Chemistry PhD Program Graduate Handbook

2026-2027

Committed to transparency of process in support of student independence and success

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About this handbook

This handbook is the official reference for the policies, requirements, and resources of the Emory Chemistry PhD program. The version of this handbook published on the Chemistry website is authoritative and is updated at least once each year.

This handbook has three sections:

- **Section I — Program Overview:** The people, expectations, and foundations of the program. Read once at the start; return when you need a reminder.
- **Section II — Your Path to the PhD:** The program year by year. This is the section you will use most, and it mirrors the PhD Checklist.
- **Section III — Customizing Your Path:** Exceptions, adjustments, and processes for when your situation diverges from the standard path.

The PhD Checklist is a companion document to this handbook. It gives you a one-page view of your entire journey and is organized to mirror the "path" outlined in Section II. Keep it somewhere visible. When a checklist item comes due, the corresponding Section II entry has the details you need to complete it. A copy of the checklist is attached as Appendix A.

Forms referenced in this handbook are available on the Path to the PhD page of the chemistry website. Syllabi for all program courses are available in the Emory Course Atlas. If you cannot locate a form or syllabus, or are unsure which applies to you, contact the Graduate Program Coordinator.

This handbook addresses Chemistry-specific policies and requirements. Where it is silent, Laney Graduate School policy applies. Your stipend, benefits, and employment terms are governed by the Emory-SEIU Collective Bargaining Agreement, which takes precedence over this handbook on all employment matters. Students are expected to familiarize themselves with the LGS Student Handbook, Student Code of Conduct, Honor Code, and PDS Handbook.

This handbook applies at all times, including between terms and over breaks. The Chemistry PhD Program reserves the right to amend it at any time. Changes apply immediately upon publication. When a substantial change could affect your academic progress, you will generally be offered the choice of following the updated policy or the version in place when you enrolled.

If you have questions about the handbook or suggestions for its development, please contact the Associate Director, Programs.

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I. Program Overview

The people, expectations, and foundations of the program

Goals for Graduates

Graduates of the Emory Chemistry PhD program should be able to:

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

Graduate Program Administration

The Graduate Admin Team is your primary resource throughout the PhD program. Any member of the team can help with advising questions, program requirements, and concerns — you do not need to find the "right" person before reaching out. We work together and will help your question get to the right place.

The team consists of three roles:

Role	Name
Director of Graduate Studies (DGS)	Mingji Dai
Associate Director, Programs	Kira Walsh
Graduate Program Coordinator	Kat Williams

A full list of Chemistry staff and faculty may be found on the People page of the chemistry website.

For most questions, any team member is the right starting point. For the following, reaching out to a specific role will get you the fastest response:

If you need help with...	Contact
Advising closely related to research	Director of Graduate Studies
Enrollment	Graduate Program Coordinator
Forms and paperwork	Graduate Program Coordinator
Petitions	Graduate Program Coordinator

If you need help with...	Contact
Program requirements and deadlines	Graduate Program Coordinator
Stipend questions or issues	Graduate Program Coordinator
Grievances	Associate Director, Programs
Fellowship advising	Associate Director, Programs
Handbook questions or suggestions	Associate Director, Programs

Privacy commitment: Members of the Graduate Admin Team understand that seeking help can be difficult, and that students may want to think something through before taking formal action. We are happy to have a private, informal conversation before any formal process begins. Our ability to keep a discussion entirely confidential may be limited by our institutional roles, but we will always tell you what we can and cannot hold in confidence before you share sensitive information.

Mandated reporting: Chemistry and LGS faculty and staff are required by university policy to report disclosures related to Title IX and situations where a member of the community may represent a threat to themselves or others. This requirement applies even in informal conversations. If your concern involves either of these areas and you would prefer to speak with someone outside this reporting obligation, the Office of Respect and the University Ombuds Office offer confidential support. See Appendix D for contact information.

Communication Guidance

Email: Email is the primary channel of communication between chemistry faculty, staff, and students. Official communications from the graduate program are sent to your emory.edu address. You are required to review emails from the PhD program and address any action items within one business day.

Research Group Communication: Individual research groups may use communication tools and norms beyond email. You are expected to understand and follow the communication practices of your research group.

Bookings Tool: If you would like to schedule time directly with the Associate Director, Programs or the Graduate Program Coordinator, a booking tool is available on the Path to the PhD page of the chemistry website.

Weekly Digest: Departmental events and announcements relevant to chemistry graduate students are shared in a weekly email digest during the Fall and Spring semesters and as needed during the summer. You are automatically subscribed to this digest upon enrollment. Like all email, you are required to review the digest and address any action items within one business day.

Chemistry Calendar: Events of interest in the department — including weekly seminars — are posted on the chemistry calendar, which appears on the front page of the chemistry website. To add an event to the calendar, use the event submission form in the About section of the chemistry website.

Open-Door Milestones: The following milestones are open to the public. You are required to advertise the time and location on the chemistry calendar at least two weeks in advance so that anyone may attend:

- Third Year Milestone
- Fourth Year Milestone
- Dissertation Defense

An unadvertised defense or milestone presentation will be considered incomplete.

Safety

Safety is the foundation of research. All occupants of chemistry buildings are required to complete online safety training annually. Training requirements and registration are managed through the Environmental Health and Safety Office (EHSO), available on the Emory website.

Chemistry-specific support: The primary staff contacts for Chemistry-specific facilities and safety support are listed on the People page of the main Chemistry website. In an emergency, always contact Emory Policy or 9-1-1.

In the Laboratory: All occupants of laboratory spaces must:

- Follow the Chemical Hygiene Plan and safe laboratory practices
- Wear appropriate PPE for the work being done (minimum: long pants, closed-toed shoes, fire retardant laboratory coat, and eye protection)
- Never work alone in any laboratory space
- Properly dispose of all chemical waste, including broken glassware
- Know the Safety Data Sheets (SDS) for materials in use, maintained in a database through EHSO

Chemical, biological, or radiation spill: Call the EHSO Spill Team at 404.727.2888.

Emergency procedures: Consult EHSO and the Office of Critical Event Preparedness and Response, both available on the Emory website.

Fire alarms in Chemistry buildings: Evacuate the building immediately using the closest exit. Once outside, go to the first floor of the Peavine Parking structure. Do not re-enter until Facilities announces "ALL CLEAR."

Tornado watch or warning in Chemistry buildings: Proceed to the first floor of Atwood Chemistry Center, near the x-Ray and NMR facilities. Do not re-enter the rest of the building until Facilities announces "ALL CLEAR."

