



UNIVERSITY OF CENTRAL FLORIDA

Graduate Program Handbook - 2023/24

Chemistry MS

Reference this handbook to learn about the unique policies, requirements, procedures, resources, and norms for graduate students in the *Chemistry MS graduate program*.

DEPARTMENT OF CHEMISTRY • MAY 11, 2022 • COLLEGE OF SCIENCE

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How to Use This Handbook

This handbook contains instructions, requirements, and policies related to the program. Students should read the entire handbook upon joining the program, and refer to the handbook for specific information whenever needed. This handbook is updated once a year. Please use the most recent version for accurate information.

Who to Contact for Questions

Many of your questions about how to meet expectations and thrive as a graduate student will be answered by the various sources of policies, procedures, requirements, resources, and norms listed in this document. Several key positions in this department and on campus are ready to answer your remaining questions:

Graduate Program Staff

Email: chemgrad@ucf.edu

Tel: 407-823-5728

PSB 255

Graduate Program Coordinator

Dr. Qun Treen Huo (Professor)

Email: Qun.Huo@ucf.edu

Tel: 407-882-2845

PVL 0422

Graduate School Services

For general inquiries and graduate student services from the Graduate School, please review the [College of Graduate Studies](#) website as an additional resource.

Onboarding

Newly admitted students are required to complete the following two steps:

- To register a UCF email account upon accepting the admission offer. All UCF communications will be delivered to your UCF email account only.
- To attend new student orientation and training. The departmental orientation and training take place 1-2 weeks before classes begin in the new semester (Spring or Fall semester only). Orientation schedule will be sent to the student's UCF email address only.

Program Information

Name of Degree

Chemistry MS

College

College of Science

Department

Chemistry

Program Type

Master of Science

Program Website

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

Year of Program Inception

2004

Program Accreditation/Certification

University of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees.

Program Description

The Master of Science in Chemistry (MS) program prepares students for careers in the chemical industry or further graduate studies.

The curriculum is designed to provide a broad overall perspective of the chemical sciences field while placing the primary emphasis upon chemistry and the application of chemical principles.

The Chemistry MS program offers both a thesis option and a nonthesis option. The thesis option requires a minimum of 30 credit hours beyond the bachelor's degree, including 16 credit hours of required courses, at least 6 credit hours of thesis research, and 8 credit hours of electives that must be approved by the student's advisory committee. The nonthesis option requires a minimum of 31 credit hours beyond the bachelor's degree, including 16 credit hours of required courses, 14 credit hours of electives that must be approved by the student's advisory committee, and 1 credit hour of independent study that culminates in a research report.

Total Credit Hours Required: 30-31 Credit Hours Minimum beyond the Bachelor's Degree

Advising and Mentoring

Academic Advising

Incoming students will be advised by the graduate program coordinator during the first semester in the program. For students in the nonthesis option program, the graduate program coordinator remains as the student's academic advisor through the entire duration of the program. For students in the for-thesis option program, students must select a research advisor before the end of the first semester in the program. After the student finds a research advisor, most academic advising responsibilities will be taken over by the research advisor.

Your research advisor has two main roles: 1) To assist you in acquiring the highest possible level of knowledge and competence in the field, and 2) to chair your thesis committee. Other roles of your advisor may include tracking your progress in completing your degree, assisting with course selection and planning your academic path, and helping you identify possible research mentors, committee members, and research opportunities.

Both the student and advisor are responsible for making their expectations clear to each other. Be sure to discuss this with your advisor.

Finding and Selecting a Research Advisor

The following section is for students in the **for-thesis** MS program only.

Students should take the following steps to find and select a research advisor:

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 all requirements for the degree);
4. Turn in the selection sheet to the Graduate Program Coordinator.

Your advisor should be a faculty member in the program whose expertise and project/research interests match closely with those that you intend to acquire. To learn more about the faculty in your program, consider consulting the following sources:

- Courses and seminars you attend
- Our program website (<https://sciences.ucf.edu/chemistry/>)
- Faculty publications
- Students currently in a prospective advisor's group/lab

Additionally, you may wish to have a discussion with a prospective advisor. Below are some questions to consider asking in this discussion, though it is not a complete list. You should spend some time identifying what is most important to you in your graduate training and ask questions accordingly.

