



UNIVERSITY OF CENTRAL FLORIDA

COLLEGE OF SCIENCES

Chemistry
Doctoral Program Handbook

University of Central Florida
College of Graduate Studies

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The information in this handbook supplements but **does not replace** information in the UCF Graduate Catalog.



UNIVERSITY OF CENTRAL FLORIDA

Department of Chemistry

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Welcome and thank you for your interest in the Ph.D. in Chemistry program here at the University of Central Florida (UCF). The department is currently undergoing a period of unprecedented growth with several new faculty members joining the department and additional searches currently in progress. In such a dynamic environment, the opportunities for graduate research in chemistry are constantly growing. The Ph.D. program is flexible and designed to give students the opportunity to participate in educational and research programs with national and international recognition. The goal of our program is to enable you to realize your full potential as a graduate student and scientist while developing the professional skills needed to work in industry or the academy. The program will provide visibility not only in important areas of basic and applied sciences but also in interdisciplinary fields of biological sciences, optics, environmental science, forensic science, materials science, and chemistry education.

UCF has the resources to sustain an aggressive expansion across the spectrum of modern scientific disciplines. These include major research efforts in nanoscience, the life sciences, optics and photonics, energy-related sciences, forensic science and chemistry education. Such efforts have made the focus of research efforts increasingly interdisciplinary. Research interests in UCF chemistry focus on problems at the chemical biology interface, optical science, nanotechnology and materials science, environmental and forensic science. UCF's current academic strengths support strong partnerships, one of our university's goals, not only with high tech industries but also with educational institutions, research centers, health care organizations, law enforcement agencies, and environmental agencies. Thus, our doctoral program, which has special areas of concentration in materials chemistry, environmental chemistry, biochemistry, forensic science, and chemistry education, will help facilitate the education and training of the next generation of chemical scientists.

Careful, individual attention is given to each student's preparation, interests, and goals in designing a graduate program of study and research. Our goal is to be on the cutting-edge of graduate education in this country. The UCF Department of Chemistry represents the ideal—we are large enough to provide you with exciting research opportunities, yet small enough to treat you as an individual. This allows us to design graduate programs consistent with your professional goals.

Welcome to the Ph.D. Chemistry program. We all look forward to working with you in your intellectual and professional development.

Sincerely,

A handwritten signature in black ink that reads "Cherie L. Yestrebky". The signature is written in a cursive, flowing style.

Cherie L. Yestrebky, Ph.D.

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I. Purpose, vision, values, mission and goals

The Ph.D. program in Chemistry provides doctoral training in many areas within the chemical sciences, with areas of concentration in Materials Chemistry, Environmental Chemistry, Forensic Science, and Biochemistry, and Chemical Education. This program draws upon the strengths of the Department of Chemistry as well as other units within the University of Central Florida (e.g., [CREOL/School of Optics](#), [AMPAC](#), [Burnett School of Biomedical Sciences](#), NanoScience Technology Centre, National Center for Forensic Science, *etc.*).

Purpose: The purpose of the program is to develop scientists and educators capable of conducting independent research to solve important problems in contemporary fields of the chemical sciences while preparing a highly skilled work force to ensure the technological/economic health and competitiveness in central Florida.

Vision: To become the best graduate program of the region in our five areas of concentration in chemistry.

Values:

- Uncompromising honesty and integrity.
- Excellence in graduate education.
- Promotion of diversity and inclusion.

Mission: The mission of the Chemistry Graduate Program is commitment to the transformative and holistic development of the individual through the graduate education and training of the next generation of scholars to lead efforts in industry and academia.

Goals:

1. Pursue with distinction the discovery and transmission of knowledge and understanding related to the chemical and forensic sciences.
2. Teach chemistry and forensic science in a way that promotes a culture of creativity in classrooms and that prepares students for positions of leadership and lives of service.
3. Provide support, educational leadership, and scientific expertise to our community.
4. Increase international prominence in our research productivity and visibility.
5. Build on our strengths in areas of focus including Materials Chemistry, Environmental Chemistry, Forensic Science, and Biochemistry, and Chemical Education, through interdisciplinary and innovative partnerships, while maintaining our commitment to sustainability, diversity and opportunity.

Note: *Developed in collaboration with industrial and academic scientists, our MSc and PhD curricula represent a response to current and projected competencies needed by the industry and academia. By graduating highly qualified MSc and PhD individuals who find employment in local companies, we expect to enhance the competitiveness of local industries and strengthen the region's economy. High quality Ph.D. graduates who become post-doctoral research associates should be valuable assets to the quality of academic research in the USA and abroad.*

II. Advising and Mentoring

Advising:

Incoming students will be advised by the graduate coordinator until they have selected a research advisor. All students need to select a research advisor before the end of the second semester in the program. For this purpose, the process requires the students to:

1. Select a minimum of 3 sub-disciplines (analytical, inorganic, physical, environmental, biochemistry, polymer, nano/advanced materials, forensic, chemistry education) of their interest;
2. Meet with at least one faculty member in each of these sub-disciplines to discuss their research programs;
3. Select an academic advisor (the student research advisor will also be the advisor for the student's coursework from the second semester to completion of the requirements for the degree);
4. Turn in the selection sheet to the Graduate Program Assistant.

The student's initial Program of Study will be processed at this time. Afterwards the research advisor will advise the student. Research advisor selection process must be approved by the graduate coordinator.

Doctoral dissertation committee:

All doctoral students need to select their doctoral dissertation committee in collaboration with their advisor by the end of their second semester. The committee will consist of five (5) members including the academic advisor and at least three (5) tenure or tenure-earning faculty members from the department and must be approved by the Graduate Coordinator. One of the members must be from outside the department. All students are responsible for submitting the Committee Member Form to Graduate Program Assistant. Subsequent replacing or changing any Committee Member needs the approval from the Graduate Coordinator and from the Committee member being replaced, with appropriate justification.

Mentoring:

A Ph.D. level scientist's job responsibility often involve supervision and management of other technical personnel. Thus, an integral part of the Ph.D. student's educational training will be mentoring students in the department's B.S. and M.S. programs. Every B.S. chemistry major is required to pursue undergraduate research, registering for at least 4 credit hours of formal undergraduate research work. This research culminates in a written research report and presentation at a local, regional, or national scientific meeting. Each M.S. Industrial Chemistry student is required to complete at least 6 hours of thesis research, write and orally-defend a research thesis. Ph.D. students will develop their research training, educational, communication, and management skills by supervising undergraduate or M.S. research students in a faculty member's laboratory. The mentoring will be performed in close collaboration and under the supervision of the Ph.D. student's faculty research advisor.

