

UNIVERSITY OF WISCONSIN-MADISON

Department of Chemistry
Graduate Program Handbook

August 2017

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I. Introduction to the Graduate Program in Chemistry at UW-Madison

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Full List of People in the Department of Chemistry <http://chem.wisc.edu/people>

Helpful Websites

Department of Chemistry <http://chem.wisc.edu/>
Graduate School <https://grad.wisc.edu/>
Department of Chemistry Intranet <http://chem.wisc.edu/intranet>
Registrar <https://registrar.wisc.edu/index.htm>
International Student Services (ISS) <https://iss.wisc.edu/>

1.2 Program Overview

For decades, chemistry at the University of Wisconsin has attracted outstanding students, faculty, and staff. In addition to having a broad choice of high-quality courses, seminars, and research projects, students at all levels benefit from informal interactions with exceptional research scientists. The Department of Chemistry's reputation for excellence is nationally recognized by funding agencies such as the National Science Foundation, National Institutes of Health, and the Department of Energy, as well as corporate and nonprofit research sponsors.

The research atmosphere at the University of Wisconsin, and especially in chemistry, is a distinctive feature. Collegiality and collaboration are the rule. Multiple research groups regularly come together for various supergroup research and literature seminars, broadening students' exposures to a variety of viewpoints and techniques. This free intellectual and technical exchange, together with talent and enthusiasm for science, creates a very stimulating environment. For students whose research interests extend into fields bordering chemistry, we provide opportunities for coursework, collaborative research, and seminars in many other departments. Upon approval by the graduate student's dissertation adviser, collaboration is possible with the Wisconsin Institute for Discovery, Enzyme Institute, the molecular biology program, the biophysics program, the School of Pharmacy, the Departments of Bacteriology, Biochemistry, Genetics, Mathematics, Physics, Computer Sciences, and the College of Engineering. Multiple faculty members have industrial collaborations, for example, 3M, AbbVie, Dow Chemical, Eli Lilly, Ford Motor Co., Lonza, LyondellBasell, Merck, Sigma Aldrich, Silatronix, among others.

In addition to our research being collaborative, it is also quite diverse. There are six areas of chemistry (paths), at UW-Madison. The six paths include analytical chemistry, chemical biology, inorganic chemistry, materials chemistry, organic chemistry, and physical chemistry. At a more granular level, the following sub-disciplines are currently represented among our research groups.

Astrochemistry	Catalysis	Environmental Chemistry	Molecular Dynamics	Proteomics
Bioanalytical Chemistry	Chemical Biology	Genomics	Organometallic Chemistry	Reaction Mechanisms
Bioinorganic Chemistry	Chemical Education	Hard Materials	Photochemistry	Soft Materials
Biomaterials chemistry	Computational Chemistry	Instrumentation	Physical Organic Chemistry	Solid-State Chemistry
Bioorganic chemistry	Electrochemistry	Laser Chemistry	Polymers	Surface Science
Biophysical chemistry	Energy	Macromolecular Science	Protein Chemistry	Synthetic Chemistry

First-year graduate students select from a nucleus of fundamental courses in areas such as thermodynamics, organic reaction mechanisms, quantum mechanics, spectroscopy, kinetics, transition metal chemistry, instrumental analysis, MO theory of organic systems, organic synthesis, etc. Specialized courses at the advanced level are also offered; these vary from year to year. Coursework in the major area follows the six graduate paths (analytical, chemical biology, inorganic, materials, organic, and physical). Each path has 2-3 required, or core, courses that must be taken. To fulfill the 9 credit minor requirement, each student must take several courses in areas outside his or her dissertation specialization area. All courses are listed in [The Guide](#).

1.3 Authoritative Structure

1.3.1 The Graduate School

The Graduate School is part of the [Office of the Vice Chancellor for Research and Graduate Education](#). Click [here](#) to view the Graduate School organizational chart. The Graduate School is the ultimate authority for MS and PhD graduate studies at the University of Wisconsin-Madison. The Graduate School determines minimum admission requirements, degree completion requirements, as well as degree deadlines.

Please visit the Graduate School website for more information about admission and degree requirements.

<https://grad.wisc.edu/>

1.3.2 Department of Chemistry

Degree requirements beyond the minimum required by the Graduate School are specified by the Department of Chemistry. The policies in this handbook have been approved by the Department of Chemistry and are subject to review and update.

II. Admission to the Graduate Program in Chemistry

2.1 Graduate School Admission Requirements

The Graduate School sets the minimum requirements for admission. A minimum undergraduate grade-point average (GPA) of 3.00 for the equivalent of the last 60 semester hours (approximately two years of work) or a master's degree with a minimum cumulative GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. All GPAs are based on a 4.00 scale. The Graduate School will use your institution's grading scale. Students should not convert their grades to a 4.00 scale. A bachelor's degree from a regionally accredited U.S. institution or comparable degree from an international institution is also required for admission. For applicants whose native language is not English, proof of English proficiency is required. More information can be found on the Graduate School's website

<https://grad.wisc.edu/admissions/requirements/>.

2.2 Department of Chemistry Admission Requirements

2.2.1 Undergraduate Degree and GPA

The student must complete a bachelor degree before beginning the graduate program in chemistry. Graduate students usually hold a bachelor degree in chemistry or in a related science with a strong background in chemistry. International applicants must have a degree comparable to an approved U.S. bachelor degree. A minimum GPA of a 3.0 (on a 4.0 scale) is required. The average GPA for admitted students is 3.7.

2.2.2 Background Coursework

Prospective graduate students are expected to have satisfactorily completed the equivalent in lecture and lab of general chemistry, analytical chemistry, inorganic chemistry, organic chemistry, and physical chemistry; one year of physics; and mathematics through calculus. Students who have not completed all the prerequisites may be admitted in exceptional cases, but any deficiencies must be addressed in the first and second year of graduate study as agreed by the path chair and research advisor.

2.2.3 GRE

Students are required to submit the General Graduate Record Examination (GRE) score. The Chemistry Subject test is required for international applicants and strongly encouraged for domestic students. The minimum expected GRE

percentiles are as follows: verbal 40%; quantitative 70%; analytical writing assessment score of 3.0. The average values for admitted students are as follows: verbal 81%; quantitative 81%; analytical writing assessment score of 4.3.

2.2.4 Research Experience

Undergraduate research experience is strongly recommended. Nearly all applicants accepted into the program have at least 2-4 semesters of lab experience.

2.3 Required Documents for the Admission Application

- Personal statement (1-2 pages single spaced)
- Resume (1-2 pages)
- Three letters of reference (additional letters not recommended)
- Transcripts of all previous undergraduate and graduate work (one transcript from each institution attended). These transcripts are unofficial and can be copied and uploaded from your student file. If an offer is extended an official transcript from the undergraduate institution is required.
- Official Graduate Record Examination (GRE) general test scores
- Optional but highly recommended: Official GRE chemistry subject test score
- Official English Language Proficiency test scores for applicants whose native language is not English and who have not attended an English-speaking undergraduate institution.
- A completed online application form including payment

2.4 Admissions Timeline

September: Application opens

December 15: Application deadline

December-February: Students are selected for admission

February and March: Graduate Student Recruiting Weekends

April 15: Student decision deadline

2.5 English Proficiency

2.5.1 TOEFL or IELTS

All international students who are not native speakers of English and whose undergraduate instruction was not taught in English, are required to submit the results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) before admission to the University of Wisconsin. The minimum required proficiency scores are

- [TOEFL](#) requirement: 92 internet (iBT); 580 paper-based test (PBT)
- [IELTS](#) requirement: 7.0

An admitted applicant whose TOEFL score is below 105 or whose IELTS score is below 7 must take an English assessment test upon arrival. Applicants with a score below 100 (internet-based) or IELTS below 6 are rarely accepted. To be valid, TOEFL or IELTS scores must be less than 2 years old from the first day of class at the proposed term of entry.

2.5.2 SPEAK Test

The SPEAK test is the institutional version of the Test of Spoken English (TSE), a test designed by the Educational Testing Service to assess speaking skills. The SPEAK test is used to evaluate the spoken English of international teaching assistants (TAs). This test is available only to students holding or under consideration for a teaching assistantship. The SPEAK test and enrollment in an ESL course, if recommended, is required for many new international graduate students as a condition of admission, based on TOEFL scores. A student's program cannot waive the SPEAK test and ESL course requirements. International students who score a 26/30 or higher on the speaking section of the iBT TOEFL test, or 8.0 or

higher in the speaking section of IELTS are exempt from taking the SPEAK test and are eligible to teach with no further English language testing requirements.

2.6 Office of International Student Services (ISS)

The Office of International Student and Scholar Services (ISSS) is the campus office devoted to international students and provides a variety of services and advising. International graduate students must check in with ISS when they arrive on campus to have their employment eligibility verified (Form I-20). ISS provides services such as transportation assistance, orientation to campus and community life, housing assistance, and information about social opportunities. They also advise on such issues as income tax, immigration regulations and documents, optional practical training (OPT), and job search strategies. Their website is <https://iss.wisc.edu/>.

