

# Department of Chemistry

EMORY



# Graduate Student Handbook

Updated August 2021

# Chemistry Graduate Program Handbook

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## Program Logistics

### SECTION I

**Y**ou can recognize grad school documents by the **yellow** header. We took Emory's gold and turned it a cheery, sunny yellow to help you quickly recognize chemistry graduate program information. If color coding appeals to you, you should also know that all of the live links in this handbook are **blue**...except for links to forms which are **purple**. Deadlines appear in **pink**. Supplemental info is **green**. If color coding doesn't appeal to you, you may never consciously look for these details, but we hope the consistency will still make your handbook easier to read!

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## 1. [Graduate Program Administration](#)

2. [How to Use this Handbook](#)

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# Safety

## SECTION I, ARTICLE 5

*Safety is the foundation of research. Without a safety focus, confidence in the lab can go hand-in-hand with carelessness, a sense that nothing **can** go wrong because nothing **has** gone wrong. Build **real** confidence by committing to being part of a safety first culture every day.*

### **Basic Safety Guidelines**

All occupants of chemistry buildings must:

1. **Have completed online safety training** in BioRaft within the past year (minimum: EHSO Research Laboratory Safety Training course).
2. **Always be able to locate emergency equipment** including the emergency shower, eyewash, spill kit, first aid, and fire extinguisher.

In addition, all occupants of laboratory spaces must:

1. **Be familiar with the Chemical Hygiene Plan** and follow safe laboratory practices (<http://www.ehso.emory.edu/content-manuals/SAF-351-Chemical-Hygiene-Plan.pdf>).
2. **Wear appropriate PPE** for the laboratory work being done (minimum: long pants, closed toed shoes, fire retardant laboratory coat, and eye protection).
3. **Not work alone** in any laboratory space. It is your responsibility to coordinate with other researchers to ensure that you have a colleague with you in the lab at all times.
4. **Properly dispose of all chemical waste**, including broken glassware, as directed.
5. **Read the labels of chemicals carefully** and follow all handling procedures.

Safety Data Sheets (“SDS’s”) contain detailed safety information for specific types of lab work and are available on the [Emory Environmental Health and Safety Office \(EHSO\) website](#). You should familiarize yourself with SDS’s that apply to your lab . Call the EHSO Spill Team at 404-727-2888 for assistance with chemical, biological, and radiation spills.

### What to do When There is a Fire Alarm

- Evacuate the building immediately using the closest exit

- Once outside the building, go to the 1<sup>st</sup> floor of the Peavine parking deck.
- Do not re-enter the building until Facilities announces “ALL CLEAR”.

For more information about emergency responses, please visit [Emory's Office of Critical Event Preparedness and Response website](#).

## Reporting Responsibilities

**If there is a fire** that requires mitigation of any kind, please report the incident to the [Emory Police Department](#) at 404-727-6115 after the fire has been mitigated. Further, if a fire extinguisher was used, please call [Work Management](#) at 404-727-7463 to have the fire extinguisher replaced.

**If there is an injury** during an emergency, please remember to complete the [PeopleSoft](#) accident injury report after the health and safety of the affected person(s) has been stabilized. If you are unsure who is responsible for completing this report, please contact your primary research mentor.

## Student Case Management and Intervention Services

[Student Case Management And Intervention Services](#) is the appropriate office to contact for assistance with acute concerns regarding your own well-being or to seek help for a student or colleague for whom you are urgently concerned.

## Emergency Contact List

<b>For:</b>	<b>Call:</b>
<b>Emergency (police, fire or EMS)</b>	<b>911 or 404-727-6111</b>
<b>Non-emergency Emory police</b>	<b>404-727-6115</b>
<b>EHSO spill response team</b>	<b>404-727-2888</b>
<b>Flood or other urgent facilities issue</b>	<b>404-727-7463</b>
<b>Student Intervention Services</b>	<b>404-727-4193</b>

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Section II: First Year](#)**

# Communication Guidance

## SECTION I, ARTICLE 4

### **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 scholars' emory.edu address. Email communication must be reviewed within one business day. Individual research groups may use other methods of communication. Scholars are expected to understand and adhere to the communication norms in their research group.

### **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](http://chemistry.emory.edu). Scholars are encouraged to subscribe to this calendar. Events are also posted throughout the department and announced via email.

Scholars may submit events to the department calendar using [this online form](#).

### Communicating Public Events

For any event that is open to the public, 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 or milestone will be considered incomplete.

The following events are required to be public:

- [Third Year Milestone](#) (proposal presentation portion)
- [Fourth Year Milestone](#)
- [Dissertation Defense](#)

### Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

Next: [Safety](#)

## Goals for Graduates

### SECTION I, ARTICLE 3

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 your education to careers and, more broadly, to challenges and opportunities in the world around you.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Communication Guidance](#)**

# How to Use This Handbook

## SECTION I, ARTICLE 2

*The best way to use your handbook is to read it. Cover to cover!  
The handbook becomes a reference document only once you  
understand what it contains in full. Reading and understanding*

*program requirements equips you to take control of your Emory journey.*

## **How Do I Know Which Handbook Policies Apply to Me?**

The handbook in place in the year in which a scholar enters the program is the handbook of record for the entire graduate career. A copy of this handbook is available in a scholar's electronic file.

In the event that there is a substantial change to program policy, scholars will be offered a choice of adopting the new policy or continuing to follow the handbook for their year of entry.

## **How Do I know if the Handbook is up to Date?**

The [front page of the handbook website](#) includes the last revision date for the entire website.

Graduate forms referenced in the handbook will also have a revision date noted in the lower right hand corner.

## **Two Handbooks**

The graduate program handbook is intended to work in concert with the [Laney Graduate School handbook](#) and with university-level policies. Unless the handbook outlines a specific customization of an LGS policy, scholars should follow the rules of the LGS handbook. Where an LGS-level policy is not addressed in this handbook, scholars should follow the LGS policy (see blue box below for examples.)

## Examples of LGS versus Chemistry Policies

### LGS Policies not included in chemistry handbook

- **parental leave**
- **withdrawals and leaves of absence**
- **grading system**

### Chemistry policies not included in LGS handbook

- **milestone requirements**
- **rotations**
- **change of group**

### When the Handbook Doesn't Cover It

If you are uncertain how to interpret a requirement in the handbook, please reach out to any member of the graduate admin team for assistance.