III. Degree Requirements

A. Steps to Completion

Milestones for Ph.D. Degree Completion:

- Qualifying (proficiency) Exams (complete by year 1)
- Core Coursework and Electives (complete by year 2)
- Form a dissertation Committee (before Candidacy Exam)
- Candidacy Exam (prepare and present research proposal to the Committee by year 3)
- Research (two-three years after passing Candidacy)
- Dissertation Writing
- Dissertation Defense

Proficiency (Qualifying) Exams are offered twice a year, one week prior to the beginning of Fall and Spring semesters. All students are required to pass four of the five Proficiency Exams (prerequisite) in any of the five fundamental chemistry fields (Analytical chemistry, Organic chemistry, Physical chemistry, Inorganic chemistry and Biochemistry) to enroll in the required core courses. Each student will have a maximum of two (2) consecutive attempts to pass the Qualifying Exams. After a second unsuccessful attempt, students will enter a provisional status, which is the last chance to clear the Qualifying Exams requirements. Under this status, student must audit the corresponding undergraduate course(s) and be successful in earning a letter “B” grade or higher grade to fulfill the requirement. If a student decides after the first attempt to go ahead and audit the course(s), they will forfeit their second attempt to take the exam. As per the program policy, students who were unable to satisfy the Qualifying Exams requirements will be dismissed from the Ph.D. program.

In addition to core courses, students are expected to take elective courses to complete their course work requirements. Elective courses are introduced into the doctoral program with the objective to provide students with a different perspective for their doctoral research topic. The idea is to broaden their knowledge in areas relevant to their field of research. It usually takes two years to complete the core course work. Full-time students will enroll for nine course credit hours per semester (Fall and Spring).

The research advisor will guide students for dissertation research and monitor their research progress through evaluation on a regular basis. It is the responsibility of the advisor to help the student grow as an independent professional. During this period, the academic advisor will be able to provide funding to support the student’s doctoral research.

It is a privilege and a requirement for all doctoral students to disseminate their research findings through publication in peer-reviewed research journals and presentation in professional meetings. This program recommends that student participates in a research project that will produce new research knowledge and therefore publishable research data. This program also recommends students to discuss their plan for publication with research advisor in advance, for publications in a peer-reviewed journal and conference presentations are pre-requisites for defending their dissertation.

Students must clear the proficiency examinations and form a dissertation committee prior to taking the candidacy examination. The student will provide copy of their proposal to their committee, at least, one week prior to their examination, which the committee will review prior to their presentation. The candidacy examination consists of writing and orally defending an original research proposal (e.g. full NSF or NIH proposal format) to the student's advisory committee and a presentation of their preliminary dissertation research accomplishments and plans. The student's candidacy proposal topic must not be directly related to the student's dissertation research and must be approved by the research advisor and advisory committee. Once the students pass candidacy, their primary focus will be on the dissertation research work. For most students in the program, conducting the research and the process of writing the dissertation may take two to three years. During this time, the students must remain in close contact with their dissertation research advisor to ensure that they are making progress and meeting all the requirements of the program. As part of the requirements, students must have published a minimum of one first author peer reviewed research paper on their dissertation topic and must have presented their research finding in a conference (local/regional, national or international).

The dissertation defense occurs when everything the students have been working on comes together to be presented to their committee. The student will provide copy of their dissertation to their committee two weeks prior to their defense, which the committee will review prior to the defense. In the defense meeting the student will be critically judged by the committee. The purpose is to evaluate the student's level of competency on the research topic.

B. Course Requirements

The program requires a minimum of 72 hours beyond the bachelor's degree (or at least 45 hours beyond the master's degree) specified as follows:

- Core courses – 12 hrs.
- Elective courses – minimum of 12 hrs.
- Directed research in area of concentration – minimum of 6 hrs
- Seminar (CHM 6938) – 7 hrs.
 - 6 hrs attending seminar and 1 hour the semester prior to their dissertation defense where they present a seminar
- Dissertation hours – minimum of 15 hrs.
- Remainder of credit hours will be satisfied by electives, directed research, and dissertation research in area of concentration

A maximum of 9 credit hours may be transferred from a recognized M.S. degree program in chemistry or a closely related field. Transfer credits, for core and elective courses, and the program of study will be determined on an individual basis.

The core and elective course offerings of the program are listed below.

Core Courses (3 credit hours each) – required - (12 credit hours)

Applied Analytical Chemistry	CHM6710
Kinetics and Catalysis	CHM6440
Applied Organic Synthesis	CHS6251
Chemical Thermodynamics	CHS6240
Advanced Biochemistry	BCH 6740

Elective Courses (3 credit hours each) - at least 15 credit hours including 6 credit hours of Directed Research. Student should consult with the research advisor for the selection of elective courses.

AREA OF CONCENTRATION 1: Materials Chemistry Concentration

Advanced Organic Chemistry	CHM 5225
Advanced Physical Chemistry	CHM 5580
Chemistry of Materials	CHM 6711
Solid State Inorganic Chemistry	CHM 6220
Polymer Chemistry	CHM 5450
Techniques in Polymer Science	CHM 5451C
Optical Materials Characterization & Process	CHM 5937
Photochemistry	CHM 6449
Applied Biological Chemistry	CHM 5305
Special Topics	CHM 6938
Directed Research in Materials Chemistry	CHM 7919

Courses offered outside the Chemistry Department:

Fundamentals and Applications of Photonics	OSE 5050
Modern Characterization of Materials	EMA 5504
Transmission Electron Microscopy	EMA 6518
Surface Science	EMA 5108
Solidification and Microstructure Evolution	EMA 6129
Phase transformations in Metals and Alloys	EMA 6130
Diffusion in Solids	EMA 6136
X-Ray Diffraction and Crystallography	EMA 6516

AREA OF CONCENTRATION 2: Environmental Chemistry Concentration

Environmental Chemistry	CHS 6613
Molecular Spectroscopy	CHM 5235
Radiochemistry	CHM 4932
Special Topics	CHM 6938
Directed Research in Environmental Chemistry	CHM 7919

Courses offered outside the Chemistry Department:

Drinking Water Treatment	ENV 5410
Membrane Mass Transfer	ENV 6046
Fate and Transport of Subsurface Contaminants	ENV 6055
Particle Processes in Aquatic Systems	ENV 6058
Theory and Practice of Atmospheric Dispersion Modeling	ENV 6106
Design of Air Pollution Controls	ENV 6126
Site Remediation and Hazardous Waste Treatment	ENV 6336
Aquatic Chemical Processes	ENV 6519
Industrial Waste Treatment	ENV 6558

AREA OF CONCENTRATION 3: Biochemistry Concentration

Applied Biological Chemistry	CHM 5305
Applied Molecular Spectroscopy	CHM 5235
Advanced Organic Chemistry	CHM 5225
The Organic Chemistry of Drug Design	CHM 6278
Advanced Physical Chemistry	CHM 5580
Forensic Analysis of Biological Materials	CHS 6535
Forensic Analysis of Biological Materials Lab	CHS 6535L
Forensic Analysis of DNA Data	CHS 6536
Frontiers in Chemistry	CHM 7938
Directed Research in Biochemistry	CHM 7919