II. Your Path to the PhD

The program year by year — your expanded PhD Checklist

Overview

Some requirements in the chemistry PhD program are ongoing — they apply every semester from enrollment to graduation. Others are time-specific, tied to a particular year or milestone. This section covers both, organized by year.

Research Group and Research Credit: From the end of your first semester onward, you are required to be a member of a research group and to enroll in research credit every semester. Your first semester is the exception: during that time you are completing rotations (CHEM 504) to match with a group. The majority of your effort in research credit will be defined and tracked by you and your primary research mentor. The PhD program collects and distributes a mid-semester assessment each semester to ensure a timely update on progress and expectations before the assignment of a final grade. Research credit expectations include an annual check-in during the spring semester in the form of the IDP, the details of which are communicated in the CHEM 599R/799R syllabus. If you need to change your research group at any point, see Section III.

Classroom Courses: You are required to complete six classroom courses over the course of your program. Most students complete two per semester in their first year and 1 per semester in their second year. These are distinguished from **program courses** – courses that do not meet and are overseen by direct engagement with the primary research mentor, lead teaching instructor, and/or DGS. Unless otherwise noted in the Graduate Course Plan, you are responsible for your own course enrollment each semester via OPUS.

Research credit enrollment requirements by semester:

Semester	Course	Credits
First Year, Spring	CHEM 599R	4
First Year, Summer	CHEM 599R	12
Second Year, Fall	CHEM 599R	4
Second Year, Spring	CHEM 599R	6
All other semesters, pre-candidacy	CHEM 599R	12
All semesters, post-candidacy	CHEM 799R	12

The Graduate Course Plan in Appendix C provides a full overview of required courses, options, and enrollment for every semester of the program.

First Year

II.1 Orientation

Orientation provides the foundation for a successful start in the chemistry PhD program. All orientation activities are mandatory. Scholars who do not participate may forfeit their August stipend payment and/or be excluded from rotation activities.

Orientation begins before the first day of classes — generally in mid-August, on the date indicated in your Emory offer letter. Some activities must be completed online before arriving on campus. The Graduate Program Coordinator will provide a full schedule and pre-orientation instructions via email during the summer before your first year.

II.2 First Year Course Selection

During orientation you will meet with faculty to discuss and select your first semester courses. This advising is specific to the first semester — from your second semester onward, you are responsible for selecting your own courses with guidance from your primary research mentor.

Graduate course enrollment is not competitive — if you need a course, the program will generally be able to make space for you.

In most cases, first semester scholars are best served by taking all of their courses in chemistry. From your second semester onward, you are encouraged to explore course offerings broadly across Emory and even at other institutions through the Atlanta Regional Council for Higher Education (ARCHE) program. If you wish to take a course outside the Department of Chemistry and count it toward your six required classroom courses, see Section III for the external course permission process. See the Graduate Course Plan in Appendix C for your full first year enrollment guide.

II.3 Research Rotations and Group Selection

Rotations are short research experiences in Emory chemistry labs designed to help you explore the department and choose a research home for your PhD. All first year scholars are required to complete rotations before joining a research group.

Rotations are documented through enrollment in CHEM 504. The effort, timeline, and evaluation criteria for rotations are governed by the CHEM 504 syllabus.

You are required to receive a satisfactory grade in CHEM 504 to progress in the chemistry PhD program. Scholars who do not receive a satisfactory grade will be placed on probation and must successfully complete the requirements for CHEM 504 within one additional semester to continue in the program. A probation letter from the graduate program will outline the specific requirements and timeline for returning to good standing. See III.11 for details on probation.

Once you meet the requirements for a satisfactory grade in CHEM 504, you may immediately begin work in your selected research group. The faculty member leading your research group is your primary research mentor and will serve in that role for the remainder of your program unless a change of group is approved. A co-mentor arrangement may be proposed via a petition to the graduate program, but a single faculty member must be designated as primary. From that point

forward, group membership is a continuous requirement of the program. If you need to change your research group at any point, see Section III.

II.4 Pedagogy Training

The chemistry PhD program includes formal training in teaching theory and practice. This training has two main components: the TATTO workshop and three semesters of teaching as guided by the syllabus for TATT 605.

The TATTO workshop (TATT 600) takes place during orientation in your first fall semester and introduces foundational concepts in pedagogy. Your three TA assignments — in your first, second, and fourth semester — provide hands-on teaching experience. Both components are documented through enrollment in TATT 605. The effort, expectations, and evaluation criteria for pedagogy training are governed by the TATT 605 syllabus.

You are required to receive a satisfactory grade in TATT 605 to progress in the chemistry PhD program. Scholars who do not receive a satisfactory grade will be placed on probation and must complete an additional semester of TA service to return to good standing. The timing of the additional assignment will be determined in consultation with the Graduate Admin Team and is subject to availability. A probation letter from the graduate program will outline the specific requirements and timeline for returning to good standing. See III.11 for details on probation.

TA assignments are made by the Director of Graduate Studies in consultation with the Director of Undergraduate Studies. If you have preferences regarding your placement, you may communicate them to the Graduate Program Coordinator for consideration, but requests cannot always be honored and assignments will be guided primarily by instructional needs.

Second Year

II.5 Committee Selection

Your committee plays a central role in your PhD journey — reviewing your milestones, supporting your research development, and ultimately serving as your dissertation committee. Selecting your committee thoughtfully and early sets you up for success. Chemistry defers to LGS guidelines regarding the makeup and size of your committee; the only Chemistry-specific requirement is that the primary research mentor serve as Chair or Co-Chair.

You must submit your committee preferences to the Graduate Program Coordinator no later than September 30 of your second year using the form on the Path to the PhD page of the Chemistry website. The Graduate Admin Team will review requests and may suggest adjustments to ensure an appropriate distribution of responsibility across the faculty. You will receive a formal letter confirming your committee no later than October 15 of your second year. If your committee is not fully confirmed by the end of the fall semester, you may receive an unsatisfactory grade in research credit and be placed on probation.

Your chemistry research committee and your LGS dissertation committee are the same people. As soon as your committee is finalized, submit the LGS dissertation committee form. There is no reason to wait — submitting early means one less thing to manage as you approach candidacy and beyond.

Once your committee is established, you are responsible for managing that relationship actively throughout your program. This includes providing regular research updates, responding to committee communications within one business day, and taking responsibility for scheduling any activities that require the committee to meet — including reserving rooms and providing at least one week's notice.

The program also reserves the right to request adjustments to committee membership after confirmation for operational reasons, such as a change in a faculty member's availability. If this occurs, you will be notified in writing and asked to identify a replacement. Committee membership must be updated within one semester of notification. Failure to do so may result in an unsatisfactory grade in research credit and placement on probation. If you need to change your committee at any point, see Section III.