III. Information for Incoming PhD Students

3.1 New Student Checklist

A Payroll & Benefits checklist for incoming graduate students can be found here:

<https://www.chem.wisc.edu/deptfiles/GradProgOffice/New%20Student%20Checklist.pdf>

Incoming graduate students will receive an email in July prior to fall arrival containing Payroll & Benefit information and action items.

3.2 Orientation and TA Training

3.2.1 Orientation to the Department of Chemistry

Orientation to the PhD program occurs during the 3rd week in August. All incoming graduate students are required to attend. The following activities will take place:

- International students will take the Speak Test in Van Hise Hall, Room 250
- Students will get their photograph taken to be used for posters of the incoming students in each path and the chemistry website
- Welcome session with introductions of faculty and staff and introduction of the incoming graduate students
- Overview of the university graduate student benefits package
- Presentation about the group-joining process
- Advising to select courses. Students attend the session according to the paths they selected on the admissions application
- Fill in the academic schedule cards (blue) to aid in teaching assignments
- Short research presentations by the faculty
- Social activity organized by the second-year graduate students
- Presentation about safety in the chemistry building
- Presentation from the University Health Services (UHS)

3.2.2 Training for teaching assistants (TAs)

Training for teaching assistants (TAs) occurs during the 4th week in August. All incoming graduate students are required to attend. The graduate students will receive their teaching assignments and the following topics will be discussed:

- Responsibilities of being a TA
- UW policies
- Effective teaching practices
- How to assess student work

- Academic integrity
- Instructional technology tools
- Course policies
- Resources for instructors
- Practice discussion teaching
- Practice lab session

3.3 Selecting a Research Group

3.3.1 Overview

During graduate student orientation, most faculty will give a brief overview of their research programs. All new graduate students must attend these sessions, as they are particularly useful in helping to identify faculty who should be interviewed at length about their research. In addition to attending the faculty talks during orientation, students will arrange individual interviews with at least 5 chemistry or chemistry-affiliated faculty as well as conduct at least 3 laboratory rotations. These activities will acquaint the students with the various research opportunities in the department to aid in the decision of which group will best suits their needs and interests. A current listing of the graduate faculty can be found on the Department of Chemistry's website. The [Faculty Interview Form](#) should be used to report which faculty members were contacted during this process. The graduate students sign up to rotate with 3 research groups. The faculty selection is made by filling out and submitting the [Rotation Form](#) before each rotation period. In November students select their top choices of faculty research advisors by filling out and submitting the [Research Group Selection Form](#). A matching process will take place and every effort will be made to pair students with one of their top choices. Any student who has not found a research advisor by the end of their first year of graduate school will no longer be considered to be in good standing and may be removed from the Ph.D. program.

3.3.2 Rotation in Research Groups

The goal of laboratory rotations is to optimize the process of matching first-year graduate students and faculty research groups. Through rotations, new students will gain first-hand knowledge about the research, intellectual approaches, and the environment found within the different research groups. The first-year students are required to carry out three rotations in different groups. The rotation periods are for 3 weeks. For 2017 the rotations are

- Rotation 1: September 11 – September 29
- Rotation 2: October 2 – October 20
- Rotation 3: October 23 – November 10
- Rotation 4: November 20 – December 8 (optional)

During these rotations the student will have the following opportunities: 1) discuss the research, laboratory, and potential projects with the faculty member; 2) interact with students in the faculty member's laboratory; and 3) attend group meetings and/or any associated super-group meetings (schedules permitting). Depending upon the faculty member and student schedule, the student may also engage in research and/or read faculty research papers. The student should contact the faculty member as soon as the rotation is assigned to devise a plan to gain familiarity with the group and research.

During the rotations, students are also free to interact with other research groups, e.g., discuss the research and attend group meetings, etc.

Choosing Research Groups for Rotations: Chemistry and chemistry-affiliated faculty members will present short talks on their research during Orientation. These talks will introduce the student to the research group, but the talks should NOT serve as the sole basis for choosing rotation laboratories. The student should consider the following questions to help make the decision about which group to rotate with and ultimately join:

- Is the group right for your personality? Is the group size comfortable for you? Is the group dynamic right for you? Are you comfortable with the people? (Keep in mind that groups change as students come and go; you will interact longest with students who are closest to you in terms of years in the program.)

- Does the faculty member communicate well with you? Do you like the faculty member's management style? Will you work successfully with this faculty member as your research advisor?
- Is the group right for you scientifically? Does the research interest you? Are you excited about the group's approach to science? Are there several projects you would be eager to work on? Are there instruments or techniques that interest you? Is the faculty member accepting students on the project(s) you are interested in?

Assignment of Rotations: Prior to each rotation, students will provide a ranked list of the top three faculty preferences ([Rotation Form](#)). A committee will make the rotation assignments and will try to accommodate student preferences in making assignments. Students who do not get their first choice in rotation #1 will be given preference when selections are made in rotation #2. Students will not be able to rotate with a research group more than once. Rotations are assigned sequentially, so that if the student's research interests change, the student can change lab preferences accordingly. The due dates for rotation preferences for 2017 are

- Rotation #1 choices due on Wednesday, September 6 at 9 a.m.
- Rotation #2 choices due on Wednesday, September 27 at 9 a.m.
- Rotation #3 choices due on Wednesday, October 18 at 9 a.m.
- Rotation #4 (optional) choices due on Friday, November 17 at 9 a.m.

If a student has not chosen a laboratory after the three rotations, there is an option to conduct a fourth rotation.

There is no obligation that students join a laboratory in which they conducted a rotation – the student can join any laboratory upon mutual agreement with the relevant faculty member.

3.3.3 Additional Faculty Meetings

Students are required to meet with at least five faculty members whose research interests them (print out the [Faculty Interview List](#)). These meetings are in addition to the rotations.

3.3.4 Ranking the Research Groups

Upon completion of laboratory rotations, students submit their top 3 choices for research groups (option to pick 5) in a ranked order via the [Research Group Selection Form](#). This must be submitted by a designated date in November.

3.3.5. Matching of Student and Research Group

Initial Step: By the designated date (Monday, November 13, 2017 at 9 am), first-year students submit a ranked list of **3-5** faculty research advisor selections to the graduate student coordinator (GSC).

Round 1:

- Faculty research advisors (also referred to as principal investigator, PI), are informed of interested students (with rankings unspecified) by the GSC.
- PIs rate interested students (within 24 hours) as **potentially acceptable** (e.g., dependent on space or funding) or **not acceptable**. PIs can (should) rate more students as potentially acceptable than there are available positions.
- PIs indicate maximum number of openings in their group and any contingencies that may affect that number.
- Preliminary match is made between student's top choice and PI, if PI has ranked student potentially acceptable; facilitated by the Graduate Curriculum Committee (GCC); PI must ratify.
- PI commits—**DONE (SUCCESSFUL MATCH)**
- Unmatched students go to Round 2.

Round 2:

- PIs indicate a firm YES or NO for each remaining potentially acceptable student.
- Student gets his/her next highest ranked match if PI has indicated a firm YES; facilitated by the Graduate Curriculum Committee (GCC); PI must ratify.

- PI commits—**DONE (SUCCESSFUL MATCH)**
- Students are informed of matches within 1 week of submission of ranked PI choices.

The path chair or the Graduate Curriculum Committee, all of whom will have knowledge of groups seeking students, will advise unmatched students remaining after Round 2. It is anticipated that this will be a small number of students.

The major role of the graduate student coordinator and the Graduate Curriculum Committee in this process is to communicate student and faculty preferences efficiently and to coordinate these preferences to result in optimal matches. Student preferences have priority. Matches are initiated by students and finalized by faculty.

3.4 Advisor/Advisee Roles

3.4.1 Advisor

The advisor serves a dual role: first, to assist the student in acquiring the highest level of knowledge and competence in the field that is possible; and second, to chair the committee that will determine whether the student has performed acceptably at each of his/her degree milestones. The chair or co-chair of the committee must be chemistry or chemistry-affiliated faculty. Advisors play a role in tracking the student's progress toward degree completion, assisting with course selection and academic planning, and helping students identify possible research mentors, committee members, and opportunities.

3.4.2 Advisee

The advisee is expected to make progress toward the degree. This includes joining a research group in the first semester of the first year; completing the core courses and courses toward the minor by third year; thesis background exam (TBE) by the end of the second year; original research proposal by the end of the third year; fourth year meeting by the end of the fourth year; and submission of their dissertation in the fifth or sixth year.

Both the student and the advisor have a responsibility to make their expectations clear to each other.

3.4.3 Choosing a Faculty Advisor from Outside the Department

A PhD chemistry graduate student can choose an advisor outside of the Department of Chemistry who is not affiliated with the Department of Chemistry if the student's research has been determined to have a significant chemistry component, and if they have a chemistry faculty co-advisor.

