

CHEMISTRY DEPARTMENT

Graduate Student Handbook

Version: September, 2016

RESOURCES

We wish you success and hope that your time with us in Chemistry is rewarding, both academically and personally. You are responsible for reading this handbook thoroughly, but please realize that it is not all-inclusive and department and OSU policies are subject to revisions.

Important Websites

OSU Chemistry Dept	http://chemistry.oregonstate.edu/
Graduate School	http://gradschool.oregonstate.edu/
Graduate Catalog	http://catalog.oregonstate.edu/Default.aspx?section=Graduate
Online Grad School Forms	http://oregonstate.edu/dept/grad_school/forms.php
Academic Regulations	http://catalog.oregonstate.edu/ChapterDetail.aspx?key=75
Academic Calendar	http://catalog.oregonstate.edu/ChapterDetail.aspx?Key=148
OSU Course Catalog	http://catalog.oregonstate.edu/
Department Safety	http://chemsafety.chem.oregonstate.edu/

The Chemistry Office main office is located at 153 Gilbert Hall

Mailing address:

Oregon State University
Department of Chemistry
153 Gilbert Hall
Corvallis, OR 97331

Phone: 541.737.2081

FAX: 541.737.2062

Email: chemweb@science.oregonstate.edu

Chair: Rich Carter rich.carter@oregonstate.edu 541.737.6700

Arrival Checklist

A few things to do when you first arrive at OSU:

- Get a University ID Card.** The OSU ID Card is the official identification card for students, faculty and staff. It functions as a meal card, library card and more. The ID Center is located in Memorial Union room 103. See <http://oregonstate.edu/fa/businessaffairs/idcenter> for additional information.
- Sign Up for Your Email Account.** Set up your ONID (OSU) email as soon as possible. Instructions are available at <http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id/getting-started-onid/onid-sign-instructions>. ONID is the university's official email addressing system and you will miss crucial emails if you do not activate this account.
- Meet with your Major or Temporary Advisor.** It is important to meet with an advisor before registering for your classes and to discuss objectives for your first year in the program. A temporary advisor will be assigned if you have not yet selected a research group.
- Register for Classes.** You must register for classes before the first day of the term to avoid late fees. You will register during Orientation Week with the help of your temporary advisor.
- Get an office assignment.** Ask at the Chemistry Office (Gilbert 153)
- Pick up your keys.** See information below under Facilities.
- Make sure you have an after-hours permit.** See the Chemistry Office if you didn't receive one in your orientation packet. You will need this in the Chemistry buildings at night or on weekends.

FACILITIES

Transportation info links

- Student parking permit. http://oregonstate.edu/facilities/transit_pkg/index_pkg.html
- Bicycle security. <http://oregonstate.edu/dept/security/>
- Free campus shuttle bus. <http://oregonstate.edu/dept/facilities/taps/node/74>
- Corvallis transit buses. Passengers with an OSU student ID ride city buses for free. <http://www.corvallisoregon.gov/index.aspx?page=167>
- Saferide. <http://asosu.oregonstate.edu/saferide>

Mail

Campus and U.S. mail can be sent from the Chemistry Office. You may have personal mail delivered to this office until you establish a permanent mail address. The mail address is on the first page of this guide. Incoming mail will be placed in your mailbox. Outgoing U.S. mail with postage already applied can be sent from the Chemistry Office. A US Post Office is located at Printing and Mailing in the Memorial Union room 109. Graduate student mailboxes are located in the department break room (Gilbert 156). Both campus mail and U.S. mail are delivered to your mailbox along with department notices.

Making Copies

Copy machines are located in Gilbert 153, Gilbert 329, and LPSC 242. The Chemistry Office staff can provide assistance when needed. Copies for teaching duties are free; personal copies are not allowed on department copiers. The photocopier has a scanning feature and can send digital copies directly to your email address.

Fax Machine

The fax machine in the Chemistry Office may be used during office hours. OSU-related FAX are free. The fax number is 541-737-2062. Please ask the office staff for details about receiving/sending international FAX. The department does not allow personal faxes to be sent or received from this machine.

Campus Phones

University phone numbers have the prefix 737 or 713. When calling from one campus telephone to another, dial only the last five digits of the phone number. When calling a local number, you must first dial 9 to get an outside line, then the area code and number. You will need an authorization code or personal calling card number to make long distance calls. Check with your major advisor for an authorization number.

Student Offices

Your major advisor or the department will provide office space during your graduate studies at OSU. Office space is generally shared with other students. You may receive temporary space before you select a major advisor.

There are departmental break rooms with refrigerators, sinks, and microwaves in Gilbert 156, Gilbert 322 and LPSC 242. Refrigerator and these common facilities must be kept clean. Please ask in the Chemistry Office for instructions and rules of use.

Keys

The keys that you require must be requested at http://chemistry.oregonstate.edu/key_request (for Gilbert Hall keys) or <http://chemistry.oregonstate.edu/LPSCKeyRequest> (for LPSC keys). When you receive a signed key request form, take it to the Key Shop located on 15th St. just south of the Kerr Admin Building. Their hours are 12:00–3:00 pm.

Supplies

<http://chemistry.oregonstate.edu/chemistrystores>

ChemStores (541.737.6722, chemstores@oregonstate.edu) is located in Gilbert 154 and provides a wide range of chemicals and laboratory supplies. Products routinely stocked include liquid nitrogen, dry ice, and a variety of other chemicals, lab supplies, and office supplies. Prices and locations of all products stocked are listed in notebooks at the sales counter and at the website above. Business hours (subject to change) are Mon-Fri 9:00am-noon; 1:00pm-4:00pm. Specialty chemicals and research supplies can also be ordered; check with your major advisor and then with ChemStores for more information.