II.6 Second Year Qualifying Exam (SYQE)

The Second Year Qualifying Exam is a milestone assessment designed to evaluate whether you are ready to advance toward PhD candidacy. It is an opportunity for your committee to assess your development as a researcher and your readiness for the increasingly independent work that candidacy requires. The specific format and requirements of the SYQE are governed by the CHEM 798B syllabus.

The SYQE evaluates your development across two core areas:

Category	What is assessed
Research Progress	Quality of data obtained; approach, results, and conclusions
Knowledge of Field	Depth of understanding of the literature; relation to other work in the field; critical thinking

You are required to receive a satisfactory grade in CHEM 798B to progress in the chemistry PhD program. Scholars who do not receive a satisfactory grade will be placed on probation and must successfully complete a re-test no later than the midpoint of the following semester to continue in the program. A probation letter from the graduate program will outline the specific requirements and timeline for returning to good standing. Failure to successfully complete the re-test by the midpoint of the following semester will result in a recommendation for discontinuation from the program, regardless of overall probationary status. See III.11 for details on probation.

I.7 Teaching

The chemistry PhD program values teaching as a core component of scholarly training. Your initial pedagogy training — documented through TATT 605 — establishes the foundation. If you are interested in teaching opportunities beyond this requirement — including fellowships, instructor of record opportunities, and teaching at other institutions — these are advertised periodically through the chemistry and LGS digests and the LGS Advanced Student Fellowships page.

II.8 Candidacy

Candidacy is a formal milestone that marks your transition from coursework and early training to a more intensive focus on your dissertation research. It is also the point at which you become eligible for an MS degree "on the way" to the PhD — see Section III for details.

You may apply for candidacy as soon as all requirements have been completed and recorded on your transcript. Some students reach candidacy as early as the summer of their second year. You must reach candidacy no later than September 15 of your fourth year. Scholars who do not meet this deadline will be placed on academic probation and will not be eligible for Professional Development Support (PDS) funds until candidacy is achieved.

To apply for candidacy, submit the application available on the LGS website. Chemistry will confirm that all program requirements have been met and LGS will confirm remaining requirements. You are considered in candidacy when LGS has approved your application.

All of the following requirements must be completed and recorded on your transcript before applying for candidacy. Note that courses in progress at the time of application cannot be counted — if you complete your final requirement mid-semester, you must wait until the semester ends and grades are posted before applying. A satisfactory grade is required in all courses applied towards candidacy.

Requirement	Notes
CHEM 504	Rotations
TATT 600	TATTO Workshop
TATT 605	Two semesters
JPE 600	Ethics Workshop
CHEM 606	Chemistry Ethics
CHEM 798B	Second Year Qualifying Exam
Six graduate-level chemistry classroom courses	Minimum GPA of 2.7; see course atlas for eligible courses, Graduate Course Plan for standard scheduling
54 credit hours	At the 500 level or above
No incomplete or in-progress grades	All I and IP grades must be resolved
Good standing	No active probation

Third Year

II.9 Third Year Milestone

The Third Year Milestone is a structured opportunity to develop skills central to your success as an independent researcher — including critical thinking, engagement with the scientific literature, and research proposal development. The specific requirements of the milestone are governed by the CHEM 798C syllabus.

You are required to receive a satisfactory grade in CHEM 798C to progress in the chemistry PhD program. Scholars who do not receive a satisfactory grade will be placed on probation and must successfully complete a re-test by the end of the following semester to continue in the program. Failure to complete the re-test by the end of the following semester will result in a recommendation for discontinuation from the program, regardless of overall probationary status. If a re-test is required, a probation letter from the graduate program will outline the specific requirements and timeline for returning to good standing. See III.11 for details on probation.

See the Graduate Course Plan in Appendix C for Third Year enrollment details.

Fourth Year

II.10 Fourth Year Milestone

The Fourth Year Milestone is a structured opportunity to demonstrate your growth as an independent scientist — including your ability to identify a research problem, engage with the literature, and design a rigorous investigative approach. The specific requirements of the milestone are governed by the CHEM 798D syllabus.

You are required to receive a satisfactory grade in CHEM 798D to progress in the chemistry PhD program. Scholars who do not receive a satisfactory grade will be placed on probation and must successfully complete a re-test by the end of the following semester to continue in the program. Failure to complete the re-test by the end of the following semester will result in a recommendation for discontinuation from the program, regardless of overall probationary status. If a re-test is required, a probation letter from the graduate program will outline the specific requirements and timeline for returning to good standing. See III.11 for details on probation.

II.11 Timeline to Degree

As you move towards degree completion, maintaining a clear plan becomes essential. Starting in the summer before your fifth year, you must submit an updated timeline to degree approved by your primary research mentor at the end of every semester unless you have applied to graduate and scheduled an advertised defense date within the current semester. This requirement continues every semester until you graduate.

The timeline to degree requirement is documented through CHEM 799R. Deadlines and expectations are governed by the CHEM 799R syllabus. Failure to meet this requirement may result in probation.

See the Graduate Course Plan in Appendix C for Fourth Year enrollment details.

Fifth Year and Beyond

II.12 Degree Completion

The dissertation defense is the culmination of your Emory training. Many of the steps required to complete your degree must be arranged well in advance — familiarize yourself with LGS degree completion requirements early in any semester in which you may graduate.

Chemistry-Specific Requirements: The following requirements are set by the chemistry program and must be met for your defense to be considered complete:

- Your defense must be scheduled and advertised publicly on the chemistry calendar at least two weeks in advance and the advertisement should include a descriptive title for your defense talk
- Your complete dissertation must be submitted to your entire committee at least seven business days before the scheduled defense
- All committee members must be present at the defense

If any of these requirements are not met, the defense must be rescheduled.

LGS Requirements: Degree completion also requires satisfying all LGS requirements, including applying for graduation and submitting required documentation. See the LGS handbook for full details.

Completion Extensions: If you are unable to complete your degree on your expected timeline, extensions are available through LGS. The chemistry program follows all LGS policies for completion extensions. Chemistry will generally decline to petition LGS to override any degree completion requirements on a student's behalf. See the LGS handbook for details, or contact the Graduate Admin Team for guidance.

III. Customizing Your Path

Exceptions, adjustments, and processes for when your situation diverges from the standard path

III.1 Change of Group

Considering a change of research group and primary research mentor is a significant decision. If you are thinking about changing groups, you are encouraged to speak privately with any member of the Graduate Admin Team before taking formal action. The team can help you think through your options without any obligation to proceed.