Courses offered outside the Chemistry Department:

Structure Function Relationships of Biomolecules I	IDS 7691
Selected Topics in Biophysics of Macromolecules	PHY 5933
Applied Microbiology	MCB 5654
Microbial Metabolism	MCB 6417C
Laboratory methods in Molecular Biology	BSC 6407C
Foundation of Bio-Imaging Science	IDS 5127
Cancer Biology	PCB 5236
Genetic Engineering and Biotechnology	PCB 5527
X-Ray Diffraction and Crystallography	EMA 6516
X-Ray Diffraction and Crystallography	EMA 6516
Transmission Electron Microscopy	EMA 6518

AREA OF CONCENTRATION: Forensic Science Concentration

Forensic Analysis of Explosives	CHS 6545
Forensic Analysis of Ignitable Liquids	CHS 6546
Advanced Instrumental Analysis	CHM 6134
Techniques in Polymer Science	CHM 5451C
Techniques in Polymer Science	CHM 5451C
Forensic Molecular Biology	CHS 6535
Forensic Analysis of Biological Materials	CHS 6535L
Population Genetics and Genetic Data	CHS 6536
Special Topics	CHS 6938
Directed Research in Forensic Science	CHS 7919

AREA OF CONCENTRATION 5: Chemical Education

Multilevel Data Analysis	EDF 7474
Statistical Analysis	STA 5206
Non-parametric Data Analysis	EDF 7410
Educational Statistics	EDF 6401
Qualitative 1	EDF 7475
Qualitative 2	EDF 7473
Case Studies in Research	IDS 7502
Human Cognition and Learning	EXP 6506
Fundamentals of Graduate Research in Education	EDF 6481
Quantitative Foundations of Education Research	EDF 7403

(Students need only 3 elective courses and 6 hours of directed study. They may choose three courses from the departmental offerings or two courses from the departmental offerings and one from outside of the department. Directed research will always be within the department.)

Program Sequence:**Sample program of study for an incoming student with a M.S. degree:**

Year 1	Fall	Analytical Chemistry CHM 6710	3 CH
		Thermodynamics CHS 6240	3 CH
		Directed Research CHM 7919	3 CH
	Spring	Kinetics and Catalysis CHM 6440	3 CH
		Organic Synthesis CHS 6251	3 CH
		Directed Research CHM 7919	3 CH
	Summer	Elective and/or Directed Research CHM 7919	6 CH
Year 2	Fall	Seminar CHM 6938	1 CH
		Dissertation Research CHM 7980	3 CH
	Spring	Seminar CHM 6938	1 CH
		Dissertation Research CHM 7980	3 CH
	Summer	Dissertation Research CHM 7980	3 CH
Year 3	Fall	Seminar CHM 6938	1 CH
		Dissertation Research CHM 7980	3 CH
	Spring	Dissertation Research CHM 7980	3 CH
	Summer	Dissertation Research CHM 7980	3 CH

Sample program of study for an incoming student with a B.S. degree:

Year 1	Fall	Analytical Chemistry CHM 6710	3 CH
		Thermodynamics CHS 6240	3 CH
		Elective	3 CH
	Spring	Kinetics and Catalysis CHM 6440	3 CH
		Organic Synthesis CHS 6251	3 CH
		Elective or Directed Research CHM 7919	3 CH
	Summer	Elective and/or Directed Research CHM 7919	6 CH

Year 2	Fall	Elective Seminar CHM 6938 Directed Research CHM 7919	3 CH 1 CH 5 CH
	Spring	Elective Seminar CHM 6938 Directed Research CHM 7919	3 CH 1 CH 5 CH
	Summer	Elective and/or Directed Research CHM 7919	6 CH
Year 3	Fall	Dissertation Research CHM 7980	3 CH
	Spring	Dissertation Research CHM 7980	3 CH
	Summer	Dissertation Research CHM 7980	3 CH
Year 4	Fall	Dissertation Research CHM 7980	3 CH
	Spring	Dissertation Research CHM 7980	3 CH
	Summer	Dissertation Research CHM 7980	3 CH
Year 5	Fall	Seminar CHM 6938 Dissertation Research CHM 7980	1 CH 2 CH
	Spring	Dissertation CHM 7980	3 CH

C. Program of study

A program of study is developed for each student in order to provide an appropriate background for his or her research. This program is designed to meet the career goal of each student. Based on the student's chosen sub-discipline and his/her performance on the qualifying exams, a customized program is then developed. In this process, the student and the advising committee must agree upon the research topic with a clear emphasis on student education, training and professional growth.

Students need to complete at least 12 credit hours of elective courses and directed research in their chosen area of concentration to acquire the knowledge and skills necessary to develop expertise in their area of specialization. One of the primary means of education and training in the Ph.D. program is achieved through successful completion of an original research project through close mentorship by their research advisor. In this process, students will disseminate research findings through presentations in scientific conferences and publications in peer reviewed journals and oral defense of the Ph.D. dissertation. This intense research experience provides the education and training necessary for the student to substantiate his/her expertise and develop the skills necessary to become an independent professional.

A minimum of 21 credit hours of formal courses are required above the qualifying level (seven 3 credit hour graduate-level courses, excluding seminar, research, or independent/directed study). The course work includes four (4) core courses and four (4) elective courses in the chosen area of concentration, two of which must be taken within the Department of Chemistry. A minimum of 6 credit hours of directed research are also required in the area of concentration. Students must maintain a 3.0 average or better in their program of study.

Students will take seminar following the description in the syllabus of the course. The students are required to attend five seminars every semester.

D. Examinations

Students will be given ACS standardized proficiency tests in the areas of Analytical, Inorganic, Organic, Physical chemistry, and Biochemistry. Administration and grading of these tests will be the responsibility of the division coordinators for each sub-discipline. Students must pass the proficiency exam before they are allowed to register in the corresponding core courses.

Students will be expected to satisfy four of the five proficiency requirements (analytical, inorganic, organic, physical chemistry and/or biochemistry) during the first two years by taking exams in each of these four areas. Additional coursework will be required if one or more of the qualifying exams are not satisfied. Satisfaction of this requirement will help ensure that all students are adequately prepared for the core courses.

The tests are offered to entering students during the week before the beginning of Fall and Spring semesters. Test results are used to help design each student's program of study in terms of the starting coursework. If a student does not successfully pass their exams upon the first try, they will need to retake the exam at the beginning of the following semester or audit the undergraduate level course. Students have a total of two (2) consecutive attempts to pass each individual proficiency. If a student decides after the first attempt to go ahead and audit the course, they will forfeit their second attempt.

Students who cannot pass the proficiency exams on their second attempt, will be required to audit the corresponding undergraduate course. The student must first receive written approval from the faculty member teaching the undergraduate course to audit. Once permission has been granted, the student must inform the program assistant of the course and section they are auditing.