Questions to Ask of Prospective Advisors

- What thesis projects would be available to me if I were to join your group?
- Would these projects expose me to a variety of different approaches?
- In general, how available will you be to answer questions I might have?
- What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the thesis proposal, literature seminars, thesis writing, etc.?
- What are your expectations for the amount of time I should spend each day/week in your group/lab?
- What regularly scheduled activities (e.g., group meetings, joint group meetings, research clubs) does your group participate in that provide an opportunity to get outside input on my research project and to hear about the work of other students and postdocs?
- Do you encourage your students to attend seminars and journal clubs, including those that may be outside of their narrow field of interest/research?
- Do students in your group/lab have the opportunity to attend professional meetings where they can interact with colleagues/researchers from other institutions?
- Do you include your graduate students in professional activities that will familiarize them with their field of interest/research, such as reviewing manuscripts and meeting with visiting speakers?
- How long do you think it should take me to get my degree?
- What are your former graduate students (if any) doing now?
- What is your general philosophy of graduate training and what goals do you have for your graduate students?

No faculty member is obligated to accept a student's request to serve as advisor, though invitations are often accepted unless the faculty member judges that a different advisor would serve your needs better.

Changing Your Research Advisor

The following section is for students in the **for-thesis** MS program only.

As the advisor-student relationship is one of mutual agreement, it may be terminated by either party. If you decide that you would prefer working with a different advisor, discuss this with your prospective advisor to seek the change. Once you and your new advisor reach an agreement, you should inform the graduate program coordinator about this change. You should also file a thesis committee member change if you have already formed a thesis committee. Your most current research advisor shall serve as the chair of your thesis committee.

If your research advisor decides to terminate the advisor-student relationship with you, the advisor shall present the decision to the department chair and the graduate program coordinator for consideration. While reasons for a faculty to terminate the advisor-student can vary from case to case, the most common reason is that the faculty advisor is not satisfied by the student's research progress and believes the student's performance cannot be improved to a sufficient level within a reasonable amount of time. The department chair, in consultation with the graduate program coordinator, may decide the following two outcomes for the student depending on the reasons presented by the faculty advisor for termination: (1) dismiss the student from the program if the department chair agrees with the original advisor's assessment that the student's research performance is unsatisfactory; (2) allow the student to choose another faculty advisor within the program and complete the degree. If the student is given the option to identify another faculty advisor, the student has 30 days to find a new advisor. If no faculty accepts to serve as the new advisor for the student, the student will be dismissed from the program.

Communication between the Students, the Department and Advisor

For curriculum and administration-related questions and concerns, the Graduate Program Support staff (chemgrad@ucf.edu) and the Graduate Program Coordinator are the primary contacts for the students to reach out to. Students may also reach out directly to the department chair at any time for questions, information, and concerns. During the first semester in the program, the Graduate Program Coordinator will serve as the academic advisor to all students. For students in the for-thesis program, the student's research advisor also becomes the primary academic advisor for the student. Academic advisor provides help and advise to the student on how to select courses, monitors the student's progress in classes, help answer and address any other questions and concerns students may have related to the curriculum.

Students and their research advisors should communicate routinely to discuss research projects, expectations, research plan and progresses. Many faculty advisors conduct weekly group meetings, require students to make progress presentations, write research summary and reports on monthly or per semester basis. It is highly encouraged that faculty advisor and student develop a specific evaluation criteria and schedule to review student's research progress, provide timely feedback to the student.

Degree Requirements

Qualifying Examinations

0 Total Credits

All students must satisfy qualifying (proficiency) requirements in four of the five areas (analytical chemistry, biochemistry, inorganic chemistry, organic chemistry and physical chemistry) during the first year by taking exams in four of these five subjects. Additional course work may 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. If students do not satisfy the proficiency exam requirements within the first year, they may be subject to dismissal from the program.

Required Courses

16 Total Credits

Complete all of the following

Complete at least 4 of the following:

- CHM6710 - Applied Analytical Chemistry (3)
- CHS6240 - Chemical Thermodynamics (3)
- CHS6251 - Applied Organic Synthesis (3)
- CHM6440 - Kinetics and Catalysis (3)
- BCH6740 - Advanced Biochemistry (3)

Students must take four of the above courses. If a student successfully completes all five required courses, one course will count toward fulfilling the electives requirement.

Seminar

Complete all of the following

Earn at least 4 credits from the following:

- CHM6936 - Graduate Chemistry Seminar (1)

CHM 6936 - Graduate Chemistry Seminar will be repeated 4 times.