If a requirement is clear, but a scholar would like to request an adjustment, they should utilize the graduate program [petition process](#). If a scholar disagree with a requirement or how it has been applied, scholars may utilize the [grievance policy](#).

### Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Goals for Graduates](#)**

# Graduate Program Administration

## SECTION I, ARTICLE 1

### Core Administrators

[Simon Blakey](#), Director of Graduate Studies

[Laura Hilado](#), Graduate Program Coordinator



[Kira Walsh](#), Outreach and Communications Manager

Information for additional Department of Chemistry staff and faculty can be viewed on the [People](#) page of our [main website](#).

## **Working With the Graduate Admin Team**

Any member of our team can assist you with:

- advising questions and concerns, including academic progress issues such as milestones, probation, and group changes
- understanding graduate program policies and procedures
- support for graduate student organizations/student life

Our specific expertise is as follows:

## **Director of Graduate Studies**

- Primary research advisor for first year scholars; advising support for advanced scholars
- TA assignment and management of rotation/group selection
- Signatory for graduate program on chemistry and LGS forms (submit forms to Graduate Program Coordinator)
- Instructor of record for CHEM599R/CHEM799R

## **Graduate Program Coordinator**

- Point of contact for graduate program forms/signature requests
- Graduate hiring, stipend changes, and paycheck questions
- Graduate orientation and enrollment
- Milestone and defense announcements

→ Program-level PDS support

## **Outreach and Communications Manager**

- Advising for program customization, including petitions, change of program, grievances
- Recruitment and retention programs
- Special projects/outreach

## **Privacy Commitment**

Scholars may request to discuss concerns privately with any member of the graduate admin team. Our ability to resolve a question or concern without reaching out to other people and resources may be limited. However, we understand that it can be difficult to seek help and that scholars may wish for an opportunity to talk something through before taking action. We are happy to extend that privacy to you in any advising discussion. However, scholars should be aware that chemistry and LGS faculty and staff are mandated reporters for [Title IX](#) issues and in cases where they believe a member of the community represents a threat to themselves or others.

## **Core Chemistry Offices**

**Chemistry Main Office**, Atwood Hall 380

Core Office Hours: 9:00am-4:00pm, Monday through Friday

**Chemistry Stockroom**, Atwood Hall 109

Core Hours: 7:00am-12:00pm

*Core hours are subject to change. Changes will be advertised to the community via chemistry list servs.*

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [How to Use This Handbook](#)**

# First Year

## SECTION II

**F**irst year graduate scholars often display characteristics of “Enthusiastic Beginners.” This is a development stage where a member of a team may lack specific skills but has a strong desire to learn and a willingness to take direction. An important aspect of training in the first year is building confidence. You can do this by lots of questions and by making connections with near-peers (your cohort and fellow graduate scholars) as well as advanced mentors (your instructors, research mentors, and other colleagues, like chemistry staff.) Remember, it is not your job to know everything.

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However, it is your job to challenge yourself and to actively participate in your learning.

6. [Orientation](#)

7. [Research Rotation Program](#)

8. [Research Group Selection and Assignment](#)

9. [Committee Selection](#)

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# Orientation

## SECTION II, ARTICLE 1

Orientation activities always begin on the start date indicated in your Emory offer letter – this is quite a bit earlier than the first day of classes! In Fall 2021, orientation starts on **August 13th**.

### **Orientation Overview**

New scholars are required to attend orientation for both the chemistry graduate program and the [Laney Graduate School](#) before the start of

classes.

Advanced students may be required to attend orientation activities to complete program requirements that were missed or not offered during their own orientation.

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

## **Orientation Content**

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\*\*](#)
- [\*\*ethics training\*\*](#)
- academic advising with faculty
- course selection and registration
- cohort team building
- strategies for success in graduate school
- peer mentoring and graduate organizations



## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Research Rotation Program](#)**

# Research Rotation Program

## **SECTION II, ARTICLE 2**

*Rotations are short 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 three rotations before joining a research group.*

### **Rotation Structure**

## Group Exploration Period

**August 25 – September 15**

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 eight labs and obtain signatures on the **Group Exploration Period** form.

## Submission of Rotation Preferences

**September 15 at 5 pm**

Scholars submit three unranked rotation choices to the Graduate Program Coordinator 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 17**

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.

## Rotations

Rotation 1: **September 20 – October 8**

Rotation 2: **October 11 – October 29**

Rotation 3: **November 1 – November 19**

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 20-December 1**

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 after the DGS has reviewed all the faculty commitments after the scholar submits their selected group.

## Rotation Etiquette

Rotation and group selection is an opportunity to fully explore scientific opportunities at Emory and to join a group with confidence. However, the inherent uncertainty in this process can be stressful for scholars and faculty. Based on feedback from scholars, clear and consistent “rules of engagement” for both students and faculty help to ensure a positive rotation experience.

The following rules for rotation etiquette should guide faculty, current scholars, and rotating students:

- Faculty are encouraged to provide clear feedback related to performance during the rotation but to remind rotators that group selections cannot be made until the rotation period has concluded. At the risk of being prescriptive, we suggest that the following language would be appropriate: “I would be happy to discuss group placement with you at the end of the full rotation period.” Rotators, in turn, should not press faculty for a commitment prior to the conclusion of the rotation experience.
- Faculty are asked not to accept rotators that they are not willing to consider for placement in their group. Faculty have the option of advertising a cap on the number of rotation students and group members that they plan to accept during the Exploration Period.
- Faculty and rotators are asked to confine their discussions of other groups to issues related to scientific work rather than group placement.
- To accommodate the need for in-depth discussion about group placement, faculty should plan time to meet with rotators after rotations conclude and before the group selection deadline. Students should be proactive in scheduling these discussions.

## Changes to Rotation Placements

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.

## Summer Rotations

Scholars who have completed a summer rotation have two options for the fall semester:

1. Request to repeat a rotation in the same group pending available space;
2. Select three new rotation advisors, completing a total of four rotations.