The Chemistry Office provides basic supplies (paper, pencils, pens, tape, chalk, erasers, whiteboard markers, etc.) as needed for teaching at no charge.

Computers

Chemistry recognizes and supports OSU's Network Engineering Acceptable Use Policy. <http://oregonstate.edu/aup.htm> All student, staff and faculty are responsible for adhering to these policies and those of the College of Science (<http://my.science.oregonstate.edu/policies>)

Computer support is provided at the College of Science Information Network (COSINe) (helpdesk@science.oregonstate.edu, 737-5574, <http://cosine.oregonstate.edu/>). Please report all computer and networking questions and problems directly to COSINe. COSINe can also assist, or find the right contact, for questions about your personal computer. COSINe has posted a FAQ page at <http://cosine.oregonstate.edu/faqs>

Printers

Department printers are available and printers are also available at various locations on campus. Report any department printer problems to the Chemistry Office. Student Multimedia Services at <http://oregonstate.edu/is/mediaservices/sms/> provides many useful printing services such as free large-format (poster) printing and thesis printing free. Please do not use printers as copy machines. Large print jobs should be sent to campus Mailing and Printing Services (see Chemistry Office staff for instructions).

SECURITY AND SAFETY

Building Security

You are responsible for closing and locking all doors and windows when leaving rooms you have been using. Special care must be taken in this regard when leaving the building at the end of the day or after regular hours. Fire doors and outside doors may not be propped open at any time.

Be aware that university buildings are open to the public. Offices and laboratories with open or unlocked doors are not secure from theft. Be sure to keep all your portable valuable items in locked rooms or cabinets.

Do not let unauthorized persons in the building! If an individual belongs in the building, they should already have a key. Do not prop open outside doors! Keep your after-hours permit with you when you are in the building in the evening or on weekends. If Security comes through the building and you do not have your after-hours permit, you will be required to leave the building. You should receive a permit from the Chemistry Office when you first arrive, and you will need to renew it annually.

Laboratory Safety

<http://chemsafety.chem.oregonstate.edu/>

The department has a safety committee, currently chaired by Michael Burand, and a website "SafetyWeb." OSU contacts and comprehensive safety policy information are available at <http://oregonstate.edu/ehs/LP-L-lab>. Safety-related issues should be reported to the chair of the Departmental Safety Committee or to the relevant building manager (Rusty Root for Gilbert Hall, Kristi Edwards for Gilbert Addition, and Barbara McVicar for LPSC). Laboratory safety rules are posted throughout Gilbert, Gilbert Addition, and the Linus Pauling Science Center.

A lab safety workshop is offered during orientation week for incoming graduate students and additional lab safety workshops or seminars may be offered during the year by special arrangement. During winter term, all first year graduate students are required to register for the one-credit hour seminar class CH607 (Section 010; 'Chemical Safety Seminar'). Further details for this class can be found on SafetyWeb.

Insurance

GTAs and GRAs and students on hourly wages are covered by the State Accident Insurance Fund (SAIF) while involved in OSU work. This insurance covers you while working on campus and if you are off campus on OSU business in state vehicles. The coverage includes medical care for job-related accidents. In case of death, there are certain benefits to survivors. This insurance does not cover non-work-related accidents or illnesses. Students not on the OSU payroll are not covered by SAIF. This means that any such student injured in any laboratory, state vehicle, research vessel, etc., generally has no recourse to state insurance.

All GTAs and GRAs are required to have health insurance. PacificSource Insurance is the OSU provider, and offers comprehensive medical, dental and vision plans. All GTAs and GRAs must either enroll in PacificSource or provide proof of comparable coverage. OSU pays 85% of the graduate student's monthly premiums and pays 50% for spouses and dependents. The remaining premium costs will be deducted directly from your paycheck. If you have a break in service, you may be able to continue health insurance with either Graduate Assistant Summer Insurance or the COBRA Continuation Plan.

OSU EMPLOYMENT

Assistantships

If you are appointed on an assistantship at 0.20 FTE or more during a term, tuition fees will automatically be billed to a department account. However, you must pay certain of your non-instructional fees. Each term your assistantship is in effect, you will be required to carry health insurance. Please see your advisor or the Chemistry Office about summer pay options, as there are a variety of arrangements possible. The department, college, and OSU have numerous scholarships and fellowships for deserving students.

Graduate Teaching Assistantship (GTA)

GTAs teach introductory undergraduate courses or assist faculty in the delivery of upper division and graduate courses. While the duties of a GTA will vary, you can expect to be responsible for one or more of the following.

- Teaching or assisting with one or more sections of a course.
- Running laboratory sessions.
- Grading undergraduate student papers and exams.
- Holding regular office hours and meeting with students.
- Conducting study and review sessions.

These tasks require mastery of the course content and also improve communication skills. For students planning a career in academia, a GTA position provides excellent training on pedagogy, lesson planning, and classroom culture.

GTAs should pick up required textbooks for instructional assignments for free in the Chemistry Office. The textbooks must be returned at the end of each term. GTAs often need to make copies of assignments and lab materials for their instructional duties. See the information above on Making Copies.

New TAs should register for 1 credit of 607-5 (Teaching Seminar) their first quarter at OSU. The Center for Teaching and Learning (CTL), <http://oregonstate.edu/ctl/> provides resources for new GTAs and all others involved in instructional activities. CTL supports teaching and learning in the academic curriculum and learning in co-curricular settings. Their services include individual consultations, workshops and seminars, coordinating learning communities, and student orientations. For those interested in further developing teaching skills, the department runs a mentoring program, more information is at http://chemistry.oregonstate.edu/mentor_program

Graduate Research Assistantships (GRAs) are supported by grants and contracts awarded to faculty from proposals to state and federal funding agencies. GRAs tuitions are paid from faculty grant funds, but students must pay their own fees, deposits, or late fees incurred.