Elective Courses

8 Total Credits

Complete all of the following

All elective courses must be approved by the student's advisory committee. Earn at least 8 credits from the following:

- CHM5225 - Advanced Organic Chemistry (3)
- CHM5235 - Applied Molecular Spectroscopy (3)

- CHM5305 - Bioconjugate Chemistry (3)
- CHM5450 - Polymer Chemistry (3)
- CHM5451C - Techniques in Polymer Science (3)
- CHM5580 - Advanced Physical Chemistry (3)
- CHM6134 - Advanced Instrumental Analysis (3)
- CHM6711 - Chemistry of Materials (3)
- CHS 5110 - Radiochemistry 3 Credit Hours
- CHM5785 – Green and Sustainable Chemistry 3 Credit Hours
- CHM5735 – Chemical Synthesis of Nanomaterials 3 Credit Hours
- CHS6613 - Current Topics in Environmental Chemistry (3)
- CHS6535L – Forensic Analysis of Biological Materials (3)
- CHM5675 – Bioinorganic Chemistry (3)

CHM/CHS Special topics courses may be taken as offered.

Thesis/Nonthesis Option

6 - 7 Total Credits

Complete 1 of the following

Thesis Option

Complete all of the following

Earn at least 6 credits from the following:

- CHM6971 - TREATISE (THESIS OR Research Report) (1 - 99)

The grounding in scientific research methodology provided by the thesis requirement is a central focus of the thesis option in the Chemistry MS program. Students will conduct research either on site or at the professional laboratories where they work. In either case, a member of the UCF Chemistry Department faculty will act as research adviser and approve the research topic. This research culminates in the writing and presentation of the thesis. The student will present his/her thesis for final examination (oral defense of thesis) by a committee consisting of three members including the research adviser. The committee has to be approved by the Graduate Coordinator of the Chemistry program. The thesis must be judged worthy of publication by the review committee and may not be submitted for examination until so deemed. For nonresident students, the thesis adviser will visit the student's laboratory, where their research is to be performed, before the research begins and on a regular basis until the work is complete.

Nonthesis Option

Complete all of the following

Earn at least 1 credits from the following:

- CHM6908 - Directed Independent Studies (1 - 99)

Earn at least 6 credits from the following types of courses:

Additional Electives : 6 Credit Hours

Equipment Fee

0 Total Credits

Full-time students in the Chemistry MS program pay a \$90 equipment fee each semester that they are enrolled. Part-time students pay \$45 per semester.

Independent Learning

0 Total Credits

For the thesis option, the grounding in scientific research methodology is a central focus. This research culminates in the writing and presentation of the thesis. For the nonthesis option, students take an additional 6 credit hours of approved electives and one-credit hour of Independent Study (CHM 6908), which culminates in a required report of the independent study experience.

Grand Total Credits: 30 - 31

Academic Progress, Evaluation and Graduation

Student in Good Standing Requirements

A Graduate student must remain in Good Standing during their MS program. A “Good Standing” means the student completes all required course successfully and pass required exams (Proficiency Tests) within the expected term. 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 dismissal.

Planned Program of Study (POS)

Each student is required to prepare and submit a Planned Program of Study (POS) before the end of year 1 in the program. The POS form and instructions are sent to all graduate students from the program assistant or coordinator at the beginning of each semester. Student must consult with their research advisor or graduate program coordinator to complete the POS. Upon review and approval by the program coordinator, the final approved POS will be submitted to the Graduate Plan of Study (GPS) system in the College of Graduate Studies for record keeping. The POS will serve as a guide to the student, as well as a record for the advisor and the department to monitor the academic progress of the student.

Special requirements from the program

1. All graduate students are required to complete the following two laboratory safety training courses sponsored by the UCF Environmental Health and Safety (EHS) office (<https://ehs.ucf.edu/researchsafety>).
 - EHS201 Laboratory Safety Orientation
 - EHS202 Laboratory Safety Practical
1. All graduate students should attend and complete the following four of the core Pathway to Success workshops sponsored by the College of Graduate Studies (www.students.graduate.edu/pathways)
 - Authorship, Credit and Collaborative Scholarship – CORE
 - Data Management: Perils of Fabrication, Falsification, and Confidentiality – CORE
 - Doing the Right Thing: What Every Graduate Student Should Know About Research Misconduct – CORE
 - Ethics: Personal Integrity as a Graduate Student – CORE

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 probation” status. 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. For students in the for-thesis option program and take research-related credits (CHM 6908 and CHM 6971), if the student receives two “U” grades from these research-related credits, the student will be dismissed from the program.