Scholars enrolled during summer may not skip a fall rotation.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Research Group Selection and Assignment](#)**

# Research Group Selection & Assignment

## **SECTION II, ARTICLE 3**

*Your research group will comprise a large part of your network at Emory. Other important professional relationships – whether with student organizations, rotation advisors, committee members, and beyond – will also have an impact. Thinking of the entire “network” you are seeking to build can help with your group decision.*

### **Advising Before You Join a Group**

Prior to research advisor selection, the Director of Graduate Studies is your primary academic advisor for questions and concerns, including about the rotation experience.

### **Finalizing Group Selection**

You should indicate the group that they wish to join by emailing the Graduate Program Coordinator and copying the requested primary research mentor no earlier than the first day of the discernment period and no later than noon on **November 20**.

Group assignments are finalized after the Director of Graduate Studies has reviewed all placements with the faculty. The DGS will work with scholars who do not “match” to facilitate additional discussions with faculty so that the scholar may seek an alternate group placement or an additional rotation assignment.

### **Options for Scholars Who Do Not Match with a Group**

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.

### **Post-Rotation Request to Change Groups**

If a scholar is considering a change of group at any point in their career, they are encouraged to begin by discussing options with any member



of the graduate admin team. To formally initiate a request to change groups, scholars must submit a [petition](#).

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Committee Selection](#)**

## Committee Selection

### **SECTION II, ARTICLE 4**

*The Group Exploration Period and rotations help lay the foundation for committee selection. Make sure to explore the research in the department broadly to ensure you connect with the faculty who can best support your research.*

In consultation with their primary research mentor, 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](#).

## Committee Membership

The chemistry graduate program relies on [Laney Graduate School guidelines](#) to define committee membership. In chemistry, the dissertation committee also serves as the committee for all academic progress reports and milestones.

## Expectations for Committee Members

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

## Expectations for Scholars

Scholars are expected to take an active role in managing their relationship with their committee members. This 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 30 of the Second Year:** 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 15 of the Second Year:** Scholars will receive a formal letter finalizing their committee.

## Formalizing the Committee with Laney Graduate School

Scholars should submit the Laney Graduate School [Dissertation Committee Signature Form](#) when they apply for candidacy to formalize their chemistry committee as the intended dissertation committee. This form must be submitted as soon as possible but no later than **September 15 of the Fourth Year**. See the [Candidacy](#) section of this handbook for details.

## Changes to Committee Membership

Scholars who wish to change their committee should submit a [petition](#) to the graduate program. Scholars in candidacy are also responsible for updating their committee with Laney Graduate School via a new [Dissertation Committee Signature Form](#).

Occasionally, the graduate program may require a scholar to remove a member of their committee due to changes in the availability of individual faculty. In these cases, graduate scholars should pursue a new committee member, if needed, and submit a petition and updated LGS form within one semester.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Section III: Core Requirements](#)**

## Core Requirements

### SECTION III

**D**uring your time in the chemistry graduate program, research, teaching, and coursework will form the foundation of your ongoing training. The [Individual Development Plan](#), while not required, can be a useful planning tool to help ensure that you relate your work to longer term goals, including your future career. On a smaller scale, many scholars find our [PhD checklist](#) useful. Marking progress in big and small ways helps to combat “naturalization” of learning, where you discount acquired knowledge as something you have *always* known instead of recognizing your effort. A major task in graduate school is

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1. [Coursework](#)

2. [Teaching](#)

3. [Annual Reports](#)

4. [Candidacy](#)

## Coursework

### SECTION III, ARTICLE 1

*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, pedagogy, and ethics, among others, will help prepare you for your thesis work and for the job market.*

### **Required Courses for All Scholars**



In addition to the course requirements listed below, all scholars must enroll in research credit as defined in the [Coursework Residency Requirement and Research Credit section](#) below.

- six 3-credit chemistry graduate courses (or approved external courses)
- TATT 600 + 605 ([TATTO](#))
- JPE 600 + 605 + 610 ([JPE](#))
- ELSP courses, if required ([ELSP](#))
- CHEM 504 (Rotations)
- CHEM 597 (Proposal/Library Course)
- CHEM 798B, CHEM 798C, CHEM 798D (Milestones)

## 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.

## New Scholar Enrollment

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 chemistry graduate courses is considered a full load during the first year. Scholars wishing to take a third course should request DGS permission prior to enrollment. In most cases, new scholars will be best served by taking all of their first year, first semester courses in chemistry. However, scholars

may submit a petition to take **courses outside of chemistry** if they wish.

## Understanding Course Levels

Graduate courses at Emory are offered at the 500-level about above. The following guidance may be helpful in distinguishing between levels:

- 500-level: core/foundational graduate course; appropriate for any graduate scholar
- 600-level: required training courses, including TATTO and JPE
- 700-level: advanced graduate course; first year scholars may enroll, but are encouraged to seek advising support to ensure they can be successful in the course

## ELSP Courses

The **LGS English Language Support Program** (ELSP) provides highest quality language support to graduate and professional students, postdoctoral fellows, and scholars with diverse linguistic backgrounds at all stages of the academic journey. Scholars for whom English is a second language may be required to take an ELSP assessment during orientation. **The chemistry graduate program strongly encourages scholars to take all required and recommended ELSP courses.** ELSP courses are also recommended as an excellent resource for fluent English speakers seeking support in graduate writing and presentation skills.

## 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 (see box below.)

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.

### **What is the difference between transfer credit and a waiver?**

Course transfer *credit* may be given only for courses that were not used to satisfy the requirements of any previous degree. When you request course *credit*, you are requesting for a specific course taken elsewhere to be included on your official Emory transcript. Transfer credit may also reduce the number of courses required at Emory by an equivalent amount. A course *waiver* 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. It is more common for students to be eligible for a waiver than for transfer credit.

Scholars wishing to use non-chemistry coursework as part of a transfer or waiver request should include a rationale indicating the relevance of the course to the chemistry degree. For transfer

requests, the signature of the primary research mentor is required (therefore, scholars should submit these requests after group selection has concluded.)

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.

### **Course Registration for Continuing Scholars**

All scholars should meet with their primary research mentor 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.

### **Milestone Course Guidance**

Scholars must enroll in a specific course to properly record and receive credit for chemistry [milestones](#). Scholars should enroll in these courses in the semester in which they plan to complete a milestone. Scholars are also required to re-enroll if they are approved to re-test a milestone in a given semester.