There are two possible options for satisfying the proficiency requirement through undergraduate auditing:

1. Attend and take all regularly scheduled classes and exams, including the final exam, receiving an overall grade of a "B" or better.

The passing criteria is at the discretion of the faculty member teaching the undergraduate course.

No student is exempt even if he or she has already had the necessary coursework. Each student still must demonstrate proficiency.

Also, this student will be placed in a provisional status for one semester and will be subject to be dismissed from the program if they do not satisfy the pre-requisite on this semester.

E. Doctoral Candidacy

Chemistry Doctoral Candidacy Examination

By the end of the third year (sixth semester, excluding summers), doctoral students must pass the PhD candidacy oral examination. The candidacy examination consists of writing and orally defending an original research proposal to the student's program faculty advisory committee. Failure to pass the PhD candidacy exam will result in dismissal from the program.

Expectations

Every doctoral student must demonstrate proficiency in his/her dissertation research area, the ability to independently develop an original research topic, and the ability to communicate these ideas effectively using concise scientific writing and presentation skills.

Format and Content

The written proposal should describe an original research idea developed independently (e.g. full proposal in an NSF or NIH format) by the student that falls within the same sub-discipline of Chemistry but which is outside the scope of the student's dissertation research.

To ensure that the topic is outside the scope of the dissertation research, the student will need to include a short, informative explanation of the preliminary dissertation topic and research accomplishments and/or plans during the oral candidacy defense.

The written proposal should include an introduction to the research problem, the background and significance of the problem, and a description of the methods that will be used to address the research problem. The student should be sure to place emphasis on the original aspects of the proposal.

The document must adhere to high academic integrity standards, with appropriate attribution/citation of content and ideas on par with what is expected for publishing articles in peer-reviewed scientific journals (see the American Chemical Society's Ethical Guidelines to the Publication of Chemical Research for further details regarding the citing of references and plagiarism:

Science is generally not a creative endeavor done completely alone. Much of our creative work is collaborative in development so discussion with others is an acceptable method for distilling our thoughts and ideas. It is not acceptable for others to be the primary source for creative thoughts and proposed work and then to display those ideas and creative work as your own.

Writing a research proposal requires significant background knowledge in a subject area and concentrated effort to understand the most recent literature. Of course, this compels the student to spend considerable time doing independent reading and learning. It also is sensible that the student writer will consult with others who may have a deeper understanding of the general topic and experience in proposal writing. This would include the research advisor/PI, other students, and faculty who have pertinent knowledge and experience in the research area. Because all writing is an iterative process, seeking reviews and advice from others is acceptable and even encouraged. Additionally, good presenters practice their presentations for audiences who can offer constructive criticism. Colleagues in the research laboratory or department can often provide this valuable service to the proposal author. See the following website for further advice on proposal writing: <https://www.scribbr.com/research-process/research-proposal/>

Procedures

The student must acquire approval for the research proposal topic from the Chair of the faculty advisory committee at least one month prior to the oral candidacy exam. The faculty advisory committee Chair, in consultation with other faculty advisory committee members as needed, has the discretion to decide whether the original research proposal topic is appropriate and distinct from the student's own dissertation research area. If the proposal is not found to be outside the scope of the student's previous research (including any research conducted towards a previous MS degree/thesis), the student should propose another research topic to the Chair of the faculty advisory committee. The student is permitted to submit a maximum of three research topics for evaluation. If the student fails to acquire approval after his/her 3rd topic submission, the student will automatically fail the exam.

The student should schedule the oral candidacy exam defense date, time, and location with all members of the faculty advisory committee. At least two weeks prior to the defense date, the student will provide the Graduate Program Assistant with: 1) Candidacy Examination Announcement to be sent out to the department (using provided template); 2) Doctoral Committee Form (Initial Committee Formation) filled out with all 5 committee members listed with their initials.

At least one week prior to the oral candidacy exam defense date, copies of the final written proposal must be dispersed to: 1) all members of the faculty advisory committee; 2) the Chemistry department Graduate Program Assistant, who will add it to the student's file for record-keeping purposes. The faculty advisory committee will assess the written proposal during their deliberations at the oral candidacy exam and advise the student of the result (pass/fail) by the conclusion of the oral candidacy exam.

Evaluation

The original research proposal will be assessed on the student's ability to select and develop an independent research topic, to explain how the research proposal relates to and will advance the current status of the field, and to provide a conceivable strategy for carrying out the research. A critical analysis of the current state of affairs of the chosen field will also be expected. The written document must demonstrate a level of writing ability, scientific knowledge, and creative thought suitable for a student pursuing a Ph.D.

Reporting Results

The candidacy examination will be graded on a pass/fail basis. If there is an initial divided vote, the committee should first make every effort to arrive at unanimity. Failing unanimity, a committee report which contains only one negative vote will be deemed a pass, and a committee report which contains two (or more) negative votes will be considered a failure.

Formal notification of the exam results will be shared verbally with the student at the oral exam.

The Chair of the faculty advisory committee (not the student) will then submit written record (Candidacy Examination Approval Form) to the Graduate Program Assistant of the Chemistry department, who will add it to the student's file for record-keeping purposes and send Notification of Passing Candidacy to the College of Graduate Studies. If the student does not pass the candidacy exam, the faculty advisory committee Chair will provide written comments explaining this decision to the Graduate Program Assistant of the Chemistry department.

The student may request additional feedback regarding the proposal from the Chair and other members of the faculty advisory committee.

Retake Policy

In the event that the student does not pass the candidacy examination on the first attempt, the faculty advisory committee may allow the student one additional attempt to revise and re-submit the unsatisfactory research proposal and/or its oral defense. If the committee allows a second attempt, the committee will decide an appropriate timeline for re-submission. All of the above guidelines must also be followed for the second attempt.

This second examination must be taken within six months of the first attempt. A student whose performance on the second try is also unsatisfactory, or who does not undertake a second examination within six months of the first examination, is subject to dismissal from the program.

F. Dissertation Committee

The final requirement for any student in the graduate program, to earn the Ph.D. Degree, is the completion of a satisfactory written dissertation of his/her research, along with successful presentation and defense of the dissertation to the student's dissertation advisory committee, including one committee member selected from faculty at the university exclusive of the Chemistry Department.

A doctoral student's dissertation committee must consist of at least five members and be approved by the College's Associate Dean of Graduate Studies.

Four out of five committee members must hold the primary appointment with the Department of Chemistry and one member must hold the primary appointment in another UCF academic unit or outside UCF. The research advisor (i.e. the advisory committee chair) must hold an appointment in the Chemistry Department at the Assistant/Associate/Professor level. Further, only one adjunct, visiting faculty or courtesy appointment member of chemistry department may serve as a member of a dissertation advisory committee upon approval by the Graduate Coordinator.

An adjunct, visiting or courtesy faculty member may not serve as the chair, but may serve as a co-chair. Qualifications of the co-chair must be equivalent to that expected of UCF faculty members. UCF faculty members must form the majority of any given committee.