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.

Filing Intent to Graduate Form

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 MS

Examination Section

Proficiency Tests

Students are expected to satisfy proficiency test requirements during the first year by passing the ACS standardized exams in four (4) of these five (5) areas. Administration and grading of these tests will be the responsibility of the division coordinators of each sub-discipline. The Proficiency Tests are comprised of:

- Analytical Chemistry
- Biochemistry
- Inorganic Chemistry
- Organic Chemistry
- Physical Chemistry

The exams 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 plan of study in terms of the starting coursework. If a student does not successfully pass their exams upon first try, they will need to retake the exam at the beginning of the following semester (Fall/Spring). Students have a total of two (2) consecutive attempts to pass proficiency test. If a student fails to pass four of the five proficiency tests by the end of the first year, the student will be placed under probation. The student will then have one more chance to take a third and final attempt at the beginning of their third semester in the program to pass the proficiency exams. If a student fails in this last attempt, the student is subject to dismissal from the program.

In addition, each proficiency exam serves as the prerequisite to each of the core courses. The core cannot be taken without first passing the corresponding proficiency. Please see below for each proficiencies' related core:

Proficiency Prerequisite	Core Course
Analytical Chemistry	Applied Analytical Chemistry (CHM 6710)
Biochemistry Chemistry	Applied Biochemistry (BCH 6740)
Inorganic Chemistry	Kinetics & Catalysis (CHM 6440)
Organic Chemistry	Applied Organic Synthesis (CHS 6251)
Physical Chemistry	Chemical Thermodynamics (CHS 6240)

Thesis Requirements

This section is for students in the for-thesis option program only.

University Thesis/Dissertation Requirements

The College of Graduate Studies [Thesis and Dissertation page](#) contains information on the university's requirements for thesis and dissertation formatting, format review, defenses, final submission, and more.

All university deadlines are listed in the [Academic Calendar](#). Your program or college may have other earlier deadlines; please check with your program and college staff for additional deadlines.

The following requirements must be met by thesis students in their final term:

- Submit a properly formatted file for initial format review by the format review deadline
- Submit the Thesis Release Option form well before the defense
- Defend by the defense deadline
- Receive format approval (if not granted upon initial review)
- Submit signed approval form by final submission deadline
- Submit final dissertation document by final submission deadline

Students must format their dissertation according to the standards outlined in [Thesis and Dissertation Webcourse](#).

The College of Graduate Studies offers several thesis and dissertation [Workshops](#) each term. Students are highly encouraged to attend these workshops early in the dissertation process to fully understand the above policies and procedures.

The College of Graduate Studies thesis and dissertation office is best reached by email at editor@ucf.edu.

Thesis Committee

A Master degree student's thesis committee must consist of at least three members and be approved by the College's Associate Dean of Graduate Studies.

Two of the three 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 (primary or approved secondary joint appointment) in the Chemistry Department and be listed with the university as graduate faculty. Further, only one adjunct, visiting faculty or courtesy appointment member of chemistry department may serve as a member of a thesis

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.

Thesis – IRB Approval on Human Subject Research

If the student needs 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>

Thesis – Additional Relevant Information

Laboratory Safety - Graduate students will not be allowed to join a research group or conduct research towards their degree 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- Do not use mouth suction in filling pipettes with chemical reagents. Use a suction bulb.
- 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.

- 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.
- 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.

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>

Financial Information and Fellowship Information

Financial Information

Graduate students may receive financial assistance through fellowships, assistantships, tuition support, or loans. For more information, see the College of Graduate Studies [Funding website](#), 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.

UCF Student Financial Assistance

Millican Hall 120

Telephone: 407-823-2827

Appointment Line: 407-823-5285

Fax: 407-823-5241

finaid@ucf.edu

<http://finaid.ucf.edu>

Fellowship Information

Fellowships are awarded based on academic merit to highly qualified students. They are paid to students through the Office of Student Financial Assistance, based on instructions provided by the College of Graduate Studies. Fellowships are given to support a student's graduate study and do not have a work obligation. For more information, see [UCF Graduate Fellowships](#), which includes descriptions of university fellowships and what you should do to be considered for a fellowship.