When a graduate student in the Department of Chemistry wishes to earn a Ph.D. degree in chemistry in which the work will be carried out under a faculty member who is not a member or affiliated member of the department, the following policy applies: (i) The student's research under the prospective PhD advisor must have a significant chemistry component. The chair of the Department of Chemistry will determine whether the prospective PhD research meets this criterion, seeking advice from faculty members in the Department of Chemistry when warranted. (ii) A member of the tenured chemistry faculty (or tenured chemistry faculty affiliate) must be appointed as the co-advisor. The co-advisor should be familiar in general terms with the area of research that the student will perform and will serve as the chair of the preliminary examination and final examination committees. The choice of the co-advisor is made by the student, in consultation with the prospective PhD mentor, and requires the approval of both the faculty member who will serve as the co-advisor and the chair of the Department of Chemistry. The co-advisor must agree to check at least twice a year (and more often if appropriate) that the student is making good progress toward completing a PhD degree with a significant chemical component and fulfilling all the Chemistry graduate program requirements.

If the prospective PhD research does not have a sufficient chemistry component, then the student may work for the non-chemistry faculty advisor only if the student transfers out of the chemistry graduate program.

3.4.4 Changing Faculty Advisors/Switching Research Groups

Occasionally, a student and faculty advisor develop problems in their working relationship, or a student's research interests may change, or a faculty advisor may move to a different institution, and a student may consider changing

research advisors. This option is always available; students are members of the Department of Chemistry PhD program and only by mutual agreement are members of a particular research group. Students who are dissatisfied with their current faculty advisor are strongly encouraged to talk with an unbiased faculty member (one whose group the student is not interested in joining), the path chair, the department chair, the executive director, or the graduate student coordinator – all of whom can serve as the student’s advocate and counselor. It may turn out that a satisfactory working relationship can be reestablished with the original advisor, or it may be that a change in research groups is the best course of action. In either case, the student will benefit from the support and advice of an uninvolved third party.

A student who (after all above discussions) wishes to change research groups must meet with the path chair, who will coordinate with the relevant area faculty, the department chair, and the graduate student coordinator. The path chair will manage any discussions about changing deadlines for degree requirements as a consequence of the timing of the change in research groups. A [Change of Advisor Form](#), available on the chemistry Intranet, must be signed by the original advisor and the new advisor.

If a student leaves one research group, then another group must be joined within 6 months to maintain “reasonable progress” status.

3.4.5 Changing Paths within the Department

A student who is already in a research group and is interested in changing paths within the department (e.g., from inorganic to materials) should discuss the merits of this action with their faculty research advisor or the executive director. If student and faculty research advisor wish to proceed with a change of path, the student should fill out a [Change of Path Form](#), available on the chemistry Intranet, which must be signed by the student’s faculty research advisor. Any additional requirements and their deadlines will be sent to the student in writing along with the approval of the change in area.

3.5 Advising Resources

Students should always reference the [Chemistry Department website](#), this Handbook, the [Graduate School’s website](#), and the [Graduate School’s Academic Policies and Procedures](#) for answers on various program-related questions. However, when students need further clarification on any of these policies or procedures they should contact the graduate student coordinator.

3.6 Course Registration

Incoming graduate students can register for courses at the beginning of July. They should register for 8 credits of research for fall semester according their path of interest: Analytical (Chem 993, section 1); Chembio (Chem 998, section 1); Inorganic (Chem 994, section 1); Materials (Chem 996, section 1); Organic (Chem 990, section 1); Physical (Chem 992, section 1). During orientation, the students will receive guidance about which lecture courses to take for the fall semester.

In early July students should activate their [Net ID](#) and update their email to their wisc.edu email addresses in [MyUW](#).

3.7 Housing

Incoming students may find roommates via the UW-Madison Chemistry Fall 20XX Facebook group (where XX is the incoming year). Additional information about Madison and housing opportunities is available at the following links: <https://campusareahousing.wisc.edu/>, <http://www.med.wisc.edu/about/living-in-madison-wisconsin/809> and <https://iss.wisc.edu/students/new-students/pre-arrival>

For enrollment or stipend verification services when renting an apartment, please contact Char Horsfall at chorsfall@wisc.edu.

3.8 Catalyst Program

Catalyst is a new program initiated in 2016 to support students during their first year of graduate school. The program, targeted toward (but not limited to) underrepresented minority, low income, and/or first generation graduate students,

consists of a peer-mentoring scaffold and a professional-development seminar series that helps to create a sense of belonging and connectedness to their peers, department, campus, and to the Madison community. Each Catalyst participant is paired with a current graduate student before arriving on campus that will help each member become acclimated to graduate school. Participants will also have the opportunity to attend monthly seminars that build professional skills salient to their success in graduate school, including topics such as establishing a productive work/life balance, cultivating a positive scientific mindset, and fostering an inclusive environment. If interested in being part of this program, please contact Drs. Cheri Barta (cbarta@chem.wisc.edu) or Desiree Bates (dmbates@chem.wisc.edu).

3.9 Miscellaneous Information For New Students

3.9.1 Activate NetID

You will need your NetID and password to access the MyUW-Madison portal at <https://www.mynetid.wisc.edu/activate>. To activate your NetID click on the ACTIVATE NETID button from the My UW Madison login screen. Enter your 10 digit student campus ID number and birthdate. The NetID you create and password you enter are keys to your access to the MyUW portal, so make a record of it and keep it private. If you are unsure about your NetID and password, contact the [DoIT Help Desk](#) at 608-264-4357

3.9.2 UW Photo ID Card (Wiscard)

Get your UW ID card - Wiscard - photo taken at the Wiscard Office (wiscard.wisc.edu/contact.html) in Union South, room 149, M-F 8:30 am - 5:00 pm. You must be enrolled and have valid identification, such as a valid driver's license, passport, or state ID) to get your photo ID.

3.9.3 Free Madison Metro Bus Pass

As a UW student, you can get a bus pass at no charge at the beginning of the fall and spring semesters. Visit the ASM Web site for more information on Madison Metro bus services:

<https://www.asm.wisc.edu/resources/buspass/>. Be sure to bring your UW Photo ID card.

Prerequisite: You must be enrolled

3.9.4 *The Guide to Graduate Student Life*

The Guide is published annually by the Graduate School and contains a wealth of essential information for new graduate student. It covers information about the city of Madison, student services, finances, employment, housing, transportation, shopping, local services, recreation, and healthy living. Check it out at grad.wisc.edu/newstudents

IV. Information for Current PhD Students

4.1 Overview of the Ph.D. Program in Chemistry

Supervision of the chemistry graduate program is the task of the department chair and the executive director. Below you will find a brief summary of the overall departmental program requirements.

4.1.1 Department of Chemistry Course and Seminar Requirements

The PhD program requires:

- A minimum of 15-18 lecture course credits that includes the designated core courses by each path and 9 credits of courses toward the minor requirement. Students should carefully consider which courses prepare them best for their graduate research and professional career.
- Chem 901 (Teaching of Chemistry seminar) in the first semester of the first year.
- Chem 607 (Laboratory Safety) taken in January of the first year.
- Seminar course every fall and spring semester in the appropriate path (Analytical: Chem 920; Chembio: any path seminar; Inorganic: Chem 900; Material: Chem 920; Organic: Chem 940; Physical: Chem 960). Seminars by

leading researchers from other universities and from government and industrial laboratories are given in the Department of Chemistry weekly throughout the academic year. This experience has intrinsic value. Many students also frequently find research seminars in other departments (e.g., Chemical Engineering and Materials Science, Physics, Biochemistry, or Pharmacy) to be of interest.

- Group meeting associated with the advisor in the fall and spring semesters (Chem 964, select section by advisor).
- English language proficiency courses. International students may be required to take these courses, but these courses do not count towards the 15-18 course credits.
- Research course fall and spring semester and summer term (Analytical: Chem 993; Chembio: Chem 998; Inorganic: Chem 994; Material: Chem 996; Organic: Chem 900; Physical: Chem 992). Sections are determined by advisor.
- Each fall and spring semester the pre-dissertator student should sign up for a total of 8-15 credits. Students sign up first for courses and then for research/seminar/group meeting, selecting the number of credits that will bring their total that semester to 8-15 credits (recommended total is 15). Upon reaching dissertator status (see Section 4.4), students sign up for 3 credits each fall and spring semester and summer term in the research course appropriate to the advisor. The dissertator student does not sign up for seminars or group meetings.

All chemistry courses must be at the graduate level (6xx or above). Courses from other departments at the 3xx level may be appropriate but registration for such courses should occur only after consultation with your advisor.

If a student desires that graduate courses taken at other universities count toward the minimum number of credits for a PhD in chemistry, this may be requested using the [Chemistry Course Waiver Form](#), available in the chemistry Intranet.