Taxes

Salaries paid to graduate assistants are taxable income. However, the tuition remission accompanying a graduate assistantship is not taxable income. Scholarships and fellowship incomes are also taxable on the portion not spent for tuition or course-required educational supplies and fees. When completing a Withholding Allowance Certificate (IRS W4 form), be sure to have a sufficient amount withheld from your monthly check to match your tax liability. There may be IRS penalties for insufficient tax withholding. International students should keep careful records; most non-resident aliens cannot take the standard income tax deduction and are allowed only one exemption and actual itemized deductions.

Travel

<http://oregonstate.edu/fa/businessaffairs/osu-travel>

Participation at professional meetings can be one of the best professional development activities during your graduate studies. You can present your research results to a broader audience, gain valuable feedback, network with scholars in your discipline(s), and polish your public speaking skills and confidence.

Prior institutional approval is not required for travel within Oregon, but check with your major advisor and the Chemistry Office about reimbursements before making plans. For out-of-state travel, submit a Request for Travel Authorization form at least one week prior to the departure date. Approval by your major advisor is required. Foreign travel requests require additional time and must be approved prior to airfare purchase. You will need to indicate departure dates and times, methods of travel, registration fees, anticipated miscellaneous expenses, etc., and provide an index number for the reimbursements and charges. Because of insurance requirements, an approved Request for Travel Authorization form is required even for travel paid by an outside agency.

Tenure of Support

Students typically require 2-3 years for the MS degree and 4-6 years for the PhD degree. The Department does not typically offer financial support for MS students - this includes students who change from PhD into the MS program. The department will not normally provide financial support beyond the 6th year of a PhD program. After the 6th year in a PhD program, requests for support can only be considered on a term-by-term basis. Financial support is contingent on continued satisfactory progress towards the degree and is subject to the availability of financial resources of the Department (GTA) and/or advisor (GRA).

Coalition of Graduate Employees (CGE)

<http://cge6069.org/>

CGE is a local, member-run labor union recognized by OSU and the State of Oregon as the exclusive representative for OSU graduate assistants on all matters involving wages, benefits, and working conditions. CGE is affiliated with the American Federation of Teachers (AFT). All OSU graduate students are eligible to join CGE. All CGE members have access to various discounts and insurance provided through AFT. CGE offers two levels of membership. Associate membership is optional. Membership forms are available by contacting CGE. The employment rights and benefits of graduate assistants are contained in a contract CGE negotiates with OSU.

ACADEMICS

Registration

<http://oregonstate.edu/main/online-services>

The online OSU Schedule of Classes contains academic regulations and registration procedures that apply to all students at OSU, and also contains the final examination week schedule. The online catalog at <http://catalog.oregonstate.edu> has up-to-date information for the current and immediately upcoming term. It is your responsibility to register for the appropriate number of credits each term as required by the Chemistry Department, OSU or any relevant funding agencies. Problems arising from registration procedures, including late registration, adding or withdrawing from courses after deadlines, or late changes from letter or S/U grading are resolved by submitting a formal petition to the Registrar's Office at <http://oregonstate.edu/registrar/node/92/#Registration%20Forms>. International students who are concerned with regulations surrounding registration should also see the "International Students" section on pg. 8.

Registration requirements for graduate students are established by the Registrar and the Graduate School. "Full-time" status means you have registered for 9–16 credits in a term; "part-time" status means you have registered for less than 9 credits in a term. The Chemistry Department strongly advises all graduate students, except in very special circumstances, to register for 16 credits every term. In part, this helps avoid loss of an assistantship if you withdraw from a course during the term. You must pay additional fees if granted an exception to register for more than 16 credits. In addition to courses, the other credits may include seminars (CH507 or CH607) and thesis research (CH503 or CH603). You do not receive a letter grade for seminar or thesis credits, and you can register for as many thesis credits as needed to make a total of 16 credits for the term.

For terms where you are appointed as a GTA or GRA, you must register for at least 12 credits (or 9 credits during Summer Term). This requirement includes international students.

Degree-seeking students must register for at least 3 credits in every term they enroll at OSU. Students must be enrolled (and thus registered for at least 3 credits) during the term of their thesis defense. Contact the Graduate School if you may wish to schedule a thesis defense during a term break to avoid paying tuition for an additional term.

Continuous Enrollment and Leave of Absence

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>

"Continuous graduate enrollment refers to the policy of requiring continuous registration of graduate students from the original matriculation until all degree requirements are met." All graduate students must register for at least 3 graduate credits and pay fees if they will be using any university or department resources (e.g., facilities, equipment, computing or library services, or faculty or staff time, including holding exams) until their degree is granted, unless they apply for an authorized leave of absence. In the case of extraordinarily extenuating circumstances, you may appeal to the Dean of the Graduate School.

If you fail to maintain continuous enrollment, and do not obtain a leave of absence, you will relinquish your graduate standing at OSU. To be reinstated, you must complete the online graduate admission application, pay an application fee, and register for 3 graduate credits for each term of the unauthorized break in registration.

http://oregonstate.edu/dept/grad_school/forms.php#resume

Leave of Absence status is available to students who need to suspend their studies for good cause. Students should first discuss a leave with their major advisor and then apply to the Graduate School for

approval. Leave of Absence requests are due to the Graduate School with all signatures (except the Dean of the Graduate School) two weeks prior to the start of the term where leave is requested. Multiple terms on leave may be requested at one time. The time spent on approved leave is included as part of the total tenure of support for the degree. Students on leave cannot use OSU resources.