Grad Fellowships

Telephone: 407-823-0127

gradfellowship@ucf.edu

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

Program and Institutional Policies

Absences

Students who anticipate that they may not be able to enroll continuously due to external circumstances should apply for [Special Leave of Absence](#). Specifically, students who are taking courses should apply for a Special Leave of Absence when they cannot enroll in more than two consecutive semesters. Students who are in thesis/dissertation hours should apply for a Special Leave of Absence when they cannot enroll in every semester (including summer).

To qualify for a Special Leave of Absence, the student must demonstrate good cause (e.g., illness, family issues, financial difficulties, personal circumstances, recent maternity/paternity, employment issues). The specific reason for the Leave of Absence request must be indicated by the student on the [Leave of Absence Form](#). Due to current U.S. government regulations, international students must be enrolled every fall and spring semester. For students in this category, a Special Leave of Absence is only available for documented medical reasons.

Academic Standards/Conduct/Integrity

Students must adhere to the standards of conduct and integrity as defined in the [Golden Rule](#)

Appeals/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)

Communication

Student Responsibility for University Communication

UCF uses email as the official means of notifying students of important university business and academic information concerning registration, deadlines, financial assistance, scholarships, student accounts (including tuition and fees), academic progress and problems, and many other critical items for satisfactory completion of a UCF degree program. The university sends all business-related and academic messages to a student's Knights Email address to ensure that there is one repository for that information. Every student must register for, and maintain a Knights

Email account at <https://extranet.cst.ucf.edu/kmailselfsvc> and check it regularly to avoid missing important and critical information from the university. Any difficulty with establishing an account or with accessing an established account must be resolved through the [UCF Computer Services Service Desk](#) so that a student receives all important messages.

Additionally, each student must have an up-to-date emergency e-mail address and cell phone number by which to be reached in case of a crisis on campus. This emergency contact information will be used only for emergency purposes. Also, both permanent and local mailing addresses must be on the record, so that any physical documents that must be mailed can be delivered.

It is critical that students maintain and regularly check their Knights Email account for official announcements and notifications. Communications sent to the Knights Email address on record will be deemed adequate notice for all university communication, include issues related to academics, finances, registration, parking, and all other matters. The University does not accept responsibility if official communication fails to reach a student who has not registered for, or maintained and checked on a regular basis, their Knights Email account. Please ensure that this information is current and that any changes in contact information are made online through the myUCF portal at <https://my.ucf.edu/>.

Disability Statement

ACCESS matters

Purpose: We envision UCF to be a fully accessible campus and inclusive environment for people with disabilities. We do this by:

- Acknowledging disability as an aspect of human diversity;
- Cultivating awareness of the environment's disabling barriers;
- Collaborating on and proactively facilitating accessible environments and experiences;
- Educating faculty and staff to create and maintain access in their spheres of influence;
- Shifting to an inclusive-minded attitude;
- Supplementing with reasonable accommodations as a last resort measure to ensure access.

Dismissal/Discipline

A student may be subject to dismissal or other disciplinary actions due to the following causes:

- If a student's GPA falls below 3.0 and the student is not able to bring the GPA up to 3.0 or higher at the end of probation period, the student will be dismissed from the program,
- If a student failed to pass proficiency exams within the expected term, the student will be dismissed from the program,
- If a student received two "U" grades from research-related credits, the student will be dismissed from the program,
- If a student violated Golden Rule or committed unethical or other misconducts in course work, research, or teaching activities, the student may be subject to dismissal from the program or other disciplinary actions.

Diversity Statement

The University of Central Florida considers the diversity of its students, faculty, and staff to be a strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at <https://letsbeclear.ucf.edu> and <http://cares.sdes.ucf.edu/>. If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact [Student Accessibility Services](#).

For more information on diversity and inclusion, Title IX, accessibility, or UCF's complaint processes contact:

- Title IX – OIE <http://oie.ucf.edu/> & askanadvocate@ucf.edu
- Disability Accommodation – Student Accessibility Services – <http://sas.sdes.ucf.edu/> & sas@ucf.edu
- Diversity and Inclusion Training and Events – www.diversity.ucf.edu
- Student Bias Grievances – Just Knights response team – <http://jkrt.sdes.ucf.edu/>
- UCF Compliance and Ethics Office – <http://compliance.ucf.edu/> & complianceandethics@ucf.edu
- Ombuds Office – <http://www.ombuds.ucf.edu>

Full-time and Part-time Requirements

Students can refer to the Curriculum Section for full-time requirements from the program.