Privacy: You are not required to inform your current primary research mentor that you are considering a change of group. That conversation is yours to have on your own timeline. You may choose to discuss it with your current mentor before the change is finalized, but you are not obligated to do so. The program will protect your privacy throughout this process.

Continued Effort: While you are considering or pursuing a change of group, you are expected to continue your research effort in your current group. Failure to do so may result in an unsatisfactory research grade and related probation.

The Process: To formally request a change of group, submit a petition to the graduate program. Your petition must include:

- Written support from your proposed new primary research mentor
- A brief summary of research completed in your current group, including a plan for responsibly concluding or transitioning any ongoing work
- For students in the spring of the fourth year or beyond: a current timeline to degree addressing how the change will affect your path to completion

If your petition is approved, the petition response will provide details on when the change may be considered final and any required intermediate steps.

III.2 Change of Committee

You may request a change to your committee at any point in your program. Before submitting a petition, you are responsible for confirming that your proposed new committee member has agreed to serve. The program will not reach out to faculty on your behalf to secure this agreement.

Before confirming with a prospective committee member, verify that they hold LGS graduate faculty status. At least three committee members, including your primary research mentor, must hold LGS graduate faculty status. Faculty from the medical school and other Emory units may or may not qualify — check the LGS graduate faculty list if you are unsure. A committee that does not meet LGS requirements will need to be revised before your petition can be approved.

The Process: To formally request a change of committee, submit a petition to the graduate program. See III.13 for the petition process and form location. Your petition must include:

- Confirmation that your proposed new committee member has agreed to serve
- For students in their fourth year or beyond: a current timeline to degree addressing how the change will affect your path to completion

If your petition is approved, you must also submit an updated LGS dissertation committee form. The program may occasionally request adjustments to committee membership for operational reasons — if this occurs, you will be notified in writing. See II.6 for details.

III.3 Course Waiver or Transfer Credit

If you completed graduate-level coursework at another institution before joining the chemistry PhD program, you may petition to have that work recognized toward your six required chemistry classroom courses. A course waiver reduces the number of courses you are required to complete at Emory based on equivalent work completed elsewhere — this is the most common request. A course transfer adds credits from another institution to your official Emory transcript and is uncommon, applying only to courses not used to satisfy the requirements of a previous degree. If you are unsure which applies to your situation, contact the Graduate Program Coordinator before submitting your petition.

Eligibility and Limits: Waivers and transfers may be requested for courses similar to those offered at Emory. The maximum combined total that may be approved is nine credit hours per scholar. Petitions must be submitted no later than December 31 of your first year.

The Process: To request a course waiver or transfer credit, submit one petition per course (up to 9 credits) to the graduate program. See III.13 for the petition process and form location. Your petition must include:

- The course prefix, number, credit hours, and institution for each external course
- The equivalent Emory course for each external course
- A course description for each external course
- A description of the relevance of the external coursework to your research goals
- The syllabus for the equivalent Emory course (required)
- A letter (email okay) from the primary research mentor certifying your proficiency in the subject matter of the courses (required)
- The syllabus for each external course (required; if unavailable, the signed letter from your primary research mentor certifying your proficiency must be sufficiently detailed and describe the method by which that proficiency was assessed)
- A transcript showing the completion of the external course (unofficial copy is sufficient)

Petitions missing required documentation will not be reviewed. Approval is not guaranteed; the graduate committee often determines that students will be best served by taking additional courses at Emory.

III.4 External Course Permission

You are welcome to take courses outside the Department of Chemistry as part of your graduate education. If you would like a non-chemistry course to count toward your six required classroom courses, you must petition the graduate program for approval before enrolling. For any external course — whether or not you are applying it to your requirements — you are strongly encouraged to discuss your plans with your primary research mentor.

The Process: To request that an external course count toward your six required chemistry classroom courses, submit a petition to the graduate program. See III.13 for the petition process and form location. Your petition must include:

- The course name, number, and department
- A description of the relevance of the course to your research goals and training
- Written support from your primary research mentor

Approval is not guaranteed. The graduate program will evaluate whether the course is sufficiently relevant to your chemistry training to count toward program requirements.

III.5 First Year Three Course Request

First year scholars are expected to take two classroom courses per semester. This is considered a full course load given the concurrent demands of rotations, teaching, and other first year requirements. If you wish to take three classroom courses in either semester of the first year, you must petition the graduate program before the end of add/drop/swap for that semester. ELSP courses and enrollment in rotations and research credit do not count toward the two-course limit.

The Process: To request permission to take three classroom courses, submit a petition to the graduate program. See III.13 for the petition process and form location.

Approval is not guaranteed — the graduate program will consider your academic preparation and your ability to balance an overload with the concurrent demands of rotations, teaching, and research.

III.6 Milestone Extensions

If you anticipate difficulty completing a milestone requirement on time, a petition for an extension is the right step. Requesting an extension proactively — before a deadline is missed or a milestone is attempted and not passed — is generally preferable to falling into probationary status. An approved extension may adjust your milestone deadline without triggering probation, provided you meet the new deadline.

The Process: To request a milestone extension, submit a petition to the graduate program. Your petition must include:

- A specific proposed new deadline — vague requests will not be approved
- A clear description of what you will accomplish before the new deadline
- For students in their fifth year or beyond: a current timeline to degree addressing how the extension will affect your path to completion
- Written support from your primary research mentor, including their assessment of the proposed timeline (strongly encouraged; if this is not possible, please explain why in your petition)

Submission of a petition does not guarantee approval. Retroactive requests and repeated extension requests for the same milestone will be approved only in extraordinary circumstances and may require additional documentation and justification.

III.7 Situations Requiring Program Documentation

Some situations require a formal response or documentation from the chemistry graduate program — either because Laney Graduate School policy requires the program to be involved, or because you need the program to provide documentation on your behalf.

How to initiate these processes depends on the situation. Where LGS has its own form — such as the candidacy application or degree completion paperwork — submitting that form is sufficient and

the form will route to the chemistry program automatically if program approval is required. Where no LGS form exists, or where you need the program to produce documentation on your behalf to complete a form, a petition is the right mechanism. If you are unsure whether a situation requires a petition or an LGS form, contact the Graduate Program Coordinator. For situations where LGS says to "consult your DGS," submitting a petition is how you do that in the chemistry program.