Graduate family/medical leave policy

http://oregonstate.edu/dept/grad_school/docs/Graduate-Student-Family-and-Medical-Leave-Policy.pdf

hr.oregonstate.edu/benefits/leaves/family-and-medical-leave-act-fmla/graduate-assistantships-family-medical-leave

Eligible graduate students may take a twelve week continuous block of approved leave as parental leave or to care for their own serious health condition or that of a family member. This leave must be approved by the OSU Office of Human Resources. Details are provided at the above link.

Grades, Regulations and Records

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=9>

The Graduate School does not accept grades below C for graduate credit, and requires that you maintain a cumulative grade-point average (GPA) of at least 3.00. If your cumulative GPA drops below 3.00, you may be denied future registration. Your cumulative GPA is calculated by using all A-F graded courses taken after admission to the graduate program. Thesis credits (CH503 or CH603) receive an R grade and are not counted in determining your GPA.

The Chemistry Department views grades below B as unsatisfactory performance. Low grades will result in departmental actions, including retaking the classes, restriction to the Master's degree, or dismissal from the graduate program. W grades are also generally considered unsatisfactory. The Chemistry Department requires that graduate students continue to make satisfactory progress in their program throughout their studies at OSU; this includes convening required meetings, completing all other requirements, and making continuous research progress.

An "I" (incomplete) grade is granted only at the discretion of the instructor. The incomplete grade must include an alternate/default grade to which the incomplete grade defaults if the missing work is not completed within a stated time up to one year.

Changing from a PhD to an MS program

To change from a PhD to MS program, students must submit a [Change of Degree/Major/Certificate form](#) to the Graduate School. In addition, students changing degrees must submit a completion plan to the Department chair. This plan should list all remaining degree components (courses and research) with expected dates of completion, and provide a projected date of graduation. This completion plan must be approved and signed by the major advisor. Note that the Department does not generally support MS students via assistantships.

Publishing

Faculty members have a range of policies on publishing results, for example, on where and when to submit results, and on the number and order of the co-authors listed. In some cases, these decisions depend on external factors such as the source of project funding. The best time to clarify any questions is at the beginning of a research project. Bring any concerns or questions about publishing results directly to your major advisor.

Academic Honesty

<http://studentlife.oregonstate.edu/studentconduct/offenses-0>

Any incident of academic dishonesty is a serious breach of professional ethics which could result in dismissal from the program. Examples of dishonest academic acts include cheating on course examinations and assignments, plagiarism, research data falsification, tampering with records or documents, and assisting another person in any of these acts. If you are uncertain about what constitutes cheating, plagiarism, etc., please speak with your major professor or contact the department chair.

Graduate Learning Outcomes

<http://oregonstate.edu/admin/aa/apaa/sites/default/files/Assessment/Grad-Assessment-Plans/Chem-MS-Plan.pdf>

The Chemistry Department has defined learning outcomes for its graduate programs and an assessment plan to evaluate how well the program meets these objectives. The current program outcomes and assessment plan are provided at the above link.

Ethics Requirement

OSU requires ethical research training as part of all graduate student programs. All graduate students in Chemistry must complete either the Collaborative Institutional Training Initiative (CITI) course in the Responsible Conduct of Research (RCR) or an RCR course provided by OSU.

The CITI RCR course (<http://www.citiprogram.org>) contains several learning modules that are taken individually, and can be completed online at no cost. You should register for the site (indicating your affiliation with OSU), and complete all the required modules for one of the RCR courses. After completing the RCR course, use the main menu link to download or print a course completion report, and send this report to the Chemistry Office. You do not need to register for CE credits (which are not free) as part of Chemistry Department or OSU requirements.

For students who have not yet scheduled their program meetings, the course completion report must be received prior to this meeting.

If your research involves human or animal subjects, you may be required to complete additional training modules on the CITI site. You can discuss the requirements with your major advisor.

Faculty Research Seminars

Our department and some affiliated faculty provide a research seminar series each Fall term. Research-active faculty members each present a short overview of their current research projects and interests, with 2 or 3 speakers scheduled each day. This is a unique opportunity to hear about the broad spectrum of research activities associated with our department. The seminars are mandatory for all new graduate students, with attendance taken. Additionally, all graduate and undergraduate students, department staff members, and others are welcomed. Look for announcements of the seminar schedule during Fall term.

First Year Grad Meetings with Faculty

Choosing a major advisor is one of the most important decisions a new graduate student will make. In order to facilitate this process, the department provides a worksheet, which can be found at <http://blogs.oregonstate.edu/erlenmeyer/files/2012/11/1-on-1-Meetings-Between-New-Graduate-Students-and-Potential-Faculty-Advisors-2014.pdf>. This worksheet must be turned in to the Graduate Coordinator,

Sarah Burton, by the end of Fall Term. In order to fill it out, each graduate student should meet with four different advisors. This will help each student to insure that they are making a well-informed choice when selecting their major advisor.

Confidentiality of Student Records

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=378#Section2658>

Both federal and state laws permit OSU staff to release “directory” information to the general public without consent. You can prohibit the release of directory information to the public by signing a Confidentiality Restriction form available from the Registrar’s Office. This will not prohibit the release of directory information to OSU entities that have a “need to know” to accomplish their required tasks. It also will not prohibit OSU departments from including your name on mailing lists for distribution of materials that are essential to your enrollment at OSU. If you decide to have your directory information officially restricted, please inform staff in the Chemistry Office.