4.1.2 Course Changes

Important instructions and deadlines are available at the Office of the Registrar's website at <http://www.registrar.wisc.edu>. Prior to deadlines, students may make course changes online via [MyUW](#) Student Center. After deadlines have passed, late course changes (add a class, change credit, change section, drop a class) can be requested via the Course Change Request in MyUW. Course Change Request instructions are found at: https://registrar.wisc.edu/course_change_request.htm, and a demo of the online Course Change Request is available at: <https://registrar.wisc.edu/demos.htm>. For all changes, the Course Change Request must be printed from MyUW and signatures obtained along with written approval from the student's faculty advisor is required.

4.1.3 Auditing Courses

A student auditing a course is expected to attend classes on a regular basis as an observer. Auditors do not take examinations or submit class work. Auditors will receive a final grade of either S (Satisfactory) or NR (No Report). Audit courses do not satisfy any credit, coursework, or degree requirements, nor do they count in fulfilling minimum or maximum credits required in each term. If a student audits a course and does not attend and does not drop it, he or she will receive a grade of NR (No Report). Dissertators who audit a course in addition to the 3-credit research requirement will be removed from dissertator fee status and assessed regular graduate student fees.

To audit a course, a student signs up for the course in [MyUW](#) and then requests a change to audit status. The Course Change Request must be printed from MyUW and signature of the course instructor and advisor are obtained along with a written approval from the student's faculty advisor. The signed form is returned to the graduate student coordinator who will send it to the Graduate School to get the Dean's approval.

4.1.4 Graduate School Guidelines

Graduate School's general guidelines for courses are available at <http://guide.wisc.edu/graduate/chemistry/chemistry-phd/#requirementstext>. Information for completing your degree is available at <https://grad.wisc.edu/currentstudents/degree/>

4.1.5 Time Limits

A candidate for a doctoral degree must take the final oral examination and deposit the dissertation within 5 years after passing the preliminary examination (i.e., obtain dissertator status). If this timeline is not met, the student may be required to take another preliminary examination and to be admitted to candidacy a second time. Most graduate students receive their PhD within 2-3 years after becoming a dissertator.

A student's program may appeal these time limits through a written request to the Graduate School degree coordinator. The appeal should provide information demonstrating that the student has remained current in the field of study. This information may include a resume showing applicable work experience and/or official transcripts from other schools attended.

4.2 Registration: Tuition, Fees, and Taxes

4.2.1 Registration

All students must use the online enrollment system. Instructions on how to enroll using [MyUW](#) are available at the Office of the Registrar's website at: https://registrar.wisc.edu/enrollment_information.htm. The Office of the Registrar provides MyUW enrollment demos and tutorials at: <http://www.registrar.wisc.edu/demos.htm>.

There are extra fees for late initial enrollment and late fee payment. These deadlines are available at the Office of the Registrar's website at: <http://www.registrar.wisc.edu>. Students are responsible for the accuracy of their class schedule and for all tuition, fees, and academic consequences that result from that schedule.

To hold a teaching or research assistantship, students must be registered for a full credit load each fall and spring semesters: (i) 8-15 credits for pre-dissertator students and (ii) 3 credits for dissertators. Pre-dissertator students must register for 2 credits and dissertators register for 3 credits during the summer term.

4.2.2 Appointments

The Department of Chemistry guarantees PhD graduate students support through an appointment for 5 years as long as they are making progress toward their PhD degree. The appointment is usually either a teaching assistantship (TA) or a research assistantship (RA). Fellowships and traineeships are also possible.

4.2.3 Tuition Remission

Students with an appointment of 33% or more for an entire semester will receive a 100% tuition remission (also referred to as tuition waiver). Detailed information is available on the Bursar's Office website under [Tuition Remission Policy](#).

4.2.4 Segregated Fees

Graduate students are charged segregated fees fall and spring semesters and the summer term. The fees are assessed by credit hours (see [Tuition and Fees](#) and click on the term and students career, either graduate or dissertator) and cover the University Health Services, Student Union facilities, bus pass, and recreational facilities, among others. For more information, see Information about [Segregated Fees](#) at the Office of the Registrar. Notices regarding a student's tuition will be sent to the students' Student Center. This is the only way that students will be contacted regarding their fee statement.

International students are charged an additional fee fall and spring semesters and the summer term to fund the [International Student Services](#).

4.2.5 Taxes

All graduate students employed at the University must meet two conditions for exclusion from FICA tax withholding: (1) students must enroll for full credits each semester and (2) appointments must not exceed a combined total of 50% or 20 hours per week. This applies to all University employment, including assistantships, during the summer as well as the academic year. For detailed information, see [Appendix 2](#) in the Graduate School's Policy & Procedures.

4.3 Graduate Assistant Appointments

4.3.1 Overview

UW–Madison graduate students are given an appointment, either teaching or research, to support their education and training. PhD graduate students are guaranteed an appointment for 5 years if they continue to make progress toward the PhD degree.

Graduate students who have at least a 33.4% appointment for a fall or spring term are eligible to receive full tuition remission/waiver.

4.3.2 Teaching Assistantships (TA)

In the first two years, most graduate students will be appointed as teaching assistants. No restrictions on the type of assignment should be inferred from the title. The graduate student may be assigned to grading, developing written solutions to problem sets, instructing laboratory or recitation sections, developing new laboratory experiments, other duties, or a combination of any or all of these. Students should note that an appointment as teaching assistant during the fall or spring semesters covers a 19-week period (and not just the 15-week instructional period). Teaching assistants need to be available during the entire 19-week period. For a policy governing any absences during this period, please see the "Teaching Assistant Leave of Absence" policy (section 4.3.6).

All Teaching Assistants for whom English is a second language are required to take the SPEAK Test before the start of the of August orientation. The Speak Test assesses proficiency of spoken English to determine the type of teaching duties you can be assigned. If that exam is not passed, the student is required to take an English language course in each term until they are able to demonstrate a sufficient mastery of language skills.

4.3.3 Teaching Assistant (TA) Duration

Appointments to the teaching staff are normally offered on a semester or summer term basis. In making its plans for the succeeding year, the department infers from the acceptance of such offers that graduate students accept the commitment to remain for the full semester or summer term. Some summer teaching appointments are available in connection with the limited offering of chemistry courses in the summer.

Graduate assistants on the teaching staff should expect to devote a total of about 18 hours per week to a 45% appointment or 10 hours per week to a 25% assignment. This time requirement may vary considerably from week to week. Assignments that miss this estimate significantly should be brought to the attention of the faculty in charge of the course or the executive director of the Department of Chemistry.

4.3.4 Teaching Assistant (TA) Training

During orientation each August and the week before classes start in January, TA training is conducted. This training is mandatory for graduate students who have not taught the course before.

4.3.5 Research Assistantships (RA)

Appointments as research assistants are made from funds granted by government agencies, non-profit foundations, or other sources for specific research projects proposed by members of the faculty. Such appointments are normally arranged between the graduate advisor and the student. The research performed under these appointments may be used to satisfy dissertation requirements. Research assistantships are nearly always made at the 50% time level or above (i.e., full tuition remission/waiver is provided), and the stipend level is set by the Department of Chemistry.

The research appointment percentage is merely a mechanism for setting the stipend amount and does not correlate to any particular requirement for hours of work. For example, if a graduate student is supported by a research assistantship at a 50% level, he or she would receive a stipend of \$26,497, which is calculated by 60% of the minimum annual basis of \$44,162. More information is available at <https://www.ohr.wisc.edu/polproced/UTG/StuAsstApptT.html>.

The continuity of a research assistantship is subject to the continued availability of funds. The Department of Chemistry does, however, attempt to find alternative support in case of an unexpected termination/interruption of a research

grant or program. To ensure reappointment in subsequent periods as an RA, it is expected that research assistants will remain on duty during periods between terms, and that they will devote all their time, except that pre-empted by studies, to the research program providing their appointment.

4.3.6 Summer Support

Support for the summer is independent of academic year support and may come from some combination of three different sources: teaching assistantships, research assistantships, and departmental fellowships. The sources of support for students will normally be communicated to them by their advisors. Research assistants will also be paid according to regular payroll dates but appointments may begin and end at different times during the summer and stipend amounts may differ from the academic year. Students should check with their research advisor and/or chemistry payroll staff to learn the schedule of payroll dates for individual situations.

4.3.7 Teaching Assistant Leave of Absence Policy

If a student appointed to a teaching assistantship needs to leave campus for an extended period during the fall or spring semesters or summer term, the following departmental procedures apply. This policy also applies to situations where a student is not able to return in a timely fashion as originally planned. This includes delays due to U.S. visa issues that cause a delay in a student's return to campus.