Common situations that require program documentation include:

- **Leave of Absence** — governed by LGS policy; submit a petition to request Chemistry approval and documentation in support of LGS request
- **Return from Leave of Absence** — governed by LGS policy; submit a petition to request Chemistry approval and documentation in support of LGS request
- **Internship or Co-Op Participation** — governed by LGS policy and the CBA; submit a petition to request Chemistry approval and documentation in support of LGS request
- **Letter confirming degree completion timeline** — submit a petition describing what you need and when you need it; this need is most commonly related to confirming degree completion in consideration of a job offer
- **Any other situation requiring a program letter or formal response** — submit a petition describing what you need and when you need it

For situations governed by LGS policy, the program will follow all applicable LGS guidelines. Reviewing the relevant LGS policy before submitting your petition will help you understand what to expect. For students in the summer of their fourth year or beyond, all petitions submitted under this article must include a current timeline to degree.

III.8 MD/PhD Scholars

Chemistry welcomes MD/PhD scholars who wish to apply chemical methods to human health. MD/PhD scholars complete the same program as all chemistry PhD students with the modifications described below.

Applying to Chemistry: MD/PhD scholars should apply directly to the MD/PhD program and indicate chemistry as a field of interest. Admitted MD/PhD scholars who wish to join chemistry are responsible for initiating that process — begin by scheduling an advising meeting with the DGS. Lab placement deadlines are governed by the MD/PhD program and chemistry follows those requirements. Chemistry recruitment activities generally take place in late February or early March. MD/PhD scholars considering chemistry are welcome to attend in the academic year before beginning their PhD — contact gradchem@emory.edu to RSVP no later than January 15 of that year.

TATT 600: May be completed in August of the first or second year in chemistry. Default enrollment is first year — contact the Graduate Program Coordinator to request a different year.

TATT 605: One semester of TA service is required, in a chemistry course as assigned by the graduate program. The assignment takes place in the academic year following TATT 600 completion. Contact the Graduate Program Coordinator no later than August 1 of the relevant year to indicate semester preference.

CHEM 504: Formal participation in CHEM 504 is not required since lab placement must be secured before the rotation period begins. MD/PhD scholars are welcomed and encouraged to participate

in Exploration Period activities. If the MD/PhD program requires any rotation-related activities, those requirements take precedence.

Rigor and Reproducibility: The MD/PhD program requires training in rigor and reproducibility of research. Chemistry does not currently offer an equivalent course — MD/PhD scholars should complete IBS 519 or an equivalent approved by the MD/PhD program director. If the MD/PhD program specifies a different course or requirement, that requirement takes precedence.

MD/PhD scholars are encouraged to use the flexibility in their first semester to accelerate milestone requirements and support completion of the PhD on a three-year timeline.

III.9 MS On the Way to the PhD

Scholars who have achieved PhD candidacy are eligible to apply for an MS degree as a formal recognition of completed training. For most scholars this is a straightforward administrative step that does not affect your path to the PhD — no additional coursework or thesis is required beyond what you have already completed.

To apply, submit the LGS MS application. All candidacy requirements must be completed and recorded on your transcript before applying — requirements in progress at the time of application cannot be counted. Chemistry follows all LGS procedures and deadlines for MS degree completion. Chemistry will generally decline to petition LGS to override any degree completion requirements on a student's behalf.

III.10 Leaving with an MS

Scholars who have made sufficient research progress may be eligible to leave the chemistry PhD program with a Master of Science degree on the basis of a thesis. This pathway is available to scholars who decided not to continue toward the PhD and requires a petition.

Before submitting a petition, you are required to meet with a member of the Graduate Admin Team. This conversation is an opportunity to discuss your situation, understand your options, and ensure you have the support you need as you make this decision. A meeting with the Director of Graduate Studies will also take place as part of the petition review process if you begin the process with another team member.

The Process: To formally request to leave with an MS, submit a petition to the graduate program. Your petition must include:

- A brief description of the research you have completed and its suitability for an MS thesis
- A proposed timeline for completing and submitting the thesis
- Written support from your primary research mentor confirming their willingness to supervise the thesis to completion

Once your petition is approved, you must satisfy all LGS requirements for the MS degree, including thesis submission and any required committee approvals. Scholars leaving with an MS on the basis of a thesis are not required to complete JPE 610 workshops, as ethics learning is expected to be addressed through the thesis process. Scholars who wish to leave the program with an MS on the basis of candidacy rather than a thesis must have completed all required JPE 610 workshops before the degree request will be approved.

III.11 Probation

Probation is a formal status indicating that a program requirement has been missed or not met. It is not a permanent outcome — most scholars who are placed on probation return to good standing by meeting the relevant requirement within the allowed timeframe. Understanding what probation means and how to respond quickly is the most important thing you can do if you find yourself in this situation.

What Triggers Probation: Probation may be triggered by:

- Failing to receive a satisfactory grade in any required program course
- Failing to meet a milestone deadline
- Failing to submit a required timeline to degree
- Any other failure to meet a requirement specified in this handbook

What Probation Means: Scholars on probation are not eligible for Professional Development Support (PDS) funds until good standing is restored; this is an LGS-level policy. Scholars in their sixth year or beyond who fall out of good standing may also be subject to stipend review by the chemistry program.

Returning to Good Standing: The timeframe for returning to good standing depends on the nature of the requirement:

Situation	Timeframe to Return to Good Standing
SYQE (CHEM 798B) not passed	Re-test must be completed by the midpoint of the following semester
Rotations (CHEM 504) not passed	Re-test must be completed by the end of the following semester
Third Year Milestone (CHEM 798C) not passed	Re-test must be completed by the end of the following semester
Fourth Year Milestone (CHEM 798D) not passed	Re-test must be completed by the end of the following semester
All other requirements	Two semesters, in accordance with LGS probation policy

For milestone requirements — CHEM 504, CHEM 798B, CHEM 798C, and CHEM 798D — chemistry's one semester re-test requirement is stricter than the standard LGS probation policy, which allows two full semesters to work towards a return to good standing in most cases. Chemistry's stricter timelines are established to support timely skill attainment and degree

completion and are documented in this handbook as program-level policy. For all other requirements, chemistry follows LGS standard probation policy.

Recommendation for Discontinuation: If a scholar does not meet the requirements for returning to good standing within the timeframe specified above, the chemistry program will submit a recommendation for discontinuation to the Laney Graduate School. You may petition for additional time to meet requirements. See III.13 for details. If you believe a recommendation for discontinuation has been made in error or without due process, you may submit a grievance. See III.12 for details.

III.12 Grievances

A grievance is a formal concern about a program decision, policy, or action that you believe has been applied incorrectly or unfairly. If you have a concern about your experience in the chemistry PhD program, you are encouraged to raise it — the program takes grievances seriously and is committed to resolving them fairly.