Services for Students with Disabilities

<http://ds.oregonstate.edu/home/>

The Chemistry Department supports and complies with the rights of individuals with disabilities under federal law. Students with special needs because of disabilities that can be documented should contact the Chemistry Office as soon as possible. Requirements and/or procedures will be modified on a case-by-case basis as deemed necessary and appropriate. Special accommodation, such as for exams, can only be modified if the need is documented in advance.

Conflicts and Grievances

The University Ombuds Office provides informal, impartial, and confidential conflict management services to graduate students. There is more information at <http://oregonstate.edu/ombuds/>

OSU has defined specified procedures for handling student grievances related to academics, policies, or employment. More information can be found at

http://oregonstate.edu/dept/grad_school/grievance.php

INTERNATIONAL STUDENTS

<http://oregonstate.edu/international/>

Additional conditions and regulations govern your stay in the U.S. if you are here on a non-immigrant student visa (F-1 or J-1 visa). It is important to follow these conditions and regulations; failure to do so may have serious consequences. As long as you follow all of the regulations and meet all of the conditions during your stay, your immigration status remains in effect. If you neglect your immigration responsibilities, your visa could be terminated.

OSU's International Student Advising and Services (ISAS) has international student advisors who know immigration regulations, maintain students' immigration records, and can advise students on appropriate processes and procedures related to immigration. To schedule an appointment with an advisor, call 541-737-6310, email isas.advisor@oregonstate.edu or visit their office in University Plaza, Suite 130. Additional information on the topics covered below, and other important topics, is available by visiting the ISAS office or the website listed above.

International students on a student visa are required to purchase health insurance that meets both the U.S. government and OSU minimum standards for your visa category.

As a fully-admitted F-1 and J-1 student, you may engage in part-time employment (up to 20 hours per week) on the OSU campus while classes are in session. You may work on campus full time (more than 20 hours per week) between terms and during the summer as long as you plan to be a full-time student the following term. This includes serving as a graduate teaching or research assistant. F-1 student do not need authorization from ISAS for on-campus employment, but J-1 students do need authorization from ISAS.

You may not participate in any type of off-campus employment unless authorized by ISAS and/or U.S. Citizenship and Immigration Services (USCIS). Internships which are required or integral to your program of study must be authorized by ISAS prior to the internship start date. If you are interested in off-campus employment, you should make an appointment with an ISAS advisor before accepting an employment offer.

You will need a social security number (SSN) to work on campus. SSN application procedures are available at:

<http://oregonstate.edu/international/sites/default/files/atosu/socialsecurity.pdf>

If you are on a GRA or GTA appointment, you can use a copy of your appointment letter as the letter of offer. You will need your social security card or receipt from the Social Security Administration in order to complete your payroll paperwork.

If you plan to leave the U.S. and return for any reason, see an ISAS advisor well in advance of your departure. Depending on your country of citizenship, you may be required to get entry visas for the place(s) to which you will be traveling. In addition, your visa to re-enter the U.S. must be valid at the time you plan to return. Allow enough time to take care of all these details before you leave.

You must update your address through your MyOSU account within 10 days of a change of address. This is a federal regulation.

You must maintain full-time enrollment throughout your program of study in the U.S. and enroll for (and complete) at least 9 credits each term during the academic year to satisfy immigration requirements. If you have an assistantship, you must register for 12 credits each term you hold the assistantship. Audited courses do not count toward full-time enrollment for OSU graduate students. Only 3 credits of online or e-campus credits may count toward the full-time enrollment requirement.

If registering for credits beyond degree requirements, it is important that Master's students register for CH503 instead of CH501, and PhD students register for CH603 instead of CH601. The thesis credits are assigned an R grade and will not impact future immigration benefits.

If you have serious academic or medical concerns, you will need to make an appointment with an ISAS advisor to discuss possible exceptions prior to dropping below full-time status. When you have completed all required coursework and all requirements listed on your specific graduate program of study you may apply for a "Reduced Enrollment." Reduced Enrollment may be approved up to four terms for a Master's student or six terms for a PhD student.

GRADUATE DEGREES

Major Professor (Advisor)

Although you will spend a lot of time the first year with classes and teaching, a chemistry PhD is mainly about research. For most Master's students, research is also a major part of the program. Selecting a major advisor and research topic can be the most important decision you make at OSU! We recommend exploring at least 4 research groups / opportunities before making your decision. Once you choose, become involved in research as soon as possible.

If you have not previously selected a major advisor, you will be assigned a temporary advisor when you begin your graduate program. The department strongly recommends that new graduate students explore research opportunities and select a major research advisor by the middle of their second quarter at OSU. Students starting in the Fall Term should therefore select a major advisor by early February. By mutual agreement, changes in major advisors can be arranged. In order to change major advisors, you should first meet with the Department Chair.

Adjunct faculty may serve as major advisors; however, these faculty must identify a funding mechanism to support students in the Chemistry program. This funding mechanism must be written and sent to the Department Chair and Program Committee prior to the student's initial program meeting. Adjunct-faculty-advised students are given first priority, after students with departmental advisors, for GTA appointments, but the department cannot ensure financial support after 24 months in the graduate program.

Emeritus faculty may serve as major advisors, but normally a co-advisor with active faculty status must be added.

Your major advisor assumes principal responsibility for directing your research activities. They are also your first point of contact regarding research progress and difficulties. Your advisor will edit your research proposals and thesis, encourage and facilitate your active participation in seminars, meetings, etc, and also chair your program meeting and the examination portion of the preliminary oral and final exams. Please see the departmental compact between major advisors and students at <http://blogs.oregonstate.edu/erlenmeyer/files/2012/11/Graduate-Compact-for-Chemistry.July-2014.pdf>.