- CHEM 798B: Second Year Qualifying Exam (3 credits)
- CHEM 798C: Third Year Milestone (1 credit)
- CHEM 798D: Fourth Year Milestone (1 credit)

## Registering for External Courses

Scholars who wish to register for courses offered outside of the Department of Chemistry must complete the **External Coursework Petition**. This form requires signatures from the primary research mentor, 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.

## 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. In most semesters, scholars will need to enroll in CHEM 599R (Pre-Candidacy) or CHEM 799R (Post-Candidacy) to properly reflect their research effort. Scholars should refer to the table below to determine the appropriate research credit to reflect their effort in a given semester.

## Research Credit Guidance

<b>First Year, First Semester</b>	<b>0</b>
<b>First Year, Second Semester</b>	<b>6</b>
<b>First Year, Summer</b>	<b>12</b>

<b>Second Year, First Semester</b>	<b>9</b>
<b>Second Year, Second Semester</b>	<b>9</b>
<b>Second Year Summer and Above</b>	<b>12</b>

Note: In any given semester, if a scholar calculates that their full credit load will fall below 9 credits or rise above 18 credits, **the scholar must contact the Director of Graduate studies to discuss prior to the beginning of add/drop.**

### **Grading for Research Credit**

The Instructor of Record for CHEM 599R/ 799R is the Director of Graduate Studies. The DGS will seek input from the primary research mentor as to the scholar's research progress at the midpoint of each semester. Scholars will be graded as:

- Progressing well, no concerns
- Some concerns will need improvement
- Major concerns, needs significant improvement

Scholars will be informed of their mid-semester evaluation and will be provided with notes from the primary research mentor regarding the assessment. At the end of the semester, faculty will be asked to advise the DGS of any changes to the mid-semester evaluation. Scholars must receive an assessment of "progressing well, no concerns" to earn an "S" grade in research in a given semester.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Teaching](#)**

# Teaching

## **SECTION III, ARTICLE 2**

*Laney Graduate School seeks to ensure that a 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.

### **First Year TA Assignments**

- TA assignments are made by the DGS in consultation with the Graduate Committee. Class size and type are the primary driver of TA assignments.
- Faculty are allowed to request specific students and/or skill sets for their assigned TA(s) via the DGS. These requests are given priority over scholar requests but are not guaranteed.
- First year scholars may make requests for specific TA placements to the DGS, but these selections are not guaranteed and, in many cases, cannot be honored. Most first year scholars will TA in laboratory courses.

### **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 Grading Procedures**

The Instructor of Record for TATT 605 is the Director of Graduate Studies. The DGS will seek input from their TA lead as to the scholar's research progress at the midpoint of each semester. Scholars will be graded as:

- Progressing well, no concerns
- Some concerns will need improvement
- Major concerns, needs significant improvement

Scholars will be informed of their mid-semester evaluation and will be provided with notes from the TA lead regarding the assessment. At the end of the semester, TA leads will again be asked to advise the DGS of any changes to the mid-semester evaluation. Scholars must receive an assessment of "progressing well, no concerns" to earn an "S" grade in research in a given semester.

## **TA Probation Procedures**

Graduate TA assignments are graded on an S/U 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. The graduate scholar must re-take any failed assessments.
2. The graduate scholar must arrange a meeting with their lab/course director, the primary research mentor, 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.

## Teaching for Advanced Scholars

Advanced scholars must complete and submit the **Advanced Graduate Scholar TA Commitment Request Form** no later than **August 1st** each year in consultation with the primary research mentor. **This form is required even if scholars do not wish to TA in a given year.** Scholars who are required to TA under the department’s **bridge funding policy** should submit their **Advanced Graduate TA Commitment Form** no later than **June 1st** in any given year, or as soon as the faculty member accepts bridge funding, whichever comes sooner.

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 and the Director of Undergraduate Studies.

If a scholar wishes to change their TA commitment request, they must submit a new form by the last day of classes in the semester *prior* to the commitment you want to change (example: end of fall semester to change a spring request.) Changes requested after this date, either to reduce or add TA hours, will only be honored if TA needs allow.

## Additional 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.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next:** [Annual Reports](#)

# Annual Reports

## SECTION III, ARTICLE 3

*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 (**link released in Spring**) 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 primary research mentor.

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?

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Candidacy](#)**

# Candidacy

## **SECTION III, ARTICLE 5**

*Candidacy status is an indication that a doctoral scholar has developed sufficient mastery of a discipline to advance towards the PhD. The scholar will rely on this foundation to produce an original research contribution in their field in the form of the dissertation.*

### **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
- JPE: LGS Ethics course JPE 600 (JPE 610 may be completed after entering candidacy)
- Chemistry JPE Requirements
- Second Year Qualifying Exam
- TATTO: TATT 600 & TATT 605 (x 2 semesters)
- Six chemistry courses (or equivalent course release based on transfer coursework) with a minimum G.P.A. of 2.7

## Timing

Scholars should enter candidacy as soon as all requirements have been completed. Scholars must reach candidacy by **September 15** 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.

### **Eligibility for the M.S. Based on Candidacy**

Once scholars have completed all candidacy requirements, they are eligible for an M.S. degree “on the way” to the Ph.D. Scholars should review the guidelines in the [M.S. Degree](#) appendix. The degree is not awarded automatically and is not the same as a terminal degree (which requires full completion of JPE requirements.) Scholars are responsible for pursuing the degree if they wish.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [IV: Milestones](#)**

# Milestones

## SECTION IV

**M**ilestones form a scaffold throughout the graduate program. Each year, you will complete a milestone to ensure you are making adequate progress towards mastery of the discipline of chemistry. Technically, rotations are your first year milestone and the dissertation is the final milestone. Milestones can be intimidating. It is normal for scholars to feel some anxiety or uncertainty as these markers occur. Discussing milestones with your cohort as well as advanced peers can be a helpful way of preparing, especially when you work with scholars from other disciplines of chemistry. If a milestone begins to feel like an insurmountable obstacle, reaching out

to a member of the graduate admin team sooner rather than later to clarify your path can be of help.