Confidentiality: The program will make every effort to protect the privacy of all parties involved in a grievance. As noted in the Graduate Program Administration article, some disclosures may trigger mandatory reporting obligations. If you are unsure whether your concern involves a mandated reporting situation, contact the Office of Respect or the University Ombuds Office before initiating a grievance — both offer confidential support. See Appendix D for contact information.

Informal Resolution: You are encouraged to seek informal resolution first by raising your concern with any member of the Graduate Admin Team. If your concern involves a member of the Graduate Admin Team or the DGS specifically, you may raise it instead with the Department Chair. The program will make a good faith effort to resolve concerns informally. There is no set timeline for informal resolution — if you feel your concern is not being addressed in a timely way, you may proceed to the formal chemistry process at any time.

Formal Chemistry Process: If informal resolution is not successful, you may initiate a formal grievance at the chemistry level by submitting your concern in writing to the Director of Graduate Studies. The DGS will initiate a review by the Chemistry Graduate Committee. If your concern involves the DGS, you may submit your written concern to the Department Chair instead. The Chemistry Graduate Committee will review your concern and provide a written response. If you are not satisfied with the outcome, or if you believe chemistry is so conflicted that it cannot address your concern fairly, you may proceed to the LGS formal process.

LGS Formal Process: If the chemistry formal process is unsuccessful or inappropriate, you may initiate a formal grievance through the Laney Graduate School. See the LGS Student Handbook for full details. Note that LGS may refer your grievance back to chemistry if the chemistry formal process has not yet been completed.

Initiating a grievance does not automatically pause any ongoing academic processes. If a grievance is upheld, outcomes may be revised retroactively. Grievance deadlines communicated by LGS or the Chemistry Graduate Program are firm — if you have a concern, do not wait.

III.13 Petitions

A petition is a formal request to modify, waive, or extend a program requirement. The program customization articles in this section cover the most common requests — including change of

group, milestone extensions, and course waivers — and describe the specific documentation required for each. This article covers any situation not addressed by those articles and describes the general petition process that applies to all requests. If you are unsure whether your situation requires a petition, contact the Graduate Program Coordinator.

How to Submit a Petition: Petition forms and supporting documentation forms are available on the Path to the PhD page of the chemistry website. Submit your completed petition and all required supporting documentation to the Graduate Program Coordinator. Incomplete petitions will not be reviewed.

Response Time: Petitions are reviewed by the Graduate Admin Team and receive a written response within ten business days of submission. If your situation is urgent, notify the Graduate Program Coordinator at the time of submission — expedited review is not guaranteed but will be considered. Students are expected to plan ahead and submit petitions with sufficient time for the standard review process. In cases where a petition requests an unusual or substantial adjustment to a program requirement, the Graduate Admin Team may request review by the graduate committee before responding to the petition. In these cases, students will be advised of the petition status and the extended timeline for a response.

Petition Outcomes: Petitions may be approved, approved with conditions, or denied. You will receive a written response explaining the outcome. If you believe a petition has been denied in error or without due process, you may submit a grievance. See III.12 for details.

III.14 Merit Awards

The chemistry PhD program recognizes outstanding scholars through an annual award process and presentation ceremony. Nomination details, timelines, and review rubrics will be provided with the annual call for applications.

The awards listed below reflect the current program and are provided for transparency. Awards may change at any time based on the availability of funding and the operational needs of the graduate program. The Graduate Committee is responsible for periodically reviewing the award program to ensure it appropriately captures the breadth of student achievement in chemistry. The chemistry program also administers certain LGS-level awards and will incorporate these into the same nomination standards and awards ceremony where possible.

Quayle Awards

Quayle Awards are limited to one nomination per award, per group and each individual award may be conferred on a single student only once per career (for these purposes, the Excellence in Research Award is considered to be three different awards by program year). Scholars may be nominated for only one award per year and the graduate committee reserves the right to consider scholars for additional awards if the nomination materials address appropriate criteria. Award amounts are determined and announced each year with the call for applications. The Graduate Committee may also add or delete awards in line with the available resources of the endowment in a given year.

Award	Description	Nomination Materials
Outstanding Dissertation	Awarded to the scholar with the best PhD dissertation defended in the most recent academic year. One nomination per research group.	Letter from primary research mentor; supporting letter from an additional expert in the field
Excellence in Research	Recognizes excellence in research. Two awards given to scholars completing their second, third, and fourth years respectively. A scholar may receive this award only once.	Faculty nomination letter; one-page research summary written by the scholar
Early Innovator	Recognizes scholars who have made significant contributions to developing a new line of research beyond work previously undertaken in the group. One award, $1,500.	Faculty nomination letter; one-page research summary emphasizing individual contribution
Citizen Scholar	Recognizes excellence in research and significant contribution to community building, outreach, broadening participation, public education, and/or scholarship. One award, $1,500.	Faculty nomination letter; one-page research statement; one-page outreach statement
Teacher Scholar	Recognizes excellence in research and commitment to mentoring and education. One award, $1,500.	Faculty nomination letter; one-page research statement; one-page mentoring/teaching statement
Collective Excellence Scholar	Recognizes a scholar whose personal and professional efforts have contributed to diversity, inclusion, and community engagement. One award, $1,500.	Nomination letter from any member of the chemistry community; one page description of specific actions in support of full engagement

ACS Graduate Student Recognition

ACS Category	Chemistry Nominee
Leadership in the Promotion of Diversity, Equity, Inclusion, and Respect	Quayle Collective Excellence Scholar Award winner

ACS Category	Chemistry Nominee
Leadership in Mentoring	Quayle Citizen Scholar or Quayle Teacher Scholar winner, as determined by non-conflicted members of the graduate committee
Leadership in the Promotion of Research Safety	Any Quayle Award winner; nominees should address research safety in their research summary and nomination letter

III.15 Reimbursements

Scholars may request reimbursement for approved program-related expenses including conference travel, research supplies, and professional development activities. Reimbursement is not guaranteed for expenses incurred without prior approval — if you are unsure whether an expense is reimbursable, contact the Graduate Program Coordinator before incurring it.

How to Submit: Reimbursement requests are submitted via DocuSign. The reimbursement form is available on the Path to the PhD page of the chemistry website. Requests must be submitted within ten business days of incurring the expense. Late submissions may not be approved. All reimbursement requests must include original receipts for all expenses. Requests submitted without receipts will not be processed.

Processing Time: Reimbursements will be processed as quickly as possible following submission of a complete request. Processing time varies depending on university finance schedules. Contact chemreimbursements@emory.edu with questions about the status of a submitted request.

