant Dean of Student Affairs or the Assistant Dean for Diversity, Inclusion and Community Engagement for academic and non-academic concerns, and/or if it is not clear which resource would be appropriate.
- <http://www.gs.emory.edu/guides/students/support.html>

COMMUNICATION GUIDANCE

Email Policy

Email is the primary medium for official communication between scholars, faculty, and staff in the Department of Chemistry at Emory University. Official Department of Chemistry communications will be sent to your emory.edu address. Time-sensitive communications will be sent to your email with the expectation that they will be reviewed within 24 hours or less.

Department Calendar

Events of interest in the department, including weekly seminars, are posted on the Trumba calendar that appears on the front page of chemistry.emory.edu. Scholars are encouraged to subscribe to this calendar. Events are also posted throughout the department and announced via email.

Communicating “Open Door” Events

For any event that is open to the public (including the dissertation), it is the scholar's responsibility to advertise the time and place of the event by submitting the event to the calendar via the form on the department website. Events must be advertised at least one week in advance. An unadvertised defense, report, or other event may be considered incomplete.