**15. [Second Year Qualifying Exam](#)**

**16. [Third Year Milestone](#)**

**17. [Fourth Year Milestone](#)**

**18. [Fifth Year+ Degree Completion Plan](#)**

**19. [Degree Completion](#)**

## Second Year Qualifying Exam

### SECTION IV, ARTICLE 1

*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 798B 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

Scholars should review the [Second Year Qualifying Exam](#) form for additional details, including the evaluation criteria for the exam.

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

### **Feedback to Scholars in the Event of a Re-Test**

If a retest is required, the scholar’s primary mentor will compose a written summary of faculty feedback from the milestone meeting. The summary will include a specific timeline for the retest, an explanation of what elements of the milestone were not met, and clear expectations (in line with the retest timeframe provided) for what the scholar will need to accomplish to successfully complete the milestone. The written summary will be shared with the scholar and the DGS within a week of the milestone exam. The scholar and the mentor are encouraged to develop a detailed study and research plan that elaborates on the summary to facilitate the scholar’s development and successful completion of the milestone in the timeframe provided.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entr, we invite you to [submit this form](#).

**Next: [Third Year Milestone](#)**

## Third Year Milestone

### **SECTION IV, ARTICLE 2**

*Proposal development is a critical skill for scholars. Success in research and teaching arises from the ability to recognize problems and creatively address them. In the process of creating research proposals, scholars practice critical thinking, evaluate the work of others, and become more familiar with the scientific literature.*

In the Third Year Milestone, scholars will prepare three one-page research pre-proposals. *Pre-proposals are not full proposals or*

*completely-researched proposals*. The pre-proposals provide an opportunity for faculty to coach scholars to successfully prepare an original research proposal for the [Fourth Year Milestone](#).

## Topic

- One pre-proposal may describe the scholar's short-term proposed research activities specific to the research agenda of their primary research mentor's laboratory.
- Two pre-proposals must describe a scholar's research idea that is independent of the specific research aims of their primary research mentor's laboratory.

## Format and Content

Scholars should prepare each pre-proposal using the "quad sheet" format taught in the proposal course (CHEM 597R). A [quad sheet format template](#) is available.

### 1. Objective and Motivation

Identify the gap in knowledge, and its importance.

### 2. Hypothesis

What must be tested to achieve the objective?

### 3. Scientific / Technical Approach

Concisely describe a proof-of-principle experiment.

### 4. Impact

Describe expected outcomes and new knowledge arising from the proposed research.

Ideally, each quadrant will include a descriptive graphic and one or a few sentences of relevant text.



## Assessment Criteria

Faculty will provide feedback on the following criteria:

1. Importance of the problem, and necessity for a new approach;
2. Novelty of the hypothesis;
3. Creativity and practicality of the scholar's approach to the problem;
4. Quality of the quadrant chart presentation.

Scholars are required to enroll in CHEM 798C to receive course credit for proposal preparation and presentation. Scholars should enroll in the semester in which they plan to complete the requirement.

## Assessment Timeline

- **January 1:** Scholar submits pre-proposal drafts to the committee.
- **By February 1 of the third year:** Scholar submits final versions of all three pre-proposals to the committee.
- **During the third year annual report (between February-April 30):** In an open presentation, the scholar will share highlights of their research progress (25 minutes), followed by short presentations of the pre-proposals (5 minutes each). In a subsequent closed session, the committee will discuss each pre-proposal and assign an S/U grade to each pre-proposal. Committee members may signal their preference for one of the independent pre-proposals to undergo further development for the **Fourth Year Milestone**. If three "S" grades are achieved, the milestone is passed.
- **Prior to April 30:** The scholar may revise or replace any individual pre-proposals that did not initially pass assessment to earn three "S" grades. This will require a second committee

meeting, which may be waived if each committee member individually approves three pre-proposals with an “S” grade.

- **April 30:** Pre-proposals must be completed and three “S” grades achieved by this date to remain in good standing. Scholars are required to record their grades by submitting the **Third Year Milestone Proposal Form** to the graduate program coordinator on or before this date.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next:** [Fourth Year Milestone](#)

## Fourth Year Milestone

### **SECTION IV, ARTICLE 3**

*Taken together, the pre-proposals, the original research proposal, and the proposal writing course provide scholars with a solid foundation in creating and communicating original research. The next step is 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.

## Topic

Scholars should base their proposal on one of the three pre-proposals completed during the Third Year Milestone. If a scholar chooses to develop a new proposal not previously presented as a pre-proposal, they must discuss the new topic with the committee and request feedback before developing the proposal. Feedback should address whether the new topic is sufficiently far removed from ongoing work in the scholar's research group.

## Format and Content

A written paper is due to your committee one week before the oral presentation. The format of the written proposal should be similar to the project description of an NIH postdoctoral fellowship application.

The oral presentation (25-30 minutes) should:

1. Clearly define the proposed problem and how the proposed research would be accomplished;
2. 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 technology needs.

## Assessment Criteria

Scholars should review the assessment criteria on the [Fourth Year Milestone grading form](#).

## Assessment Timeline

The written proposal and **publicly advertised** oral presentation must be completed by **November 30** of the fourth year. The written component is due to the committee at least one week before the oral presentation.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Fifth Year+ Degree Completion Plan](#)**

## Fifth Year+ Degree Completion Plan

### **SECTION IV, ARTICLE 4**

*As research expertise and engagement grows, you may find it difficult to place an emphasis on degree completion. Making a plan facilitates this focus.*

A scholar in their fifth year who is not graduating must submit a **[Timeline for Degree Completion](#)**. The plan should be presented as a written timeline to graduation and must be signed by the primary research mentor. The scholar should submit this plan to the Graduate Program Coordinator along with their annual report form by **April 30** of

the fifth year. A revised plan must be submitted on the last day of classes in any subsequent semester during which the scholar does not graduate.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Degree Completion](#)**

# Degree Completion

## **SECTION IV, ARTICLE 5**

*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 starting early in any semester in which you may graduate.*

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 Requirements**

- Scholars must schedule and advertise a **public** defense.
- The final and complete dissertation must be submitted for examination to the scholar's entire committee at least seven days in advance of the scheduled defense.
- All committee members must be present at the defense.

If any of these chemistry-specific degree requirements are not met, the defense must be rescheduled.