PDS Reimbursement: Chemistry processes some PDS reimbursement (or pre-paid awards) on behalf of LGS. Take note that it is generally required that students formally request disbursement of awarded funds – chemistry cannot disburse automatically.

Appendices

A: PhD Checklist | **B:** Key Dates | **C:** Graduate Course Plan | **D:** Resources | **E:** Syllabus Policies

Appendix A: PhD Checklist

EMORY UNIVERSITY | Department of Chemistry

The PhD Checklist

Ongoing Requirements

Research group membership (every semester after first)
Research credit enrollment (every semester after first)

First Year

- ☐ Chemistry & LGS Orientation
- ☐ Rotations (CHEM 504)
- ☐ TA Fall (TATT 605)
- ☐ TA Spring (TATT 605)
- ☐ Join a Research Group (CHEM 504)
- ☐ IDP (CHEM 599R)
- ☐ Annual Activities Report (CHEM 599R)

Second Year

- ☐ TA Fall (TATT 605)
- ☐ Finalize Committee (CHEM 599R)
- ☐ Submit LGS Committee Form
- ☐ SYQE (CHEM 798B)
- ☐ IDP (CHEM 599R)
- ☐ Annual Activities Report (CHEM 599R)
- ☐ Apply for Candidacy (Summer)

Third Year

- ☐ Third Year Milestone (CHEM 798C)
- ☐ IDP (CHEM 799R)
- ☐ Annual Activities Report (CHEM 799R)

Fourth Year

- ☐ Fourth Year Milestone (CHEM 798D)
- ☐ IDP (CHEM 799R)
- ☐ Annual Activities Report (CHEM 799R)
- ☐ Timeline to Degree (Summer)

Fifth Year

- ☐ Timeline to Degree (Fall)
- ☐ Timeline to Degree (Spring – if not grad)
- ☐ Apply for Graduation
- ☐ Dissertation Defense
- ☐ Meet LGS Degree Requirements
- ☐ Celebrate at Commencement!

Candidacy

- ☐ Chemistry Classroom Course 1
- ☐ Chemistry Classroom Course 2
- ☐ Chemistry Classroom Course 3
- ☐ Chemistry Classroom Course 4
- ☐ Chemistry Classroom Course 5
- ☐ Chemistry Classroom Course 6
- ☐ TATTO Workshop (TATT 600)
- ☐ TA Semester 1 (TATT 605)
- ☐ TA Semester 2 (TATT 605)
- ☐ JPE Workshop (JPE 600)
- ☐ Ethics in Chemistry (JPE/CHEM 606)

Candidacy achieved?

- ☐ Apply for the on-the-way MS!

JPE 610 Tracking

- ☐ Workshop 1
- ☐ Workshop 2
- ☐ Workshop 3
- ☐ Workshop 4

A checklist helps, but it can't capture everything!

- ☐ Read your handbook!

Appendix B: Key Dates and Deadlines

Dates are accurate as of publication and subject to change. The Graduate Program Coordinator will communicate any changes via the weekly digest. Syllabus-level dates are governed by the relevant course syllabus — confirm current dates in the Course Atlas.

Year	Task	Deadline
Before arrival	MD/PhD recruitment RSVP	January 15
First Year	Orientation begins	Mid-August (see offer letter)
First Year	Course waiver/transfer credit petition deadline	December 31
Second Year	Committee preferences due	September 30
Second Year	Committee confirmation letter	October 15
Second Year	SYQE written report due (CHEM 798B)	February 1
Second Year	SYQE oral defense deadline (CHEM 798B)	March 1
Third Year	Draft pre-proposals due to committee (CHEM 798C)	February 1
Third Year	Final pre-proposals due to committee (CHEM 798C)	February 15
Third Year	Oral presentation window (CHEM 798C)	February 1 – April 30
Third Year	Milestone completion deadline (CHEM 798C)	April 30
Fourth Year	Candidacy deadline	September 15
Fourth Year	Written proposal due to committee (CHEM 798D)	At least one week before oral presentation
Fourth Year	Oral presentation deadline (CHEM 798D)	November 30

Year	Task	Deadline
MD/PhD scholars	TA semester preference notification	August 1
Fifth Year+	Timeline to degree	Each semester (see CHEM 799R syllabus)
All years	Reimbursement submission	Due within 10 business days of expense
All years	Mid-semester submission deadline, not otherwise specified (includes milestone re-tests)	Fall: Weds after undergraduate Fall Break Spring: Monday after undergraduate Spring Break Summer: June 20
All years	End of semester submission deadline, not otherwise specified (includes milestone re-tests)	Fall: December 5 Spring: May 5 Summer: August 1

Appendix C: Graduate Course Plan

Chemistry Course Plan

Dept	Number	Name	Required?	Enrollment	Credits
First Year, First Semester (Fall)					
CHEM	504	Rotations	Required	Automatic	3
TATT	600	Pedagogy Workshop	Required	Automatic	1
TATT	605	TA Assistantship	Required	Automatic	4
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
CHEM	606	Ethics in Chemistry*	Required	Automatic	1
JPE	600	Ethics Workshop	Required	Automatic	1
				Total:	**15 - 16**
First Year, Second Semester (Spring)					
CHEM	599R	Research	Required	Self-Enroll	4
TATT	605	Teaching Assistantship	Required	Automatic	4
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
				Total:	**14**
First Year, Third Semester (Summer)					
CHEM	599R	Research	Required	Self-Enroll	12
				Total:	**12**
Second Year, First Semester (Fall)					
CHEM	599R	Research	Required	Self-Enroll	4
TATT	605	TA Assistantship	Required	Automatic	4
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
CHEM	606	Ethics in Chemistry*	Required	Automatic	1
				Total:	**11 - 12**
Second Year, Second Semester (Spring)					
CHEM	599R	Research	Required	Self-Enroll	6
CHEM	798B	Second Year Qualifying Exam	Required	Self-Enroll	3
CHEM	5XX – 7XX	Any **chemistry** classroom course	Required	Self-Enroll	3
				Total:	**12**
Second Year, Third Semester (Summer)					
CHEM	599R / 799R	Research/Advanced Research	Required	Self-Enroll	12
				Total:	**12**
Third Year, First Semester (Fall)					
CHEM	799R	Advanced Research	Required	Self-Enroll	12
				Total:	**12**