G. Post-Candidacy Enrollment

Prior to enrollment into CHM7980 Dissertation Research, student must have passed candidacy and the dissertation committee must have been approved by the COS Associate Dean of Graduate Studies. The doctoral committee/candidacy status form can be found online at <https://graduate.ucf.edu/wp-content/uploads/2018/01/DoctoralCandidacyForm-1.pdf>

After passing the candidacy, doctoral students engaging in dissertation research must be continuously enrolled in at least three hours of CHM7980 every semester, including summer, until they successfully defend and submit their dissertation to the University Thesis Editor. The three hours of dissertation enrollment each semester reflects the expenditure of university resources, particularly if more than the minimum number of hours is required for completion of the dissertation.

H. Graduate Research

The graduate dissertation research represents an original and significant contribution to the discipline. The graduate research topic must be aligned in the focus area of the graduate advisor. The advisory committee must be updated on the dissertation research progress on a regular basis. It is suggested that the committee meets once a year to receive an update on the dissertation research progress. The candidate will make a formal presentation of research findings in a seminar format to the public. The candidate must have received approval from the research advisor and the advisory committee prior to the formal presentation. The dissertation must meet format specifications of the university.

In a typical format, several chapters targeted for publication are included in the dissertation. The candidate must consult their adviser on the preferred dissertation structure.

This section is under development. If you have questions about graduate research, please contact your advisor.

Human Subjects

If the student chooses to conduct research that involves human subjects (i.e. surveys, interviews, etc.), he or she must gain Institutional Review Board (IRB) approval prior to beginning the study. For access to the IRB submission form and sample consent forms, please visit the Office of Research website:

<http://www.research.ucf.edu/Compliance/irb.html>

Animal Subjects

If the student chooses to conduct research that involves animal subjects, he or she must gain Institutional Animal Care and Use Committee (IACUC) approval prior to beginning the study. For access to the IACUC submission forms, please visit the Office of Research website:

http://www.research.ucf.edu/IACUC/IACUC_ReferenceMaterials.html

If you have questions regarding human or animal subjects, please contact IRB Coordinator, at (407) 882-1164.

Ethics in Research

Researchers in every discipline have a responsibility for ethical awareness as the status of the profession rests with each individual researcher. It is important to be honest and ethical in conducting research as well as in taking classes. The ethical collection and use of information includes, but is by no means limited to, the following: confidentiality, accuracy, relevance, self-responsibility, honesty, and awareness of conflict of interest. UCF Code of Research Ethics provides our students with guidelines for responsible practice in research. This code of ethics can be found here:

<https://graduate.ucf.edu/graduate-guide/academic-integrity>

<http://www.rcr.ucf.edu/>

Patent and Invention Policy

UCF has three fundamental responsibilities with regard to graduate student research. They are to (1) support an academic environment that stimulates the spirit of inquiry, (2) develop the intellectual property stemming from research, and to (3) disseminate the intellectual property to the general public. UCF owns the intellectual property developed using university resources. The graduate student as inventor will according to this policy share in the proceeds of the invention.

The full policy is available online from the Graduate Catalog:

<http://catalog.ucf.edu/content.php?catoid=4&navoid=201#proprietary-and-confidential-information>

UCF's Thesis & Dissertation Manual

The Thesis and Dissertation Manual provides guidelines for preparing, formatting and submitting your dissertation.

<https://graduate.ucf.edu/students/>

I. Graduation

The student must file, through My.UCF.edu, an Intent to Graduate form prior to the University's Intent to Graduate deadline which is available through the UCF academic calendar.

Further, the student should be aware of the various deadlines associated with completing the dissertation and filing the final, electronic copy with the University Thesis Editor. The student should familiarize him or herself with the Thesis/Dissertation Manual that is available from the graduate studies website:

<https://sciences.ucf.edu/cosas/current-students/graduation/>

Students who submit an intent to graduate, but are missing degree requirements (with no indication of completion in process) will be either approved for graduation on a pending status or denied. It is the student's responsibility to ensure that the requirements of their degree have been met; therefore, students are encouraged to review their Graduate Plan of Study regularly. The Graduate Plan of Study can be found online at <https://my.ucf.edu> > Student Self Service > My Academics > View My Advisement Report > Chemistry PhD

V. General Policies

A. Student Rights and Responsibilities

The Golden Rule is provided to answer any questions a student may have about the university rules and regulations, as well as outlines a student's rights and responsibilities. The Golden Rule can be found online at <http://www.goldenrule.sdes.ucf.edu/>. In addition, graduate students can find additional information about their responsibilities in the Graduate Catalog, found online at <http://www.graduate.ucf.edu/CurrentGradCatalog/> in the section marked Policies > General Policies.

For more information about college and university graduate policies, see also:

Chemistry Ph.D. Program Website:

<http://www.cas.ucf.edu/chemistry>

COS Graduate Website:

<http://www.cas.ucf.edu/graduate/policies.html>

UCF Graduate Studies Website:

<http://www.graduate.ucf.edu/currentGradCatalog/>

B. Satisfactory Academic Performance

Satisfactory performance involves maintaining the standards of academic progress and professional integrity expected in a particular discipline or program and the department policy. Failure to maintain these standards may result in termination of the student from the program.

Students are required to maintain a 3.00 GPA in all coursework included in the program of study. Be aware that a B- (2.75) does negatively impact a GPA. While students are allowed to have six hours C (2.00) grades or lower (including U and I) in their program of study, this is the limit. Grades of C- and lower will count against a graduate GPA but cannot be used toward completion of a degree requirement.

A program GPA below 3.00 at the end of any semester will result in a student being placed on “academic provisional” status. In this status, a student is not eligible for tuition waiver support or employment in a graduate position. The student is given the next nine hours of their program coursework to improve their GPA to 3.00 or better. Further, exceeding 6 hours of C or lower grades or a program GPA or 2.00 or lower will result in removal from the program.

4000-Level coursework is acceptable in a graduate program of study if taken while a graduate student, but is limited to 6 hours and the grade has to be that of a B- or higher. If a grade of below B- is made in an approved 4000-level course, it is not counted toward completion of the program requirement, but it is calculated in the graduate GPA

C. Satisfactory Academic Progress

Doctoral students must be enrolled in full-time status, for at least two semesters following admission into the degree program.

For completion of the degree, courses older than seven years cannot be applied toward a graduate program of study. In order to allow courses older than seven to be applied toward the program of study, the student must file a petition.

D. Full Time and Continuous Enrollment

Full-time graduate status is nine (9) hours during the Fall and Spring Semesters and six (6) hours during the summer semesters, until regular graduate course work is completed. There are two exceptions to this requirement:

- a. Students in their last semester who need less than 9 hours to complete their program, unless they are receiving federal loans. These students are considered full-time for fellowship, employment and tuition waiver purposes if they enroll into the hours required for program completion and file an intent to graduate.
- b. Doctoral students who have finished all of their coursework and passed their candidacy exam. These students are considered full-time for fellowship, employment and tuition waiver purposes if they enroll in 3 hours of dissertation research (CHM7980) for each term until degree requirements are completed, unless they are receiving federal loans.