Advisors or other faculty also often serve a mentoring role for students, this role is usually informal and the extent and types of faculty mentoring are flexible. More information about faculty mentoring can be found at <http://gradschool.oregonstate.edu/faculty/graduate-mentoring>. Note that the department also runs a teaching mentoring program for students interested in teaching as a career goal, more information can be found at http://chemistry.oregonstate.edu/mentor_program

Graduate Committees

The composition of graduate committees is governed by the policies of the Graduate School and the Chemistry Department. All committee members must be members of the OSU graduate faculty. Your major advisor will help you select the other committee members, and this selection must be approved by the Graduate School. Adjunct members from other universities or appropriate organizations may serve if approved by both the Chemistry Department and the Graduate School. At least two members in all committees must be regular faculty in Chemistry.

Master's with research project or coursework only committees must have at least 3 members, including your major advisor, another Chemistry faculty member, and a Chemistry faculty representing the minor field or program emphasis. This third member may be an adjunct Chemistry faculty member.

Master's with thesis committees must have at least 4 members, including your major advisor, another Chemistry faculty member, a faculty member from outside the major program or from the minor field, and a Graduate Council Representative (GCR) selected from a list provided by the Graduate School.

PhD committees must have at least 5 members, including your major advisor, another Chemistry faculty member, and a Graduate Council Representative (GCR) selected from a list provided by the Graduate School.

Graduate Council Representatives (GCRs) are full, voting committee members. When present, GCRs chair the evaluation of the student's performance at the Master's final oral exam. For PhD students, the GCR will attend the program meeting, the preliminary exam meeting, and the final defense, and chair the evaluation of the student's performance at the preliminary oral exam.

If you need to permanently replace or temporarily substitute a committee member, you can find a suitable graduate faculty member to meet the committee guidelines stated above and submit a replacement request to the Graduate School.

Program of Study

http://oregonstate.edu/dept/grad_school/forms.php

Graduate students must file a Program of Study form with the Graduate School. The first step is to discuss your program with your advisor. The Program of Study document indicates all the coursework, both classes taken at OSU and transfer credits if appropriate, that must be completed in order to obtain your graduate degree. See the degree program and required and recommended course sections below for more details on programs.

Your program must have a minimum of 50% graduate-level stand-alone courses (i.e. courses other than 400/500 "slash" courses). Blanket-number courses, i.e. those courses with a 0 in the middle of the course number (such as CH501, CH607, CH603), are not slash courses and are included in the total.

Changes to a Program of Study require the submission of the Petition for Change form gradschool.oregonstate.edu/forms/#change

You may submit a petition (gradschool.oregonstate.edu/forms#degree) for any of the following purposes.

- To transfer into a PhD program on completion of the Master's program.
- To bypass the Master's degree and work directly towards the PhD.
- To change from a PhD program to a Master's program.
- To change from one graduate degree program to another.

Scheduling program meetings and exams

http://oregonstate.edu/dept/grad_school/forms.php#event

It is the student's responsibility to reserve rooms for required meetings and exams through the Chemistry Office. Notify the Graduate School of scheduled exams by using the Exam Scheduling form at the above website at least 2 weeks prior to the exam date. Remind each committee member of the scheduled meeting or exam. Program meetings, preliminary exams and final exams may be held during any period when school is in session. This excludes the periods between the regularly scheduled quarters and during

official vacation periods. Some faculty are on nine-month appointments, and are unlikely to be available during the summer.

Annual Individual Training and Development Plan Reports

Once each year, between May 1 and May 15, all graduate students must submit an updated Individual Training and Development Plan (IDP) to the Graduate Coordinator. The report attached to the IDP should include (1) activities and accomplishments during the past year, (2) anticipated results of current research, (3) a program status update, and (4) any impediments to progress and success. The report should be 1-2 pages in length and signed by your major advisor. The purpose of the report is to ensure that all students are making adequate progress in their programs. If there are issues, corrective action can begin immediately. For first-year students, a report can indicate performance in coursework, selection of a major advisor, research plans, and indicate that a Program of Study has been filed. All graduate students must submit a signed IDP in order for summer financial support to be awarded by the department.

Chemistry divisions

Within the Chemistry Department, students are associated with a particular division (analytical, organic, inorganic/materials, physical or nuclear). Divisions specify the details of some degree requirements, including required coursework, seminars, and cumulative exams. These details are provided below.

Seminars

Students should attend all seminars in their own division and are also encouraged to attend departmental seminars. Graduate students may include up to 6 credits of CH607-001 or CH507-001 on their Program of Study.

New TAs should attend the two-day course given during Orientation Week and register for 1 credit of CH 607-005 (Teaching Seminar). A faculty mentoring seminar (CH607-020) is available for students interested in a teaching career, or wanting more information and discussion of teaching methods. A department safety seminar is offered periodically, and should be taken by all students involved in research. (see section on Laboratory Safety)

PhD students must also present seminars as part of their program. The requirements vary according to division and are summarized below:

- Physical and Nuclear – completion of CH607 008 (A/F grading) indicating 1 departmental or divisional seminar presentation
- Inorganic/Materials – completion of CH607 006 (P/N grading) indicating 1 departmental or divisional seminar presentation, recommended in year 3
- Analytical – Three graded (P/N) seminars (CH 607) (3 cr). Teaching seminar may be counted as one of these seminars and the other two seminars must be research seminars presented to the department. During all terms in residence, students are expected to attend all seminars presented by other analytical students and other appropriate seminars presented by faculty and outside speakers.
- Organic – completion of CH633 (A/F grading, 2 credits) with a grade of B or better

Written cumulative exams

In the Chemistry Department, some divisions hold written cumulative exams and some do not. The organic division requires students to achieve 10 cumulative exam points, with 4 points coming from the first 8 exams. The analytical division also has written cumulative exams (see division for details).