- Students on TA contracts must be available for assignment to appropriate teaching duties every day the semester is in session.
- A student appointed as a TA must obtain permission from both their advisor and the lab director to go on an extended leave (three or more days). Leaves will normally be granted only for one of the following reasons: (i) illness, (ii) family or personal emergency, and (iii) activities that are directly related to research, i.e., attending a scientific conference or making a research visit to another institution. In all cases, permission to be absent will be granted only if the absent TA has been able to arrange for adequate substitutes to cover their assigned duties and have informed the instructor for the course.
- If the TA has not yet chosen a research advisor, the executive director must grant permission to go on an extended leave.
- If a TA is not able to return on or before the agreed-upon date, the student will automatically lose his or her TA funding for the period of time they are absent and they may risk losing their TA appointment for the remainder of the term.

4.3.8 Outside Employment

Graduate assistants and fellows are strongly discouraged from accepting outside employment during the term of their appointment or award. Outside employment does not apply to internships. This reflects the faculty's conviction that prompt completion of graduate degree requirements should be the only demand on a graduate student's time other than duties related to a teaching assistant appointment. If the graduate student decides to be a private tutor for pay, he or she should consult with their advisor prior to doing so. Outside employment without the prior approval of the advisor and executive director may jeopardize their position in the graduate program.

4.3.9 Stipend End Dates

Graduate students who complete all degree requirements at any point during a semester or term remain officially enrolled and retain student status through the official degree conferral date for that term. Degrees are conferred three times per year: May, August, and December. The official conferral date can be found on the Office of the Registrar's [Conferral Date Information](#) webpage.

Funding for graduating students: Graduate assistants, fellows, and trainees may remain on the payroll until the end of the term, as stated above, or may be removed if necessary for a change of status (e.g., to a post-doc or academic staff position) or end of grant funding. If a student is removed, the Bursar's Office will check with the Graduate School to confirm graduation at the end of the given term and will maintain tuition remission for appropriately funded students if the student remains on payroll through the dates listed below:

Doctoral candidates: through the date of dissertation deposit or through the official conferral date of term;

Terminal master's candidates: through the completion date stated on warrant or through the official conferral date of term;

Window Period Degrees: The "Window Period" is the time between the end of one degree period and the beginning of the next. Students must have been registered for the previous semester (Fall, Spring, or Summer). If all degree requirements are met by the end of the window period, a student's degree will be granted for the following semester. Students will not have to register or pay fees for the next semester.

In order to remain on payroll, a student must be enrolled. If degree requirements are completed during the window period, the student is not enrolled and does not retain student status through the conferral date for that term. Therefore, the student cannot remain on payroll through the conferral date for that term.

International students: contact [ISS](#) for guidance on the degree completion date and its impact on the visa status.

4.4 Department of Chemistry PhD Requirements Timeline

First Year

- ✓ TA Training: TA Training should be completed the first week before the beginning of fall and spring terms.
- ✓ Rotations: Three research group rotations, completed by early November.
- ✓ Choose a research group: matching process completed by the 2nd week of November
- ✓ Coursework: Required coursework varies by path (see below for detailed coursework requirements for each path). All first-year students take Chem 901 in the fall term and Chem 607 in mid-January, usually 1 week before the spring term begins. All coursework is to be completed by the end of the third year.

Second Year

- ✓ Coursework: Required coursework varies by path (see section 4.5.1 for detailed coursework requirements for each path).
- ✓ Fill out the Minor Agreement Form when coursework is halfway completed and return to the graduate student coordinator.
- ✓ Select first two members of faculty thesis committee for thesis preliminary examination (advisor is third member of committee; advisor may offer recommendations for other members)
- ✓ Thesis preliminary examination: The examination will consist of a written report and an oral defense to the student's faculty committee.

Third Year

- ✓ Coursework: complete final courses
- ✓ Original Research Proposal Examination: The examination will consist of a written proposal and an oral defense to the student's faculty committee.
- ✓ Successfully passing all program requirements through the third year will complete the requirement for admission to candidacy (dissertator status).
- ✓ At least three weeks before oral defense of the Original Research Proposal, request warrant to become a dissertator using the [online submission form](#)

Fourth Year

- ✓ Fourth-year presentation: Students will give an oral presentation of their dissertation research to the student's faculty committee. The oral presentation is open to the department. The chem bio, inorganic and organic paths use this format.
- ✓ Fourth-year meeting: Students answer a series of questions about their dissertation research and discuss the answers with the student's faculty committee. The analytical, materials, and physical paths use this format.
- ✓ Both formats are intended to demonstrate good progress towards completing the dissertation and map out the final year(s) towards that end.

Fifth Year

- ✓ Select final two members of dissertation faculty committee
- ✓ Dissertation Defense: The examination will consist of a written dissertation and an oral defense to the student's faculty committee.

- ✓ At least three weeks before oral defense, request PhD Final Degree warrant using the [online submission form](#)
- ✓ Students who have not set a date for their dissertation defense by the end of their fifth year will meet with their mentoring committee members at least once per year until completion of the degree.

4.5 Selection of a Path in the Department of Chemistry

The department has six paths or areas of specialties: analytical chemistry, chemical biology, inorganic chemistry, materials chemistry, organic chemistry, and physical chemistry. Students indicate a path when they apply to the PhD program, but may change paths during advising at orientation or when they choose a research group. During orientation week, incoming graduate students will hear research presentations from the faculty and then meet with a path advisor in their area to determine which courses they should take during their first semester. If an incoming student wishes to be formally part of a different path than listed on the admissions application, then the student is required to consult with the path chairs of both paths before any final decision about the change is made. A student who is already in a research group and is interested in changing paths within the department (e.g., from inorganic to materials) should first discuss the merits of this action with their advisor. If student and advisor wish to proceed with a change of area, then the student must present the request to both the original and new path chairs. If the request is approved, then the student should see the graduate student coordinator to obtain a [Change of Path form](#), which must be signed by the original and new path chair. Any additional requirements and their deadlines will be sent to the student in writing along with the approval of the change in area.

4.5.1 Path-Specific PhD Requirements

- Each path has specific courses that are required. These courses are called the “core” courses.
- Coursework requirements by path
 - Analytical <https://www.chem.wisc.edu/content/analytical-requirements>
 - Chemical Biology <http://www.chem.wisc.edu/content/chemical-biology-requirements>
 - Inorganic <https://www.chem.wisc.edu/content/inorganic-requirements>
 - Materials <https://www.chem.wisc.edu/content/materials-requirements>
 - Organic <https://www.chem.wisc.edu/content/organic-requirements>
 - Physical <https://www.chem.wisc.edu/content/physical-requirements>
- Summary of path-by-path PhD requirements <https://www.chem.wisc.edu/content/summary-path-path-phd-requirements>
- Timeline view for all paths <https://www.chem.wisc.edu/content/timeline-path-path-phd-requirements>

4.6 Graduate School Minor Requirements

The Graduate School requires that each student takes courses outside of their principal subject of concentration (i.e., their chemistry path) to provide educational breadth. Additional courses from one or more related fields outside of the “major or major path” are called the “minor”. The Graduate School minor course requirements may be satisfied by Minor Option A (Focused) or Minor Option B (Distributed). Courses for the minor must be 300 level or above in chemistry or in another department, such as computer science, engineering, biochemistry, etc. Chemistry 99x courses (research and theses) or seminar courses cannot be counted toward the minor. To ensure coherence, minor courses must be approved by the advisor. The Minor Agreement form must be filled out and returned to the Chemistry Graduate Office (2108) **no later than half way through your coursework**. The form can be found at the following link under the tab *Degree Requirements, Warrants, and Graduation* <https://www.chem.wisc.edu/content/graduate-students>

4.6.1 Minor Option A (Focused)

Requires a minimum of 9 credits in a single department or field of study. The student chooses courses from a particular university department that covers a discipline related to chemistry. See individual department for specific requirements, as many require more than 10 credits. This option requires signatures of your major advisor and of the minor department/division chair.

4.6.2 Minor Option B (Distributed)

Requires a minimum of 9 credits outside of the student's major (chemistry path). These courses can be any combination of courses in the chemistry department and/or other departments. Option B requires the signature of the major advisor.

4.7 Waived Course Work

A graduate student can receive a Departmental waiver for up to [12 credits](#) toward UW-Madison PhD course requirements for courses taken at other institutions. These courses will not appear on the UW-Madison transcript nor count toward the graduate career GPA at UW-Madison. Coursework earned ten or more years prior to admission to a doctoral degree is not allowed to satisfy requirements. If a student desires that graduate courses taken at other universities count toward the minimum number of credits for a PhD in chemistry, this may be requested by including the courses on the [Chemistry Course Waiver Form](#), available on the chemistry Intranet, and getting the signature of the UW-Madison faculty who taught a similar course at UW. The Chemistry Course Waiver Form should be returned to the graduate student coordinator who will get the final approval from the Graduate Curriculum Committee.