Third Year, Second Semester (Spring)					
CHEM	799R	Advanced Research	Required	Self-Enroll	12
CHEM	798C	Third Year Milestone	Required	Self-Enroll	1
				Total:	**13**
Third Year, Third Semester (Summer)					
CHEM	799R	Advanced Research	Required	Self-Enroll	12
				Total:	**12**
Fourth Year, First Semester (Fall)					
CHEM	799R	Advanced Research	Required	Self-Enroll	12
CHEM	798D	Fourth Year Milestone	Required	Self-Enroll	1
				Total:	**13**
Fourth Year, Second Semester (Spring) – Until Graduation					
CHEM	799R	Advanced Research	Required	Self-Enroll	12
				Total:	**12**

** take when offered, course offered every other year*

SUBMIT A CHEMISTRY PETITION IF YOU WANT TO:

- Apply a non-chemistry course towards your six required classroom courses
- Take more than two chemistry courses in a semester during your first year
- Apply work completed at another school towards your Emory course requirements
- Request an extension for a chemistry milestone course
- Take less than 9 credits or more than 16 credits in a given semester (a petition to LGS is also required to take more than 16 credits)
- Deviate from research credit guidance
- Request any other modification to the course plan (no permission required to complete milestone courses *early*)

OTHER CONSIDERATIONS

- Students should discuss course plans with their primary research mentor, rotation hosts, and/or the DGS
- Students are strongly encouraged to complete all recommended ELSP courses
- Students completing an internship or co-op may be required to enroll in GRAD 705R, CHEM 599R / 799R, or to take leave, depending on the internship arrangement
- Students are responsible for self-enrolling in required courses even when they are completing these courses “off schedule”
- It is the responsibility of the student to complete JPE 610 workshops as needed
- Enrollment is required in the semester in which a student plans to graduate with any degree (PhD or MS)

THIS COURSE PLAN IS A SELF-ADVISING DOCUMENT PROVIDED FOR YOUR CONVENIENCE. IT IS NOT A SUBSTITUTE FOR READING YOUR HANDBOOK.

Appendix D: Resources

Contact information and links for all resources below are available on the relevant Emory website.

Resource	What it's for
Office of Respect	Confidential support for Title IX concerns and other issues involving discrimination or harassment
University Ombuds Office	Confidential, informal support for any university-related concern
Student Case Management and Intervention Services	Support for students experiencing personal, emotional, or academic difficulties or seeking help for a fellow student
Environmental Health and Safety Office (EHSO)	Safety training, SciShield questions, spill response, chemical waste disposal
Office of Critical Event Preparedness and Response	Emergency procedures and preparedness resources
Department of Accessibility Services (DAS)	Accommodations for students with disabilities
Laney Graduate School	LGS policies, handbook, degree completion procedures, grievance process, PDS funds
Emory-SEIU Collective Bargaining Agreement (CBA)	Employment terms, stipend, benefits
LGS Graduate Faculty List	Verify graduate faculty status for committee selection
LGS Advanced Student Fellowships	Teaching and professional development fellowship opportunities
Emory Course Atlas	Program course syllabi

Emory has many resources available to graduate students across the university, college, and graduate school. If you are looking for something not listed here, contact the Graduate Admin Team.

Appendix E: Syllabus Policies

The following policies apply to all program courses (courses taught by the DGS as Instructor of Record) independent of the course content, semester, enrollment, or scheduling. Full program syllabi for program courses are available on the Path to the PhD page of the chemistry website. A syllabus always applies to program courses – if you are not sure you have the most up-to-date syllabus for a course, please contact the Graduate Program Coordinator; failure to obtain and review a syllabus does not relieve an enrolled student of responsibility for completing the course requirements.

Academic Integrity

You are excepted to uphold and cooperate in maintaining academic integrity as a member of the Laney Graduate School. By taking this course, you affirm your commitment to the Laney Graduate School Honor Code, which you can find in the Laney Graduate School Handbook. You should ensure that you are familiar with the rights and responsibilities of members of our academic community and with policies that apply to students as members of our academic community. Any individual, when they suspect that an offense of academic misconduct has occurred, shall report this suspected breach to the appropriate Director of Graduate Studies, Program Director, or Dean of the Laney Graduate School. If an allegation is reported to a Director of Graduate Studies or a Program Director, they are in turn required to report the allegation to the Dean of Laney Graduate School.

Inclusion

Members of our academic community represent a rich variety of backgrounds and perspectives. The Department of Chemistry is committed to providing an atmosphere for learning that leverages this diversity. We encourage members to:

- Share their unique experiences and ideas;
- Be open to the views of others;
- Honor the uniqueness of their colleagues; and
- Appreciate the opportunity that we have to learn from each other in this community.

Courtesy

Classroom courtesy is necessary to help build a cohesive community that has the opportunity to learn without distractions. It is also true that “Emory University is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged” (Respect for Open Expression Policy, 8.14).

In the course of your learning, you may engage in conversations that stimulate strong feelings and can produce heated debate. Comments made as you engage with this course should be:

- Respectful of diverse opinions and open to follow up questions and/or disagreement;
- Related to the class and course material;
- Delivered in respectful ways and in a non-aggressive manner; and,

- Free from personal attacks.

Accessibility

As the instructor of record for each course, the Director of Graduate Studies will endeavor to provide an inclusive learning environment. Our graduate program wants every student to succeed. The Department of Accessibility Services (DAS) works with students who have disabilities to provide reasonable accommodations. It is your responsibility to request accommodations. In order to receive consideration for reasonable accommodations, you must register with the DAS at https://accessibility.emory.edu/students/. Accommodations cannot be retroactively applied so you need to contact DAS as early as possible and contact us as early as possible in the semester to discuss the plan for implementation of your accommodations. For additional information about accessibility and accommodations, please contact the DAS at (404) 727-9877 or accessibility@emory.edu. Students may benefit with a consultation with the LGS Academic Affairs office prior to requesting accommodations to ensure they are prepared to communicate their needs.

Stress Management and Mental Health

As a student, you may find that personal and academic stressors in your life, including those related to illness, economic instability, and/or racial injustice, are creating barriers to learning this semester. Many students face personal and environmental challenges that can interfere with their academic success and overall wellbeing. If you are struggling with any graduate program course, please contact any member of the Graduate Admin Team. If you are feeling overwhelmed and think you might benefit from additional support, please know that there are people who care and offices to support you at Emory. These services – including confidential resources – are provided by staff who are respectful of students' diverse backgrounds. Appendix D details of your handbook outlines some of the resources we think might be most relevant. For an extensive list of well-being resources on campus, please go to: http://campuslife.emory. edu/support/index.html. And keep in mind that Emory offers free, 24/7 emotional, mental health, and medical support resources via TimelyCare: https://timelycare.com/emory.