### **Completion Extensions**

If a scholar has not completed the degree at the end of the seventh year, the program may grant a one-year extension. The scholar must submit a **petition** requesting that the program initiative the 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 scholar must submit a [petition](#) to initiate this request. The request must:

- outline the reasons the scholar has not completed
- consider whether the scholar needs to repeat any part of the qualifications for candidacy or obtain approval of a new dissertation prospectus
- 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.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next:** [Section V: Finance](#)

# Finance

## SECTION V

### 1. [Funding](#)

### 2. [Merit Awards](#)

# Funding

## SECTION V, ARTICLE 1

*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.*

### **Stipend Basics**

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 permitted with the primary research mentor's permission and must be kept to ten hours or less per week.

### **Understanding Faculty Bridge Funding**

The Department of Chemistry recognizes a need to provide financial support to departmental faculty who have a temporary lapse in external funding. The graduate program benefits from this policy as it offers a robust mechanism for ensuring uninterrupted funding support for graduate scholars. If a scholar's primary research mentor is receiving bridge funds, they must instruct all graduate scholars supported by bridge funds to request a minimum of a single TA assignment each semester – Fall, Spring, and Summer. If the Department encounters a shortage of Advanced TAs, graduate students supported by bridge funds may be required to perform a double TA assignment.

Scholars who are required to TA under this policy should submit their [\*\*Advanced Graduate TA Commitment Form\*\*](#) no later than **June 1st** in any given year or as soon as the faculty member accepts bridge funding, whichever comes sooner. Early submission of this form allows the graduate program to take into account the TA preferences of advanced scholars and to ensure that TA service can adequately support the stipend.

## Leave Guidance

Breaks should be discussed with the primary research mentor and should be limited to two weeks per year. Scholars who take extended breaks without approval will have their stipends terminated. Scholars are encouraged to work with their primary research mentor to understand how personal leave is handled within their home research group. The Department of Chemistry follows LGS guidelines for [withdrawal, leave of absence, and parental accommodation](#). Scholars should familiarize themselves with these guidelines.

## Additional Funding

[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).

Scholars are encouraged to research and apply for grants relevant to their graduate work, including, but not limited to, the [NSF Graduate Research Fellowship Program](#) (GRFP). Scholars should carefully review email digests from Laney Graduate School and the Department of Chemistry for potential funding opportunities and explore funding opportunities from professional organizations and government agencies. When a scholar receives an external stipend that fully replaces 75% or more of the annual program stipend, they are eligible for an annual stipend supplement from LGS. Refer to the [Special Funding](#)

[Requests page](#) for instructions – students should proactively request this supplement if they become eligible.

## Stipend Termination

A scholar's stipend may be terminated due to:

- degree completion
- transfer
- leave of absence
- withdrawal (either voluntary or required based on academic performance)

In the case of transfer, leave of absence, or withdrawal, the stipend will usually terminate immediately upon the effective date for the change of status. However, termination is not completed until the primary research mentor submits the **Stipend Termination** form with a student signature.

For graduating scholars, the stipend will terminate automatically at the end of the semester in which a scholar graduates. However, faculty have the option of terminating the stipend early if the student is completing their work with a given lab on an earlier date by completing the **Stipend Termination** form. This form will not be processed unless a scholar has signed the form to indicate their awareness of the stipend end date. However, it is important for scholars to understand that faculty are not obligated to provide stipend support following the successful completion of the dissertation defense. At the same time, scholars cannot be required to complete any uncompensated work

after the stipend termination, including, but not limited to, training other graduate scholars, TA duties, or writing publications.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Merit Awards](#)**



## Merit Awards

### SECTION V, ARTICLE 2

*While they cannot self-nominate, scholars are encouraged to make their primary research mentor 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.*

#### **Quayle Outstanding Dissertation Award**

**One award \$6000**

Awarded to the PhD scholar with the best PhD dissertation, defended in the 2019/20 academic year. Nominations are restricted to one scholar per research group. Nominations consist of a letter from the scholar's primary research mentor and a supporting letter from an additional expert in the field. Letters should address the exceptional nature of the scholar's research

## **Quayle Excellence in Research Awards**

### **Six awards, \$1500 each**

Recognizes excellence in research.

- Two awards will be given to scholars completing their second year.
- Two awards will be given to scholars completing their third year.
- Two awards will be given to scholars completing their fourth year.

Nominations should include a faculty nomination letter and a 1-page research summary written by the scholars highlighting their major research accomplishments. A scholar may only receive one "Quayle Excellence in Research Award" during their time at Emory (i.e. a scholar who receives a second-year award, is not eligible for this award in their third or fourth years).

## **Quayle Early Innovator Award**

### **One Award, \$1500**

This award specifically recognizes scholars who have made significant contributions to developing a new line of research/project, significantly beyond work that was undertaken in the group before their

contribution. The nomination should include a faculty nomination letter and a 1-page research summary, written by the scholar, that emphasizes their individual contribution to developing a new line of research.

### **Quayle Citizen Scholar Award**

#### **One Award, \$1500**

This award specifically recognizes a scholar who has demonstrated excellence in research, and made a significant contribution to community building, outreach, broadening participation, public education and/or scholarship. The nomination should include a faculty nomination letter, a 1 page research statement (written by the scholar), and a 1 page outreach statement, written by the scholar, outlining the contribution to community building/outreach/broadening participation/public education/scholarship.

### **Quayle Teacher Scholar Award**

#### **One Award, \$1500**

This award specifically recognizes a scholar who has demonstrated excellence in research, and also a commitment to mentoring others/education. The nomination should include a faculty nomination letter, a 1 page research statement (written by the scholar), and 1 page mentoring/teaching statement (written by the scholar).

### **Quayle Spectrum Scholar Award**

#### **One Award, \$1500**

This award is given in acknowledgement of a graduate scholar whose personal and professional efforts over the past school year have contributed to diversity, inclusion and community engagement in the Department of Chemistry and/or the university more broadly. The nomination should include a description of specific actions undertaken by the scholar in support of full engagement. Nominations may come from any member of the chemistry community.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [VI: Academic Progress](#)**

# Academic Progress

## SECTION VI

**T**he articles in this section of your handbook outline the infrastructure to address potential changes to your path through the program. Policies are meaningful when they help to guide people. People stress policies in useful and sometimes unexpected ways. Taken together, the information in this section outlines options for scholars who wish to formally address some aspect of their program experience as well as outlining the procedure through which the program will manage changes and challenges scholars may face.