To waive courses, the student fills out the Chemistry Course Waiver Form

1. Identify a graduate course at UW-Madison that is similar to the course taken at another institution, include the UW-Madison course number, course name, and number of credits.
2. Identify a faculty member who has taught the UW-Madison course.
3. Describe
 - a. other institution course name, instructor, and number of credits
 - b. a short description of the course
 - c. your grade in the course
 - d. Include the syllabus of the course taken at the other institution
4. Ask the UW-Madison faculty to sign the Chemistry Course Waiver Form
5. Give the form to the graduate student coordinator to finalize the waiver.

When using Chemistry Course Waiver Form for the minor courses or major path courses, attach the form from step 5 to the Minor Agreement Form.

4.8 Academic Performance

What follows is a guide to the level of academic performance expected of Ph.D. students. It is necessarily approximate, since decisions regarding any individual student's status are based on an interpretation of the entire record, including any special circumstances.

If a student has any doubts regarding their present academic status, the student should consult with his or her research advisor, the executive director, or the graduate student coordinator. In the following, whenever grade point average (GPA) is mentioned, it means the GPA in actual lecture courses graded on the A-F scale, exclusive of research credits.

Any of the following items on a student's record is considered to be an indication of unsatisfactory academic performance, is a cause for concern, and may jeopardize a student's standing as a Ph.D. candidate:

- **Any course grade below B.** The Graduate School monitors all student grades and adds all students with grades below B on a list of deficient grades that is sent to the graduate student coordinator and shared with the student's advisor.
- **A cumulative GPA below 3.00.** The Graduate School monitors all student grades and adds all students with a cumulative GPA lower than 3.00 on a list of deficient GPAs that is sent to the graduate student coordinator and shared with the student's advisor. A graduate student with a cumulative GPA lower than 3.00 is placed on probation and the graduate student coordinator and/or executive director must write a letter to the Graduate School stating the courses that the student will take to raise his or her GPA.
- **Failure to pass the year-end requirements.** In many cases, students are allowed to repeat the requirement if they do not pass the first time. Repeated failure is considered lack of progress toward the degree and may result in termination.

- **Failure to find a research group.** Students who do not join a research group or decide to leave a research group have 6 months to find a research group.

Once a year, the graduate path reviews the progress of all the graduate students in that path. The student faces the possibility of being asked to leave the PhD program if academic progress has not been satisfactory.

4.9 Completing and Depositing the PhD Dissertation

4.9.1 Dissertation Topic

All candidates for the PhD degree are required to submit a dissertation. The PhD in Chemistry is given for making an original and significant contribution to chemical science as evidenced by a dissertation on original research, which must be defended in the final oral examination. The choice of the dissertation topic is a decision mutually agreed on by the student and the advisor.

4.9.2 Final Exam/Dissertation Defense

During the last year of the PhD program, each student is required to take a final exam (oral defense) on the student's research. At least three weeks before the date selected for the oral defense, the student should submit a request for the PhD warrant. The [PhD Final Degree Warrant Request Form](#) is on the department Intranet.

The doctoral committee must include the research advisor (and co-advisor if the advisor is not affiliated with the Department of Chemistry) and three other members. At least one of the four committee members must be from outside of the student's major program or major field (often from the minor field). Chemistry is one of the few programs approved by the Graduate School to have faculty from different "internal tracks" (e.g., paths) to serve on degree committees as "outside members". If all 4 committee members are from chemistry, the student will need to indicate each faculty member's path association in the notes field of the [PhD Final Degree Warrant Request Form](#), of whom at least one chemistry faculty is identified in a different path. See the [Committee](#) section in the Graduate School Policy and Procedures for the specific requirements of the committee members.

The student gives the committee an advance draft of the entire dissertation one week before the scheduled oral exam. The dissertation defense is advertised throughout the Department of Chemistry and is attended by interested faculty and students.

It is the responsibility of the student to arrange with the committee members a date that is acceptable to all of them. If all committee members' schedules cannot be accommodated, then the Graduate School allows voting members to participate remotely. The committee must be present for the entire duration of the final exam. The committee must meet immediately after the final seminar to vote on whether to accept the dissertation or if additional modifications are needed. The committee members must provide original signatures on the final warrant.

4.9.3 General Procedure for Depositing a Dissertation

A doctoral dissertation must be a dissertator's own work. If it is the result of research enterprises in which others have collaborated, a substantial portion must represent the dissertator's own contribution and the other research participants must be identified.

For specific formatting details see <https://grad.wisc.edu/currentstudents/doctoralguide/> or look at previous dissertations completed by other research group members.

Publication of the doctoral dissertation is required. The university uses ProQuest UMI ETD Administrator to publish the dissertation electronically and on microfilm and to publish an abstract of the dissertation in Dissertation Abstracts, a monthly publication. Dissertators must pay the cost of processing the dissertation and publishing the abstract by ProQuest.

All doctoral dissertations are reviewed by the Graduate School's Office of Admissions and Academic Services. Find more information at: <http://grad.wisc.edu/currentstudents/degree/>.

4.9.4 Exit Surveys

Students must complete the Survey of Earned Doctorates (SED) and the Graduate School Doctoral Exit Survey (DES). Students will receive an email with a link to the survey at the time of the final warrant request.

The doctoral exit surveys must be completed before submitting your dissertation electronically. Each individual survey will provide a certificate of completion once you have submitted the survey. The individual certificates of completion should each be saved as PDF documents to be uploaded in the administrative documents section of the ProQuest/UMI ETD Administrator website.

Directions for completing the doctoral surveys are in the Graduate School's guidelines for completing your degree at: <https://grad.wisc.edu/currentstudents/doctoralguide/>.

4.9.5 Checkout Sheet

Once the dissertation is deposited, students must schedule a final exit interview with the executive director and complete the green checkout sheet. The checkout sheet will be given to the student with the final PhD warrant. The green checkout sheet and a copy of the signed warrant should be returned to the graduate student coordinator.

4.9.6 Diploma

A student's name will be printed on the diploma as it appears on the student's official university record. To change the way a student's name is currently listed requires a completed [Name Change Form](#) submitted to the Office of the Registrar, 333 East Campus Mall, room 11101. For a student's name change to appear on the diploma, the change must be made before the degree deadline in the semester the student will graduate.

The Office of the Registrar will finalize and mail diplomas after the close of the term (May, August, or December) that degrees awarded are certified by the Graduate School. The Office of the Registrar will post the degree on a student's transcript 4-6 weeks from the end of that term. The Office of the Registrar will send diplomas to a student's home or diploma address (not a student's mailing address) approximately 12-14 weeks after degree conferral. Students should update their home or diploma address via [MyUW](#), prior to leaving campus, unless they are international students. International students must enter a diploma address via MyUW to receive the diploma. If a student wants the Office of the Registrar to use a different address, they should enter a diploma address at the MyUW portal.

4.9.7 Certification of Graduation (or 'Degree Completion Letter')

The Office of the Registrar provides Degree Completion Letters. If you have completed all degree requirements and deposited your dissertation and are waiting until the next degree conferral date to receive your degree, you may request and receive a letter indicating that all requirements have been completed.

Students may obtain a letter from the Registrar's Office that verifies degree completion. Find more information at: http://registrar.wisc.edu/degree_completion_letters.htm. This process usually takes 7-10 days after depositing the dissertation. The Department of Chemistry can supply a completion letter signed by the executive director. Contact the graduate student coordinator to request a letter from the department.

4.9.8 Commencement

Once you have met your degree requirements, you may choose to attend a fall or spring [commencement](#) ceremony. Commencement occurs in May and December each year and is coordinated by the Office of the Chancellor. There is no summer commencement ceremony. If you plan to graduate in August, you may attend either the May or the December ceremony. If you want your name to be printed in the commencement program, you must [apply to graduate](#) through your MyUW Student Center by the deadline each semester. You may attend the commencement ceremony even if your name is not included in the commencement program. See commencement.wisc.edu for more information.

4.10 Certification of Full-time Student Status

Students can obtain an official PDF letter certifying enrollment status (full-time, half-time, etc.) through self-service in their Student Center. The PDF version is an official letter. The PDF will be available for immediate download after following these steps:

1. Login to your Student Center via [My UW](#)
2. Go to "My Academics"
3. Click on "Print Enrollment Verification"
4. Select desired terms
5. Download PDF enrollment verification

If this option doesn't fulfill your needs because you require a paper copy, need additional text (e.g. about academic standing or expected graduation date), or something else, please contact certs@em.wisc.edu with additional questions. Additional [information](#) is available at the Registrar Office.

4.11 Department Responsibilities

4.11.1 Keys

Graduate students are issued keys to their assigned office, lab space, and desk by the building manager in room 1227 Chemistry. Copying or altering of keys is not permitted. Additional keys, e.g., for research offices, may be obtained as needed with the authorization from the faculty research advisor. All keys are returned to the building manager when the PhD program is completed.

4.11.2 Email Accounts

E-mail communication is critical in the department. Official communication will be sent to the @wisc.edu email address. Students are responsible for all emails sent to the @wisc.edu address and should check their email at least once or twice a day.