Required and recommended courses

The following requirements and recommendations apply to both Master's and PhD students. Divisional course requirements depend on course offerings and are subject to change, so check with your advisor on the current requirements. All Chemistry graduate students must meet the course requirements for one division, or receive their permanent major advisor's written approval for an alternative program.

- Analytical:
 - Required: CH660, CH661, CH662, and CH696 or CH697
 - Recommended: Supporting coursework to fulfill academic needs and research background requirements, as approved by the graduate committee. Examples include CH692, ST511, BB590, ENVE531, IE531, and CH524.
- Inorganic/Materials:
 - Required: Four of the following: CH511, CH512, CH513, CH614, CH615, CH616.
 - Recommended: CH660/1/2, 696; PH575; CHE544/5, 550/1; ECE511, 613; MATS570/1/8; 580/1/2/4, 671
- Nuclear:
 - Required: CH518, CH550 or PH551 or PH651/2/3, CH 590 or PH564, NE536
 - Recommended: NE537 or NE516
- Physical:
 - Required: CH550, CH651, CH652, CH553
 - Recommended: CH511, CH512, CH513, CH660, CH696, CH590, and CH697
- Organic:
 - Required: CH535, CH630, CH631, CH632, CH633 and three different special topics courses (CH636/7/8)

Master's and PhD Thesis

<http://gradschool.oregonstate.edu/progress/thesis-guide>

The Graduate School Thesis Guide provides detailed information on proper formatting of your thesis, electronic submission and submission requirements prior to the final exam. Provide each member of your committee with a draft of the thesis two weeks before the thesis defense. Pretext pages must also be submitted to the Graduate School at the time of scheduling the defense.

Two copies of your thesis can be printed at no charge by Student Multi-Media Services in the Valley Library, <http://oregonstate.edu/is/mediaservices/sms/> Media Services will print additional copies for a fee, or you may print them for yourself.

B & J Bookbinding in downtown Corvallis is recommended for binding your thesis, <http://www.cornerstoneassociates.com/bj-bookbinding.html>. They have low prices, a turnaround time of about two weeks, and use traditional binding methods. If you are leaving the area, they can mail the finished product.

Master's Program

Master's students must fulfill the requirements set by both the Graduate School and the Chemistry Department. Your major professor, graduate committee, and the department faculty monitor your progress. Master's programs may be formed either with a research thesis or with a research project. The table below helps to compare the Master's thesis vs. research project options.

Master's with Thesis vs. Master's with Research Project		
	Thesis	Research Project
Format	Typically 75-100 pages, thesis format according to Graduate School requirements.	Typically less than 25 pages, format is choice of student and advisor
Content	Original work including original questions, data analysis and writing; includes primary data collection by the student.	Original work including original questions, data analysis and writing; may include primary data collection by the student.
Committee	Advisor, 2 additional committee members, and GCR.	Advisor and 2 additional committee members.
Assessment	All committee members review the final draft and provide input at the defense.	Advisor reads final draft and assigns a letter grade. Grade must be B or better.
Role in final exam	After the oral presentation, student is examined primarily on the thesis but also on related coursework.	After the oral presentation, student is examined primarily on coursework but also on the project.
Significance of degree	Admission to a PhD program or a successful job search often requires evidence of the ability to conduct independent research and clearly communicate results. Either a thesis or a project can indicate these abilities.	

Master's program meeting

The purpose of your initial program committee meeting is to approve your Program of Study and to outline coursework or research project plans. You must file a Program of Study with the Graduate School at least 15 weeks before your final exam. The Program of Study should be approved before scheduling your final exam. Bring copies of your proposed Program of Study to the meeting.

Master's program of study

A standard Master's program includes a total of at least 45 credits. Of these 45 credits, up to 9 credits can be from blanket-number courses such as CH505 or CH607.

- Master's with thesis programs must also include 6 to 12 credits of thesis research, CH503, and at least 27 credits from regular (not blanket-number) courses.
- Master's with research project programs must also include 3 to 6 credits of CH501 or CH505. Research credits should be labeled "in lieu of thesis". You must also include at least 33 credits from regular (not blanket-number) courses.

Some additional rules:

- Master's students may declare a major and a minor; the minor is optional. If a minor is listed, please consult with the Graduate School about the labels for the areas and your committee make-up.
- If you begin in a PhD program and later change to an Master's degree, up to 6 previously-earned thesis credits (CH603) can be converted to Master's research credits (CH501) in lieu of thesis.
- A limited number of credit hours from one OSU Master's program can be applied to a different Master's degree. Credit transfer requires department approval.
- Master's coursework can generally be applied to a PhD program within the same department.

- A maximum of 15 credits of graduate coursework from another university may be transferred into your program, but any credits previously used on a Master's program at OSU or elsewhere is not eligible.
- Master's programs must include at least 30 hours of coursework taken at OSU after admission into a graduate program.
- Courses taken as S/U (Satisfactory/Unsatisfactory) cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can be used.
- All work, courses, research, and exams must be completed within 7 years of enrollment.
- Courses with grades below B- cannot be used as part of the study program.

Master's students do not take a preliminary oral exam, but must pass a final oral exam. You must have a minimum GPA of 3.00 to schedule the final oral examination. Any incomplete grades on courses on the program must be completed prior to scheduling the final oral examination.

Some deadlines for your Master's degree final exam and program completion

Four months before the final oral exam:

- Submit your approved program of study to the Graduate School for auditing.