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### 23. [Probation](#)

**24. [Grievance Policy](#)**

**25. [Petition Policy](#)**

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# Grievance Policy

## SECTION VI, ARTICLE 2

A grievance is a disagreement or complaint about some aspect of graduate program business. If you wish to request a change to a program requirement with which you do not disagree, you should submit a **petition**.

Scholars that have a grievance related to some aspect of their experience in the chemistry graduate program have two options for taking action.

1. Submit an anonymous feedback via the end-of-semester review process;
2. Submit a formal written grievance to the graduate committee.

## **Understanding Feedback versus Grievances**

The major difference between providing anonymous feedback or submitting a formal grievance in the chemistry graduate program is the possibility afforded for the complaint to remain anonymous. The graduate program understands that there may be an unequal power dynamic between faculty and staff and graduate scholars. Scholars may wish for an issue to be addressed without identifying themselves as the origin of the complaint. While this is understandable, the graduate program's ability to act on anonymous complaints is extremely limited.

Anonymous complaints *can* be used to offer faculty a general sense of scholar concerns but cannot be used to directly address a grievance with any individual member of the chemistry community. We are grateful for anonymous feedback and will do our best to address actionable information with the full faculty sensitively and completely. We are also committed to addressing formal grievances as privately as possible. While anonymity cannot be assured for a formal grievance, any form of retaliation in response to a grievance is inappropriate and is itself reason enough to initiate a grievance process.

## **Providing Anonymous Feedback**

The graduate program will solicit anonymous feedback from scholars at the end of the fall and spring semesters via an online form. The feedback will be shared in aggregate with the entire graduate faculty at



our end-of-semester meeting. Scholars will be provided with a brief summary of this discussion (with identifying information removed) via the graduate list serv.

## **Recording a Formal Grievance**

Scholars wishing to record a formal grievance should address a comprehensive, signed written account of the grievance to the Director of Graduate Studies via email. The Graduate Committee will consider the grievance on the basis of the written complaint. The scholar will be offered the option of presenting their case to the committee in person. As part of the grievance review process, the Graduate Committee may consider other sources, including, but not limited to, the primary research mentor and the Graduate Program Coordinator. The Graduate Committee will then inform the scholar 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.

## **Understanding the Limits of the Grievance Process**

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 scholar reach out to a particular office to officially pursue a concern, complaint, or resource. Scholars should familiarize themselves with the [Resource Guidance](#) in the appendix of the handbook for assistance in determining the appropriate office for handling a non-academic concern.

### **Help for Scholars Considering Recording a Grievance**

If a scholar cannot determine where to bring a grievance to the attention of the graduate committee, they are encouraged to contact any member of the graduate admin 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. Scholars may request to discuss concerns anonymously with any of these individuals. However, scholars should be aware that chemistry and LGS faculty and staff are mandated reporters for [Title IX](#) issues and in cases where they believe a member of the community represents a threat to themselves or others.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next: [Petition Policy](#)**

# Probation Policy

## SECTION VI, ARTICLE 1

*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 primary research mentor 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 798B for failure to successfully complete the Second Year Qualifying Exam or failure to successfully complete a re-test within one semester
- CHEM 798C for failure to successfully complete the Third Year Milestone or failure to successfully complete a re-test within one semester
- CHEM 798D for failure to successfully complete the Fourth Year Milestone or failure to successfully complete a re-test within one semester
- TATT 605 for unsatisfactory TA performance
- CHEM 599 (pre-candidacy) or CHEM 799 (post-candidacy) for insufficient research progress and/or failure to submit an annual report
- Receiving an “I” or “U” grade in six or more credits

Scholars in probationary status are not eligible for merit awards or LGS Professional Development Support (PDS) funds. Scholars will receive formal notice of probationary status from the Laney Graduate School.

## **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

## Scholars in Probationary Status

Scholars will be recommended for termination from the program by no later than the end of their second semester on probation. Scholars who fail to successfully re-test any milestone within **one** semester of their first attempt will be recommended for termination from the program at the conclusion of that semester even if they have not been on probation more than once.

## Appeal of Probationary Status

Scholars facing termination due to probationary status may petition for one additional semester to improve their record by following the departmental [petition](#) process. The petition must address:

1. Any extenuating circumstances that contributed to the probationary status.
2. A formal request for an extension with a specific deadline for submitting any outstanding work included.
3. A supporting letter from the primary research mentor, including a plan for ongoing financial support.

The Graduate Committee will review petitions and advise the scholar of the outcome. Scholars may petition for a maximum of two semester-long extensions.

Alternatively, scholars may petition for a change of program following a recommended termination in order to complete the [M.S. degree](#).

## Termination

Scholars whose appeal (or change of program to the M.S.) is not approved will be recommended for termination from the program by no later than the end of their second semester on probation.

### Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

**Next:** [Grievance Policy](#)

## Petition Policy

### **SECTION VI, ARTICLE 3**

*A petition is an opportunity to request an adjustment to your “Path to the PhD.” Using our formal (and simple!) process rather than an email helps us to track your request and respond appropriately.*

The graduate handbook is a living document – its meaning and effectiveness may shift according to the people who put its language into practice. Scholars may encounter unique situations that are not



covered in the handbook or are ambiguous. In this case, scholars have the option consider submitting a petition to the graduate committee.

Petitions are intended to allow graduate scholars to seek adjustments and/or clarifications of handbook policy to customize their path through the chemistry graduate program. Common examples include petitions to waive specific program requirements or adjust program deadlines.

### Reasons to Submit a Petition

- Petition to extend a milestone deadline
- Petition to deviate from the format or content required for a milestone
- Petition to change rotation groups
- Petition to change research groups
- Petition to change committee membership
- Petition to receive an M.S. degree on the way to the Ph.D.
- Petition to change your program status and leave with a terminal M.S.
- Petition to waive a program requirement
- Any request for a change or clarification of program policy that is **not** a **[grievance](#)**

Before submitting a petition, scholars are encouraged, but not required, to consult with their primary research mentor or with any member of the graduate admin team for clarification of questions related to program requirements.

**Note:** There is a difference between a petition that requests a change or clarification to a program requirement and an academic grievance,

such as a grade dispute. Scholars should review the handbook [Grievance Policy](#) to ensure that they understand the difference.