Once a student has begun work on their dissertation, he or she must be continuously enrolled in dissertation course work for a minimum of three hours each semester.

A student may be held to other enrollment requirements, as defined by financial awards, veteran status, employment, or other outside agencies.

E. Transfer Coursework

All transfer coursework must be approved by the program's graduate coordinator. Transfer coursework is limited to 27 hours from a completed Master's degree. The 7-year rule is not applied if the coursework is transferred in from a completed Master's degree. A maximum of 9 credit hours may be transferred from a recognized M.S. degree program in chemistry or a closely related field. Transfer credits, for core and elective courses, and the program of study will be determined on an individual basis.

F. Incomplete Grades

Students who received an incomplete (I) in a course are encouraged to resolve this incomplete as soon as possible; however, it must be resolved within one calendar year or prior to graduation certification, whichever comes first. Incompletes left unresolved will be changed to F (or a U in thesis, dissertation or research report) if not resolved in the allowed time period. Incomplete grades cannot be used towards completion of the program of study.

Incomplete grades are not counted as satisfactorily completed courses and are not recognized as such by Graduate Studies for fellowship purposes nor by Financial Aid. Students on financial assistance must check with the Financial Aid office to see if the receipt of an incomplete grade will affect their financial award.

G. Student in Good Standing Requirement

A Graduate student must remain in Good Standing during their Ph.D. program, as detailed in the **Graduate Student Performance Appraisals**. A student given "Not in Good Standing" (unsatisfactory, marginal) status must address the deficiencies within one semester or will be evaluated by the Department for immediate termination.

H. Choosing a Research Group (has to be completed by the end of the second semester)

First year students are introduced to faculty actively looking to recruiting students and their research through a series of 20 minutes research presentations that are held during the fall semester. Students are also encouraged to meet and discuss with faculty performing research in areas that overlap with the student interests. An *Advisor selection form* will be filled out with specific dates for completion of sections. Students are encouraged to begin to address sections 1 and 2 as soon as they arrive on campus.

Section 1. Identification of research groups - Students must select at least three research groups in the department, to meet and discuss research opportunities with the faculty member for the laboratories of interest.

Section 2. Formalize Research Group Rotations - Optionally, students will identify three research groups to carry out a formal lab rotation. During the rotation, the student may be expected to work in the laboratory, attend group meetings, and/or discuss scientific research projects. The dates of the rotation and a signature from each of the supervising faculty member is required.

Section 3. Selection of Research Group - The student will rank order their research group selection and turn in the form by a specified date. Students will be notified of their Research Group. While every effort is made to match students with their first choice, we may not be able to meet all requests. If this is the case, a match to the second or third choice will be made.

Changing Research Group

Occasionally a graduate student or the advisor decide the chosen research group is not appropriate for the graduate student. When this occurs, students may change research groups. They will have 30 days to locate a new research group after their advisor resigns as chair of his/her Ph.D. supervisory committee. Following the 1-month period, the student will be placed in a MS track for degree completion within the semester. If the student is unable to find a new group, then he/she will be placed in the coursework master's degree track and his/her eligibility to continue in the Ph.D. program will end at the end of the current term. The student will not be eligible for Department support following this term.

I. Laboratory Safety

Graduate students will not be allowed to join a research group or conduct research towards their Ph.D. prior to completion of safety trainings. Personal protective equipment (PPE) must be worn at all times while in the laboratory and the UCF Environmental Health & Safety regulations (<http://www.ehs.ucf.edu/>) must be followed and obeyed at all times.

1. Approved eye protection is required to be worn in the laboratory continuously. This means eye covering which will protect against both impact and splashes. Safety glasses or goggles must be rated Z87 in order to be approved protective eyewear for lab use. Approved eyewear is available through the campus bookstore, Home Depot or Lowes. If you should get a chemical in your eye, wash with flowing water for a minimum of 15 minutes and inform the instructor.
2. Full protection for the body must be provided by a full length lab coat with long sleeves, long pants or a long skirt, and shoes. Shoes must be closed toe; no sandals are allowed. Keep long hair confined while in the laboratory. If you wear contacts, please wear your glasses instead with safety glasses that will cover them, unless medically not advised. Both latex and nitrile gloves are available in the bookstore for your use.
3. Perform no unauthorized experiments. No horseplay in laboratories. No smoking allowed. No food and drink in the laboratories. Wash your hands before leaving the laboratory.

4. Do not taste anything in the laboratory. This applies to food as well as chemicals. Do not use the laboratory as an eating place, and do not eat or drink from laboratory glassware.
5. Exercise great care in noting the odor of fumes and avoid breathing fumes of any kind. Use fume hoods as required with blower on and the vertical safety glass down at the appropriate level.
6. Do not use mouth suction in filling pipettes with chemical reagents. Use a suction bulb.
7. In case of fire or accident, call the instructor at once. Note location of the fire extinguisher, safety shower, and eyewash now, so that you can use it if needed. Wet towels are very efficient for smothering fires. When the alarm sounds evacuate the building.
8. For treatment of cuts, burns, or inhalation of fumes you must go to the Student Health Center, located near the Biology building. Your instructor will arrange for transportation or an escort if needed.
9. Do not force glass tubing into rubber stopper without protection for hands. Lubricate the tubing with water and use a towel to cover. Fire-polish the ends of all glass tubing.

J. Withdrawal Policy

If a student decides to withdraw from a course, they must do so by the semester's withdrawal deadline. In doing so, the student is still liable for tuition and fees for the course. For a semester's withdrawal deadline, refer to the Academic Calendar: http://www.ucf.edu/info/acad_calendar.php

K. Petitions and Grievances

It is the student's responsibility to be informed of graduate policies and procedures; however, should a student wish to request an exception to a university or program policy, he or she must file a petition that outlines the nature of their request. Normally, petitions are presented to the graduate program's coordinator and/or committee, the college's Director of Graduate Services and the Associate Dean for Graduate Studies, and the Graduate Council for consideration.

Should a student wish to file a grievance, he or she should first review UCF's Golden Rule (<http://www.goldenrule.sdes.ucf.edu/>) and the Academic Grievance Procedures in the Graduate Catalog (<http://www.graduate.ucf.edu/currentGradCatalog/> > Policies > General Graduate Policies > Academic Grievance Procedure)

VI. Professional Development

Travel Support

The Division of Graduate Studies offers a Graduate Travel Award that provides funding for master's, specialist, and doctoral students to deliver a research paper or comparable creative activity at a profession meeting. Students must be the primary author and presenter.

www.graduate.ucf.edu > Funding > Presentation Fellowship

Graduate Students Travel Funding is available to pay transportation expenses for graduate students who are delivering a research paper or comparable creative activity at a professional meeting. Contact the Student Government Association at 407/823-5648 for more information.