Golden Rule

The Golden Rule is the university's policy regarding non-academic discipline of students and limited academic grievance procedures for graduate (grade appeals in individual courses, not including thesis and dissertation courses) and undergraduate students. Information concerning The Golden Rule can be found at www.goldenrule.sdes.ucf.edu/. Section 11, Student Academic Behavior, addresses appeals of graduate program actions or decisions.

Harassment

The University of Central Florida values diversity in the campus community. Accordingly, discrimination on the basis of race, sex, national origin, religion, age, disability, marital status, parental status, veterans status, sexual orientation, or genetic information is prohibited. Sexual harassment, a form of sex discrimination, is defined as unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature including any of these three situations.

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or enrollment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or enrollment, or creating an intimidating, hostile, or offensive working or academic environment.

Sexual harassment is strictly prohibited. Occurrences will be dealt with in accordance with the guidelines above and university rules. Employees, students, or applicants for employment or admission may obtain further information on this policy, including grievance procedures, from the OIE Coordinator. The Director of the Office of Institutional Equity Programs is the campus Equity Coordinator responsible for concerns in all areas of discrimination. The office is located on the main campus, in Barbara Ying CMMS Building 81, Suite 101. The phone number is (407) 823-1336. Policies and guidelines are available online at <http://www.eeo.ucf.edu>.

Plagiarism

Understanding plagiarism is essential to the academic integrity of both programs and the institution. Students are prohibited from committing plagiarism in any format in any academic work. Students should visit the College of Graduate Studies website to learn more on this topic and university policy: <https://graduate.ucf.edu/plagiarism/>

Probation

There are certain times when students may not be meeting program and institutional expectations for maintaining good academic standing. If a student failed to meet the program and institutional expectations, the student may be placed under probation. Students are strongly encouraged to read the entire [Academic Progress and Performance](#) section from the Graduate Catalog.

iThenticate

The university requires all students submitting a thesis or dissertation as part of their graduate degree requirements to first have their electronic documents submitted through iThenticate for advisement purposes and for review of originality. The thesis or dissertation chair is responsible for scheduling this submission to iThenticate and for reviewing the results from iThenticate with the student's advisory committee. The advisory committee uses the results appropriately to assist the student in the preparation of their dissertation.

Before the student may be approved for final submission to the university, the dissertation chair must indicate completion of the Review for Original Work through iThenticate by signing the [Dissertation Approval Form](#).

Other Resources

Professional Membership

All graduate students are encouraged to join the American Chemical Society (ACS). ACS is one of the world's largest scientific societies and the premier home of chemistry professionals. As a graduate student, you are qualified to a special discount rate. You will receive additional, substantial discounts in registration fee when attending the ACS national annual meetings.

https://www.acs.org/content/acs/en/membership.html?sc=220315_acq_spring_ad_od&gclid=EA1aIQobChMIvbqvtKr9wIV6MmUCR0CkATHEAAYASAAEgLC5vD_BwE

Student Associations

Uknighthed Chemistry Graduate Student Association

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

UCF supports the reality that education should influence and improve people's lives beyond the university classroom. Since its inception, this idea has guided the university's work. One organization students should consider joining is:

Graduate Student Association

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

Graduate Student Center

UCF is fortunate to have its own Graduate Student Center. It is a great place to relax, practice a presentation in one of our conference rooms, have your lunch, and to meet other graduate students. Visit [Graduate Student Center](#) for additional information.

Student Research Week/Student Scholar Symposium

The College of Graduate Studies hosts an annual Student Scholar Symposium to provide a conference setting for our own students to showcase their work either with poster presentations or a face-to-face presentation. Visit [Student Research Week](#) for additional information.

Forms

Several forms

Useful Links/Resources

- [Bookstore](#)
- [Campus Map](#)

- [Graduate Catalog](#)
- [Library](#)
- [Parking Services](#)
- [Shuttles](#)
- [Recreation Center](#)
- [Housing](#)
- [Counseling Center](#)
- [Writing Center](#)
- [Academic Calendar](#)

Chemistry MS Program Website: <https://www.ucf.edu/degree/chemistry-ms/>

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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