## Submitting a Petition

Scholars can submit a petition to the graduate committee by using the [Petition to the Graduate Committee online form](#). Scholars should be prepared to describe what they are requesting as well as the reason for the request. If the request is for a deadline extension, scholars must indicate the exact date of the new proposed deadline in the petition submission. A petition is not anonymous and may be discussed within the graduate committee or with any member of the graduate faculty whose expertise is required to conduct a thorough review. You are encouraged, but not required, to notify affected faculty, including your P.I., of a petition prior to submission.

## Supporting Documents for a Petition

There is a space in the online petition form to include a file. Scholars should upload any documents that they wish for the committee to review alongside their petition as a single PDF. Please **do not** include detailed personal/medical information in your petition. Other forms of documentation may include:

- A letter from the primary research mentor in support of the petition
- A syllabus, transcript, and/or other documents to demonstrate proficiency when asking to waive program requirements
- In the case of a change of group request, a research summary of work completed in the current group

→ In the case of a milestone extension request, a timeline to completion or other outline of your plan to achieve the milestone

## Response to a Petition

Petitions will receive a response within two weeks (ten business days.) The graduate program will address petitions as quickly as possible, but expects that scholars will consider their path through the program in advance of major milestones to anticipate petitions.

Emergency petitions may be submitted via the same form as regular petitions. In this case, you must indicate the reason for the late petition and the date by which a response is requested. Emergency petitions will only be granted in extraordinary circumstances, such as professional or personal challenges of an unforeseen nature. **Scholars are expected to plan ahead.** That said, scholars should not hesitate to request the assistance and information they need to progress through the graduate program no matter the timeline.

## Share Your Thoughts

If you would like to provide feedback on this handbook entry, we invite you to [submit this form](#).

Next: [Appendices](#)

## Appendices

**Appendix A:** [Resource Guidance](#)

**Appendix B:** [M.D./Ph.D.](#)

**Appendix C:** [M.S. Degree](#)

## Resource Guidance

### APPENDIX A

*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 Manager 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

[Visit OEI Website](#)

### **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 victim advocate 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.)

**[Visit Office of Respect Website](#)**

## **University Ombuds Office**

- 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.

**[Visit University Ombuds Website](#)**

## **Environmental Health and Safety Office**

- Safety concerns, questions, and complaints
- Anonymous reports: Emory Trust Line

**[Visit EHSO Website](#)**

## **Laney Graduate School ([LGS](#))**

- 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.

**[Visit LGS Student Resources Guide](#)**

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to **[submit this form](#)**.

**Next: [M.D./Ph.D.](#)**



## M.D./Ph.D.

### APPENDIX B

Chemistry welcomes MD/PhD scholars who want to apply chemical methods to human health.

#### Applying to Chemistry

MD/PhD scholars should [apply directly to the MD/PhD program](#) and indicate “chemistry” as a PhD field of interest. All admitted MD/PhD scholars may choose to join chemistry as their PhD home, but it is the responsibility of the scholar to pursue rotations and secure lab

placement. Scholars who wish to undertake this process should begin by scheduling an advising meeting with the chemistry DGS. Scholars must join a lab by the date that their MD/PhD funding terminates (currently, **August 31.**)

Chemistry recruitment activities for PhD scholars generally take place in late February or early March. MD/PhD scholars considering chemistry as their PhD home are welcome to attend recruitment activities in the academic year prior to beginning their PhD to familiarize themselves with the program. Scholars should contact gradchem@emory.edu to RSVP to recruitment activities no later than January 15th of that year.

## Program Requirements

MD/PhD scholars are expected to complete all core program requirements outlined in the chemistry handbook, with the following potential alterations:

1. Scholars may choose to complete TATTO 600 in August of their first OR second year in chemistry.
2. Scholars are only required to complete one semester of TA service in chemistry as part of their training. In most cases, this TA assignment will be expected to take place in the academic year following their completion of TATTO 600.
3. Scholars are not required to participate in the formal chemistry rotation process in their first semester as they must have already joined a lab by the time this process takes place. They are welcomed and encouraged to participate in Exploration Period activities to learn more about chemistry labs outside their immediate expertise. Additionally, scholars are advised to use this extra semester to

accelerate their milestone requirements to assist them with completing their PhD on a three year timeline.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to **[submit this form](#)**.

**Next: [M.S. Degree](#)**

## M.S. Degree

### APPENDIX C

The Chemistry Graduate Program does not offer admission to an M.S. track. However, there are limited circumstances in which the M.S. degree may be earned by scholars initially admitted to the Ph.D. program.

The primary resource for scholars interested in learning more about the M.S. degree is [Section 3 of the Laney Graduate School Handbook](#). This chemistry handbook section clarifies chemistry-specific interpretation of this policy.

## **M.S. Degree On the Basis of Candidacy**

Scholars who complete chemistry's [candidacy requirements](#) may apply for the M.S. degree "on the way" to the Ph.D. In accordance with LGS policy, chemistry will not approve the M.S. degree retroactively under any circumstances. Scholars must review the [relevant LGS policy](#) and submit all necessary paperwork to LGS as soon as their candidacy application is approved.

## **M.S. Degree on the Basis of Change of Program**

In the event that a scholar (1) chooses to leave the graduate program prior to receiving the Ph.D., OR (2) is advised to leave the graduate program following a failed milestone exam; the scholar may petition the graduate program to request to initiate a change of program and earn the M.S. degree prior to departing Emory.

Once a petition is submitted, the Director of Graduate Studies will schedule a meeting with the scholar to discuss the intended change of program. The petition will not receive a response until after this meeting takes place.

If a change of program to an M.S. track is approved by both the graduate committee and LGS, the Chemistry Graduate Program follows LGS guidelines for degree completion. In most cases, scholars will be expected to complete the degree within one semester of approval. Chemistry will not approve the M.S. degree based on coursework unless a scholar has met all candidacy requirements including JPE 610 workshops; otherwise, a thesis must be submitted. An in-person thesis defense is not required. Additionally, scholars must have completed at

least thirty hours of graduate-level coursework before the expected degree conferral date.

### **Share Your Thoughts**

If you would like to provide feedback on this handbook entry, we invite you to **[submit this form](#)**.