Instructor Training and Development

The Faculty Center for Teaching & Learning (FCTL) promotes excellence in all levels of teaching at the University of Central Florida. To that end, they offer several programs for the professional development of Graduate Teaching Assistants at UCF.

<http://fctl.ucf.edu/Events/GTAPrograms/>

- **GTA Training (mandatory for employment as a GTA)**
Graduate Studies and the University accrediting body require training before graduate students are permitted to work as Associates (instructors of record), Assistants, or Graders. All three levels of employment require online training, and Associates are further required to attend a single-day training session face to face (held just prior to the start of the first day of class in every semester). Click [here](#) to read more information about Associate Training and how to self-register for the online training. You must [separately register at the Grad Studies website](#) for the in-person Associate Training. Questions should be addressed to gradassistantship@ucf.edu.
- **Preparing Tomorrow's Faculty Program**
Every semester the faculty center for teaching and learning offers a voluntary program on teaching at the college level, open to all UCF Graduate Students. Students complete a series on online modules, assemble a first draft of their teaching portfolio, and engage in a learning community facilitated by Faculty Center staff. Texts provided, and the program is free to participants.

For more information <http://www.fctl.ucf.edu/> > Events > GTA Programs or call 407/823-3544.

UCF Writing Center

<https://uwc.cah.ucf.edu/>

The University Writing Center is a campus resource that offers free individual and small-group consultations to UCF community members, for any writing in any situation. Our purpose is not merely to fix papers but to teach writers strategies to understand and to navigate complex situations for writing, both in and outside the University.

Career Services and Experiential Learning

<https://career.ucf.edu/>

Graduate career development issues are unique and include evaluating academic and nonacademic career choices, discussing graduate school effect on career choices, as well as learning, evaluating, and refining networking and interviewing skills. Whatever your needs, the offices of Career Services and Experiential Learning offer services and resources to aid in the career exploration and job search of Master and Doctoral students in every academic discipline.

Graduate Student Association

<http://www.gsa.graduate.ucf.edu/>

Uknighthed Chemistry Graduate Student Association

<https://sciences.ucf.edu/chemistry/uknighthed/>

College of Graduate Studies

Pathways to Success Workshop Series

<https://graduate.ucf.edu/pathways-to-success/>

The Pathways to Success program offers the following free development opportunities for graduate students and postdoctoral scholars including workshops in Academic Integrity, Graduate Grantsmanship, Graduate Teaching, Personal Development, Professional Development, and Research.

Students **can register** for workshops, cancel their attendance, or download a Training Summary through their **myUCF Student Center** under **Graduate Students** then **Pathways to Success**.

3MT (Three Minute Thesis)

<https://graduate.ucf.edu/3mt/>

Present your doctoral research in a novel and exciting way at UCF's Three Minute Thesis (3MT) competition. Doctoral students communicate their research in just three short minutes and with only one PowerPoint slide to non-expert judges while competing to win prizes.

- Graduate Research Forum
- <https://graduate.ucf.edu/graduate-research-forum/>
Sponsored by the Division of Graduate Studies, the Research Forum is an opportunity for students to showcase their research and creative projects and to receive valuable feedback from faculty judges. Awards for best poster and best oral presentation in each category will be given and all participants will receive recognition.

Graduate Excellence Awards

<https://graduate.ucf.edu/awards-and-recognition/>

Each year, students can submit a portfolio for nomination of College and University level awards of excellence. These are intended to showcase student excellence in academic achievement, teaching, research, leadership, and community service.

These awards include the following:

- Award for Excellence by a Graduate Teaching Assistant:
For students who provide teaching support and assistance under the direction of a lead teacher. This award focuses on the extent and quality of the assistance provided by the student to the lead instructor and the students in the class. (Not intended for students who are instructor of record)
- Award for Excellence in Graduate Student Teaching:
For students who serve as instructors of record and have independent classroom responsibilities. The focus of this award is on the quality of the student's teaching and the academic contributions of those activities.
- Award for the Outstanding Master's Thesis:
To recognize graduate students for excellence in the master's thesis. The focus of this award is on the quality and contribution of the student's thesis research. Excellence of the master's thesis may be demonstrated by evidences such as (but not limited to): publications in refereed or peer reviewed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field. The university award will be forwarded to a national-level competition sponsored by the Council of Southern Graduate Schools (CSGS) when the thesis discipline corresponds to the annual submission request.
- Award for the Outstanding Dissertation:
To recognize doctoral students for excellence in the dissertation. The focus of this award is on the quality and contribution of the student's dissertation. Excellence of the dissertation may be demonstrated by evidences such as, but not limited to: publications in refereed journals, awards and recognitions from professional organizations, and praise from faculty members and other colleagues in the field.

For more information about these awards, please see the Division of Graduate Studies administrative website: www.graduatestudies.ucf.edu > About > Awards and Recognition

VII. Financial Support

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see [Financing Grad School](#), which describes the types of financial assistance available at UCF and provides general guidance in planning your graduate finances. The [Financial Information](#) section of the Graduate Catalog is another key resource.

Key points about financial support:

- If you're interested in financial assistance, you're strongly encouraged to apply for admission early. A complete application for admission, including all supporting documents, must be received by the priority date listed for your program under "Admissions."
- You must be admitted to a graduate program before the university can consider awarding financial assistance to you.
- If you want to be considered for loans and other need-based financial assistance, review the UCF Student Financial Assistance website at <http://finaid.ucf.edu> and complete the FAFSA (Free Application for Federal Student Aid) form, which is available online at <http://www.fafsa.ed.gov>. Apply early and allow up to six weeks for the FAFSA form to be processed.
- UCF Graduate Studies awards university graduate fellowships, with most decisions based on nominations from the colleges and programs. All admitted graduate students are automatically considered in this nomination process. To be eligible for a fellowship, students must be accepted as a graduate student in a degree program and be enrolled full-time. University graduate fellowships are not affected by [FAFSA](#) determination of need.
- Please note that all fellowships do require students to fill out a fellowship application (either a university fellowship application, an external fellowship application, or a college or school fellowship application). For university fellowship applications, see [Financing Grad School](#).
- For information on assistantships (including teaching, research, and general graduate assistantships) or tuition support, contact the graduate program director of your major.