4.11.3 Text Alerts

Students are required to list their cell phone numbers on their personal profile page on the Department of Chemistry website. Go to <https://www.chem.wisc.edu/user/login>, and log in to your account by entering your **Chemistry** username and password. Select "Edit" from the menu, and check to make sure that you have your current cell number entered in the box that says "Cell Phone". This number will not be publicly visible and will only be used for the purpose of emergency alert text messages.

4.11.4 Mail Box

Students are assigned a shared mailbox in Room 1100P and are responsible for checking their mail and removing unwanted items. If there are problems, please contact the mailroom manager.

4.12 Mentoring Undergraduate Researchers

The Department of Chemistry strongly encourages undergraduate students interested in the chemical sciences to pursue undergraduate research. If graduate students are interested in mentoring an undergraduate researcher at any point during their graduate school career, please contact Dr. Cheri Barta (cbarta@chem.wisc.edu, room 2110).

V. Health Care and Benefits

5.1 Health Benefits

All students awarded a fellowship, traineeship, or an assistantship with at least a one-third (33.33%) appointment per term (or an equivalent) qualify for full medical benefits. Graduate students can obtain health and dental care benefits by

purchasing the University-sponsored health insurance. In order to activate medical insurance benefits, students should contact their department's benefits coordinator. The student contribution to the health benefits is taken out of the monthly stipend (after beginning to receive paychecks, see Earnings Statements under Payroll Information in MyUW).

Students who are currently enrolled as UW-Madison students and have paid segregated fees can also use the services of University Health Services (UHS). University Health Services is the health clinic on campus, open to any current UW-Madison student (excluding guest students).

If the graduate student already has insurance through their parents or spouse, they do not need to sign up for university insurance.

5.2 Employee Benefits

5.2.1 Overview

Project/Program Assistants (PAs), Research Assistants (RAs), and Teaching Assistants (TAs), fellows, and trainees who hold at least a 33.33% appointment (or an equivalent) may be eligible for health insurance, vacation, sick leave, and a tuition remission/waiver. Students should contact their department/program staff benefits coordinator for details.

Other sources are <https://grad.wisc.edu/acadpolicy/?policy=appendix2> and the Office of Human Resources <https://www.ohr.wisc.edu/benefits/new-emp/grad.aspx#overview>

5.2.2 Parental Leave

A woman may take up to 12 weeks leave with pay related to the birth of her child; a man may take up to six weeks leave with pay related to the birth or adoption of his child; a woman may take up to 6 weeks leave with pay related to the adoption of her child. Students should contact the Department of Chemistry benefits staff to make arrangements for parental leaves.

5.2.3 Vacation

Although graduate assistants are afforded no formal [vacation leave](#), this does not imply that they cannot take vacation time. Students with teaching assistantships are expected to be available for all duties through each term. Any extended absences must be agreed upon by the student's advisor, and also approved by the executive director of the Department of Chemistry. Students on research assistantships should consult with their advisors regarding the time they wish to take for vacation.

5.2.4 Leave of Absence

Students should notify their graduate program of their intention to take a leave of absence. The Graduate School does not have a formal policy on leave of absence for pre-dissertators. If students have pre-enrolled for a future term and plan to take a leave of absence, they must be sure to drop all courses before the first day of class. Previously enrolled students who wish to return to Graduate School should follow the instructions for Readmission to Graduate School. Any student who does not enroll for a fall or spring term is considered to be a reentry and must pay the Graduate School online application fee.

Dissertators: A candidate for a doctoral degree should be aware that failure to take the final oral examination and submit the dissertation within 5 years after passing the preliminary examination may require another preliminary examination and admittance to candidacy a second time. In addition, the Graduate School requires all dissertators to maintain continuous enrollment. In rare circumstances when this is not possible, a degree completion fee is assessed to recognize the inevitable use of university facilities (including faculty and staff time) up to and including the successful defense of the dissertation.

VI. Graduating with a Master of Science (MS) Degree

6.1 Overview

There are two tracks leading to the Master of Science in Chemistry. Currently the department does not directly admit students seeking the master's degree via either track, except under special circumstances, such as being employed by a local company or in the military. To obtain a Master of Science (MS) degree, the student must meet both the Department of Chemistry and the Graduate School requirements. The student must submit a MS Degree Warrant request Form (<https://www.chem.wisc.edu/content/masters-degree-warrant-request-form>) a minimum of three weeks before the end of the final term.

6.2 Graduate School MS Degree Requirements

The Graduate School requirements for the master's degree can be found at <http://guide.wisc.edu/graduate/chemistry/chemistry-ma/>.

- ✓ Graduate registration for a minimum of two graduate-level credits (300-level or above for a grade, no audits, or pass/fail) in the term (fall, spring or summer) you expect to graduate.
- ✓ 30 or more credits requirement for the appropriate degree has been met, or will be by the end of the semester.
- ✓ Graduate GPA of at least 3.00

6.3 Two tracks to the MS Degree in the Department of Chemistry

6.3.1 Research Master's Degree

The research MS requires 30 credits*, at least 15 of which must come from research or advanced lab work. A thesis or written final report, submitted to the advisor, is also required. The research credits obtained before you join a research group do not count toward the degree.

6.3.2 Coursework Master's Degree

The coursework MS requires 30 credits*, no more than 8 of which may be from research or advanced lab work. The research credits obtained before you join a research group do not count toward the degree.

*The credits from Chem 607 (Laboratory Safety) and Chem 901 (First-year Teaching Chemistry seminar) do not count toward the degree.

6.4 Graduation

The student must submit a [MS Degree Warrant request Form](#) at least three weeks before the end of the final term.

VII. Professional Conduct

7.1 Overview

All students are expected to adhere to the highest standards of professional behavior and ethics. Students should avoid even an appearance of improper behavior or lack of ethical standards while in Graduate School at UW-Madison, in all professional settings, and in their personal lives. Students should conduct themselves according to the standards expected of members of the profession to which the student aspires. Concerns about infractions of Professional Conduct may be effectively handled informally between the instructor/advisor and the student. If a resolution is not achieved, a graduate program representative may be included in the discussion. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Students are responsible for reading the information here as well as the information published on all the relevant web sites. Lack of knowledge of this information does not excuse any infraction.

7.1.1 Professional Ethics

Students shall show respect for a diversity of opinions, perspectives and cultures; accurately represent their work and acknowledge the contributions of others; participate in and commit to related opportunities; aim to gain knowledge and contribute to the knowledge base of others; understand the UW Student Code of Conduct; represent their profession and the program; and strive to incorporate and practice disciplinary ideals in their daily lives. Resumes/CVs must reflect accurate information.

7.1.2 Honesty and Integrity

Students shall demonstrate honesty and integrity as shown by their challenging of themselves in academic pursuits; honesty and ethics in research and IRB applications—including honesty in interpretation of data, commitment to an unbiased interpretation of academic and professional endeavors; and the need to document research activities, protect subject/client confidentiality and HIPPA regulations. Students shall follow-through and pull their weight in group activities and understand where collaboration among students is or is not allowed; not plagiarize others or past work (self-plagiarism), cheat, or purposefully undermine the work of others; and avoid conflicts of interest for the duration of their time in the program. As a professional, honesty and integrity also extends to personal behavior in life outside of the academic setting by realizing that students are representatives of the program, UW-Madison, and the profession as a whole.

7.1.3 Interpersonal and Workplace Relationships

Students shall interact with peers, faculty, staff and those they encounter in their professional capacity in a manner that is respectful, considerate, and professional. This includes and is not limited to attending all scheduled meetings, honoring agreed upon work schedules, being on-time and prepared for work/meetings, contributing collaboratively to the team, keeping the lines of communication open, offering prompt response to inquiries, and employing respectful use of available equipment/technology/resources. Chronic or unexplained absences are unprofessional in the workplace and could be grounds for termination or removal of funding. To facilitate the free and open exchange of ideas, any criticism shall be offered in a constructive manner, and the right of others to hold different opinions shall be respected.

7.1.4 Commitment to Learning

Students are expected to meet their educational responsibilities at all times. Be actively prepared for class and be ready for questions and answers. Be on time for every class and always show courtesy during class or if you have to leave class early. If possible, students should notify the instructor at least one day in advance of a planned absence. Students who are unable to attend class are responsible for finding out what occurred that day and should not expect instructors to give them individual instruction. Recognizing that the pursuit of knowledge is a continuous process, students shall show commitment to learning by persevering despite adversity and seeking guidance in order to adapt to change. Students shall strive for academic excellence and pursue and incorporate all critique, both positive and negative, in the acquisition of knowledge in order to understand and respect the community in which they work.

7.1.5 Professional Appearance

Students shall convey a positive, professional appearance in order to represent the program in a dignified manner. Appearance includes a person's dress, hygiene, and appropriate etiquette/protocols for the environment (including safety protocols and protective clothing in environments that require them).