At least one term before final oral exam:

- Submit draft of thesis or paper to major professor.

At least two weeks before final oral exam:

- Coordinate with your committee to set a time and date for your final oral exam.
- Reserve a room for the exam
- Schedule your final oral exam with the Graduate School
- Submit a diploma application to the Graduate School
- Inform the Chemistry Office so the exam announcement goes out
- For thesis option, distribute a defensible copy of your thesis to your committee
- Bring or email pre-text pages of your thesis to the Graduate School.
- For project option, submit a copy of the project report to the Chemistry Office

Within six weeks after oral examination or 1st day of following term (whichever comes first):

- Submit a final report or thesis in PDF form to ScholarsArchive, following instructions at guides.library.oregonstate.edu/scholarsarchive/GradDeposit.
- Research project – email PDF version to guides.library.oregonstate.edu/scholarsarchive/GradDeposit. Ask the library staff to post your research project report to Thesis, Dissertations and Research Papers (Chemistry).
- For thesis option, submit your thesis to ScholarsArchive. Instructions can be found at <http://guides.library.oregonstate.edu/scholarsarchive/GradDeposit>
- For thesis option, submit a signed ETD Submission Approval Form and copy of your title page to the Graduate School, following instructions posted at <http://gradschool.oregonstate.edu/progress/thesis-guide>. Also submit an electronic copy to the Chemistry Office, and a copy to your major advisor
- Prior to leaving campus
- Arrange to meet with the Associate Dean for Academic Programs for an exit interview.
- Complete the exit survey and check-out form and bring them to the appointment.
- Complete the Exit Checklist found at <https://chemistry.oregonstate.edu/files/chem/u31/Graduate%20Student%20Exit%20Checklist.pdf>

PhD Program

As a PhD student, you must fulfill the requirements of both the Graduate School and the Chemistry Department. The level of work must be consistent with the degree. The PhD degree is granted primarily

for creative and scholarly achievements. Your major professor, graduate committee, and the department faculty monitor your progress.

PhD Program meeting

The purpose of your initial program committee meeting is to approve your Program of Study and to outline research plans for the coming years. You are responsible for convening a program meeting and filing a study program with the graduate school between May 1 and May 15 or before the end of your 3rd term at OSU. Bring copies of your proposed Program of Study to the meeting.

PhD Program of Study

A standard PhD program includes a total of at least 108 credits, with at least 27 credits from regular (not blanket-number) courses and at least 36 credits of CH603 (thesis research). You may register for as many credits of CH603 as needed to give 108 total credits.

- No more than 15 credits of blanket-number courses other than CH603 may be included.
- There is no limit on the number of graduate credits transferable from another institution to a PhD program at OSU.
- Credit from a Master's program at OSU may be used on your PhD program.
- A minimum of 36 credits of graduate work must be completed on-campus, in residence, to meet the residency requirement.
- Courses taken as S/U (Satisfactory/Unsatisfactory) cannot be used as part of your graduate program, but P/N (Pass/No Credit) courses can be used.
- Courses with grades below B- cannot be used as part of the study program.

Some PhD students obtain a concurrent non-thesis Master's degree. An application to the Graduate School is required to enroll in concurrent degree programs. The Master's final oral exam may be scheduled on the same day as the PhD preliminary oral exam. All coursework for the Master's degree must be completed prior to this exam.

PhD Preliminary Oral Examination

To advance to candidacy, PhD students must pass an oral preliminary examination by their doctoral committee near the completion of their coursework. This two-hour exam examines mastery of concepts and preparedness to complete thesis research. The exam may include a presentation of your progress on thesis research, research proposals (generally on topics pre-approved by the major advisor or the committee), and/or general questions about your area of chemistry.

The oral preliminary exam is normally scheduled during the third year of graduate study. At least one complete academic term must elapse between the time of the preliminary exam and the final defense. Students are responsible for scheduling the preliminary exam with the Graduate School and with all committee members two weeks in advance. After successfully completing their oral exam, students advance to candidacy for the PhD degree.

PhD Final Examination / Thesis Defense

After completing their PhD research and preparing their theses, students take a final oral exam / thesis defense. The meeting is normally 2 hours in length and begins with an oral presentation of the thesis research that is open to the public. This is followed by a closed-door exam by the committee focusing on your thesis work and your field of specialization. Schedule this exam with the Graduate School and your committee as a 2-hr meeting at least two weeks in advance. The final exam must be scheduled at least one full academic term, but no more than five years, after completion of the preliminary exam.

Some deadlines for your final exam and PhD completion

Four months before

- Submit approved program of study to the Graduate School for auditing.

Two weeks before

- Submit diploma application to the Graduate School, except for spring (see <http://gradschool.oregonstate.edu/progress/deadlines> for commencement deadlines)
- Coordinate with committee to set a time and date for the exam.
- Reserve a room for the exam
- Schedule final oral exam with the Graduate School
- Inform the Chemistry Office so the exam announcement goes out
- Submit pre-text pages to the Graduate School for editing.
- Distribute a defensible thesis copy to your committee.

Six weeks after or before the first day of the following term (whichever comes first)

- Submit final Electronic Thesis, instructions at <http://guides.library.oregonstate.edu/scholarsarchive/GradDeposit>
- Submit signed ETD, copy of title page, and Survey of Earned Doctorate Certificate of Completion to Graduate School
- Submit one final thesis copy (electronic) to the Chemistry Office, and a copy to your major advisor.

Before leaving campus

- Arrange to meet with the Associate Dean for Academic Programs for an exit interview.
- Complete the exit survey and check-out form and bring them to the appointment.