International Students

Several types of employment are available to international students, including on-campus employment. For more information about the types of employment available to international students, the requirements and restrictions based on visa-type, please see the International Services Center's website: <http://www.intl.ucf.edu/> > Current Students > Employment

Assistantships and Tuition Waivers

For complete information about university assistantship and tuition waivers, please see the UCF Graduate Catalogue: <http://www.graduate.ucf.edu/currentGradCatalog/> > Financial Information

To be employed and to maintain employment in a graduate position, the student must be:

- In good academic standing
- Enrolled full time
- Meet the requirement of the department policy

To be awarded and continue receipt of a tuition waiver, the student must be:

- In good academic standing
- Enrolled full time
- Employed in a graduate position (GTA, GRA, GA) or receiving a University fellowship or (if employed off-campus) employed where payment is processed through Graduate Studies
- Meet the requirement of the department policy

Doctoral students can be offered tuition support for a maximum of twelve semesters (for doctoral student beyond the master's degree) or fifteen semesters (for doctoral students without a master's degree).

GTA Training Requirements

If the student is hired in the position of Graduate Teaching Associate, Assistant or Graders, there are training requirements that must be met in order for the contract to be processed. Associates and Assistants must complete a minimum two-day training and an online legal module. Associates must also have completed at least 18 hours of graduate courses in the discipline they will be teaching. Students who are employed as Graders are required to complete the online legal module. These services are offered by the Faculty Center for Teaching and Learning (FCTL) and more information can be found at the following website: <http://www.fctl.ucf.edu> > Events > GTA Programs

International students who will be hired in GTA positions must be proficient at speaking English. **This is determined by successfully passing the SPEAK test with a score of 55 or better.** This test (also known as the Oral Proficiency Exam) is administered during the GTA orientation by the Center for Multicultural and Multilingual Studies (CMMS). For international student to register for or inquire about the SPEAK examination, please contact Myrna Creasman at CMMS: (407) 823 5515

GTA Performance Appraisal

At the completion of each semester the student is employed as a GTA, the student's performance will be evaluated by the course instructor. These assessments will be used to review strengths and weaknesses in the student's performance in preparation for future employment. GTA performance appraisal will follow the criteria approved by the department.

VIII. Forms and Procedures

Included below is information about several forms that will be useful to the student while they are completing their coursework. In addition to websites where the forms can be found, procedures for filing each of these forms are also outlined.

Each of these forms can be found on the following websites:

Chemistry Website: <https://sciences.ucf.edu/chemistry/>

UCF College of Graduate Studies Website: <https://graduate.ucf.edu/graduate-student-center/>

College Graduate Services Website: <http://sciences.ucf.edu/graduate/>

Transfer Request Form

In order for transfer courses to be requested for use in a UCF degree, the official transcripts from the institution where the courses were taken must be sent to UCF's College of Graduate Studies. In addition to the form, supporting documentation from the program must include a memo that gives approval for courses to be transferred and where credit should be applied in Program of Study.

Traveling Scholar Form

If a student would like to request permission to enroll in a graduate course at another Florida State University System (SUS) institution, this form and a memo of support from the student's program must be submitted to the COS Director of Graduate Services prior to the start of classes for the semester of enrollment in the SUS course.

Time Conflict (*College Form*)

If a registration attempt results in a time conflict between two courses, in order for the student to be registered, this form must be completed. This form accompanies the override of the course they are into which they are unable to register. This form is submitted to the COS Graduate Services for approval and course enrollment.

Dissertation Committee Approval Form (*College Form*)

Dissertation committees must be in place and approved by the Graduate Program Coordinator, the Department Chair/Director, and the COS Associate Dean of Graduate Studies prior to a student's enrollment into Dissertation Research (CHM7980)

Committee Composition:

- Chair (Requirements: regular* department faculty, terminal degree)
- Minimum of four committee members (Requirements: terminal degree or appropriate discipline recognition)
- At least three must be regular* faculty in student's department
- At least one must be from outside the student's department
- Majority UCF faculty

*Regular department faculty are tenured or tenure earning faculty or research faculty with permanent appointments; and can include joint appointments but not courtesy joint appointments.

Graduate Petition Form

Requests for exceptions to college or university policies are made by petition. The petition process includes both student and program required documentation prior to its receipt in the COS Graduate Office.

- In addition to the Graduate Petition Form, the student must supply their program with a clear statement of what exactly is being requested, why it is being petitioned and rationale for support
- If approved, the program supplies an additional letter of support and forwards the request to the COS Director of Graduate Services who reviews and submits to the COS Associate Dean for Graduate Studies
- If approved, the college supplies an additional letter of support and forwards the request to the UCF Graduate Council Subcommittee for Policy and Appeals

If at any point the petition is denied, the student is given the option of having the petition considered at the next level; however, the Graduate Council provides the final decision regarding petitions. Denials at any level are accompanied with a written explanation.

Graduate Student Intent to Graduate Form

Intents to Graduate must be filed by the end of registration add/drop in the semester that the student is intending to graduate.

The Graduate Advisor/Coordinator confirms potential completion of degree or certificate program by confirming program/plan, checking audit (making any revisions) and signing the form. The audit (with needed corrections, if any) and form are forwarded to the COS Director of Graduate Services who verifies potential completion.

Note: If the program of study does not show that all requirements may be met by the end of the intended term, the form will either be approved pending or not processed.

Approved forms are forwarded to the Division of Graduate Studies for processing and notification is sent to the Registrar's office that the student is intending to graduate. If it is determined that the student will not graduate, the COS Director of Graduate Services should be notified. The student will need to re-file their intent for the next semester they intend to complete the degree. Final certification is completed after grades have been released for the semester, and final transcripts are normally available about three to four weeks after certification.

IX. Additional Student Resources

Chemistry Ph.D. Program Website: <https://www.ucf.edu/degree/chemistry-phd/>

UCF Graduate Catalog: <http://catalog.ucf.edu/index.php?catoid=3>

COS Graduate Services: <http://sciences.ucf.edu/graduate/>

UCF College of Graduate Studies: <https://graduate.ucf.edu/>

UCF Academic Calendar: <https://www.ucf.edu/services/s/academic-calendar/>

Library: <https://library.ucf.edu/>

Graduate Student Association: <https://ucfsga.com/graduate-student-association/>

University Writing Center: <https://uwc.cah.ucf.edu/>

UCF Counseling and Psychological Services: <https://caps.sdes.ucf.edu/>

Contact Information

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Chemistry Graduate Student Affairs Committee

The Department of Chemistry has established the Graduate Student Affairs Committee to serve as a forum for reviewing grievances and related situations involving graduate students. The Committee serves as an advisory body to the Graduate Coordinator and the Chair of the Chemistry Department, and its goal is to help move affected parties toward resolution. The Committee is subordinate to and works within established college and university policies. As such, the Committee does not handle issues related to student misconduct, harassment, discrimination, and criminal offenses. Examples of issues the Committee could handle include perception of unfair evaluation, concerns related to professional practice, and circumstances leading to or resulting in dismissal from a research group. The Committee works proactively to develop training that helps students perform ethically, professionally, and free of conflict, and it helps develop new Departmental policies and policy changes that support professional best-practices. The Committee's procedures document, available from the Chemistry Department, provides details on how the body operates and how to bring an issue before the Committee.