7.2 Commitment to Standards

This graduate program, the Graduate School, and the Division of Student Life all uphold the UW-System policies and procedures in place for academic and non-academic misconduct. In addition, graduate students are held to the same standards of responsible conduct of research as faculty and staff. Furthermore, unprofessional behavior towards clients/subjects, faculty, staff, peers and public are significant issues in the evaluation and promotion of students. In

turn, we hold expectations for the highest level of academic integrity and expect professional, ethical, and respectful conduct in all interactions. Students may be disciplined or dismissed from the graduate program for misconduct or disregard for professional conduct expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action.

VIII. Misconduct

8.1 Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student's academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person's name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment; or
10. collaboration that is contrary to the stated rules of the course

Additional information regarding Academic Misconduct:

- Graduate School Policy & Procedure: Misconduct, Academic:
<https://grad.wisc.edu/acadpolicy/?policy=misconductacademic>
- Dean of Students Office: Information for Students: How to Avoid Academic Misconduct? What Happens If I engage in Academic Misconduct? What Should I do if I know a Classmate is cheating?
<https://conduct.students.wisc.edu/academic-integrity/>
- Dean of Students Office: Academic Misconduct Flowchart:
<https://conduct.students.wisc.edu/documents/academic-misconduct-flow-chart/>
- University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
https://docs.legis.wisconsin.gov/code/admin_code/uws/14.pdf

8.2 Non-Academic Misconduct

The university may discipline a student in non-academic matters in the following situations:

1. for conduct which constitutes a serious danger to the personal safety of a member of the university community or guest;
2. for stalking or harassment;
3. for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest;

4. for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities;
5. for unauthorized possession of university property or property of another member of the university community or guest;
6. for acts which violate the provisions of UWS 18, Conduct on University Lands;
7. for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent;
8. for violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

Examples of non-academic misconduct include but are not limited to:

1. engaging in conduct that is a crime involving danger to property or persons, as defined in UWS 18.06(22)(d);
2. attacking or otherwise physically abusing, threatening to physically injure, or physically intimidating a member of the university community or a guest;
3. attacking or throwing rocks or other dangerous objects at law enforcement personnel, or inciting others to do so;
4. selling or delivering a controlled substance, as defined in 161 Wis. Stats., or possessing a controlled substance with intent to sell or deliver;
5. removing, tampering with, or otherwise rendering useless university equipment or property intended for use in preserving or protecting the safety of members of the university community, such as fire alarms, fire extinguisher, fire exit signs, first aid equipment, or emergency telephones; or obstructing fire escape routes;
6. preventing or blocking physical entry to or exit from a university building, corridor, or room;
7. engaging in shouted interruptions, whistling, or similar means of interfering with a classroom presentation or a university-sponsored speech or program;
8. obstructing a university officer or employee engaged in the lawful performance of duties;
9. obstructing or interfering with a student engaged in attending classes or participating in university-run or university-authorized activities;
10. knowingly disrupting access to university computing resources or misusing university computing resources.

Additional information regarding Non-Academic Misconduct

- Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
<https://grad.wisc.edu/acadpolicy/?policy=misconductnonacademic>
- Dean of Students Office: Non-Academic Misconduct Standards Statement:
<https://conduct.students.wisc.edu/>
- Dean of Students Office: Non-Academic Misconduct Process
<https://conduct.students.wisc.edu/nonacademic-misconduct/>
- University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
https://docs.legis.wisconsin.gov/code/admin_code/uws/17.pdf
- University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:
https://docs.legis.wisconsin.gov/code/admin_code/uws/18.pdf

8.3 Research Misconduct

Much of graduate education is carried out not in classrooms, but in laboratories and other research venues, often supported by federal or other external funding sources. Indeed, it is often difficult to distinguish between academic misconduct and cases of research misconduct. Graduate students are held to the same standards of responsible conduct of research as faculty and staff. The Graduate School is responsible for investigating allegations of research misconduct. This is often done in consultation with the Division of Student Life as well as with federal and state agencies to monitor, investigate, determine sanctions, and train students about the responsible conduct of research. For more information, contact the associate vice chancellor for research policy, 333 Bascom Hall, (608) 262-1044.

Additional information regarding Research Misconduct

- Graduate School Policies & Procedures: Responsible Conduct of Research
grad.wisc.edu/acadpolicy/#responsibleconductofresearch
- Office of the Vice Chancellor for Research and Graduate Education's - Office of Research Policy: Introduction & Guide to Resources on Research Ethics:
research.wisc.edu/respolcomp/resethics/
- Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Reporting Misconduct
kb.wisc.edu/gsadminkb/page.php?id=34486
- Office of the Vice Chancellor for Research and Graduate Education's Office of Research Policy: Policies, Responsibilities, and Procedures: Responsible Conduct of Research Resources
kb.wisc.edu/gsadminkb/search.php?cat=2907

IX. Disciplinary Action and Dismissal

9.1 Failure to Meet the Academic Expectations

Failure to meet the program's academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. Student progress will be reviewed through coursework or yearly requirements. If the faculty research advisor and graduate committee find that at the yearly requirements or at any other time that a student has failed to achieve satisfactory progress with academic or conduct expectations the student may be dismissed from the program.

9.2 Failure to Meet the Course Work Expectations

A semester GPA below 3.0 will result in the student being placed on academic probation. If a semester GPA of 3.0 is not attained during the subsequent semester of full time enrollment the student may be dismissed from the program or allowed to continue for 1 additional semester based on the faculty research advisor appeal to the Graduate School. A cumulative GPA of 3.0 is required to graduate. See the Graduate School Academic Policies & Procedures: Probation grad.wisc.edu/acadpolicy/#probation and Grade Point Average (GPA) Requirement grad.wisc.edu/acadpolicy/#gparequirement .

9.3 Any Type of Misconduct

Students may be disciplined or dismissed from the graduate program for any type of misconduct (academic, non-academic, professional, or research) or failure to meet program expectations regardless of their academic standing in the program. Separate and apart from a violation of Professional Conduct, a student may face University disciplinary action with regard to the same action. Concerns about infractions of the Professional Conduct may be effectively handled informally between the student and the advisor/faculty member. However, if a resolution is not achieved, the issue may be advanced for further review by the program.

X. Personnel Issues

10.1 Student Advisor Leaves the Department

10.1.1 Overview

If a graduate student's advisors leaves the Department of Chemistry, the graduate student could (i) move with the advisor and complete the PhD degree at the new institution, (ii) move with the advisor to the new institution and complete the PhD at UW-Madison, (iii) stay at UW-Madison, but complete the PhD degree under the supervision of the advisor, (iv) change advisors and complete the PhD at UW-Madison, or (v) leave the PhD program.

10.1.2 Considerations

When making the decision, the graduate students should consider the following items

- Appointment source
- Stipend/salary source
- Benefits source
- Enrollment

A flow chart is available on the [chemistry website](#).

10.2 Grievance Procedures

If a student feels unfairly treated or aggrieved by faculty, staff, or another student, the University offers several avenues to resolve the grievance. Students' concerns about unfair treatment are best handled directly with the person responsible for the objectionable action. If the student is uncomfortable making direct contact with the individual(s) involved, they should contact the advisor or the person in charge of the unit where the action occurred (program or department chair, section chair, lab manager, etc.). Many departments and schools/colleges have established specific procedures for handling such situations; check their web pages and published handbooks for information. If such procedures exist at the local level, these should be investigated first. For more information see the Graduate School Academic Policies & Procedures: Grievances & Appeals: grad.wisc.edu/acadpolicy/#grievancesandappeals

Procedures for proper accounting of student grievances:

1. The student is encouraged to speak first with the person toward whom the grievance is directed to see if a situation can be resolved at this level.
2. Should a satisfactory resolution not be achieved, the student should contact the program's ombuds or the executive director to discuss the grievance. The ombuds or the executive director will facilitate problem resolution through informal channels and facilitate any complaints or issues of students. The first attempt is to help students informally address the grievance prior to any formal complaint. Students are also encouraged to talk with their faculty advisors regarding concerns or difficulties if necessary. University resources for sexual harassment, discrimination, disability accommodations, and other related concerns can be found on the UW Office of Equity and Diversity website: <https://oed.wisc.edu/>
3. Other campus resources include
 - The Graduate School - grad.wisc.edu
 - McBurney Disability Resource Center - <https://mcburney.wisc.edu/>
 - Employee Assistance Office - <https://eao.wisc.edu/>
 - Ombuds Office - <https://ombuds.wisc.edu/>
 - University Health Services – <https://www.uhs.wisc.edu/>
 - UW Office of Equity and Diversity - <https://oed.wisc.edu/>
4. If the issue is not resolved to the student's satisfaction the student can submit the grievance to the Grievance Advisor in writing, within 60 calendar days of the alleged unfair treatment.
5. On receipt of a written complaint, a faculty committee will be convened by the Grievance Advisor to manage the grievance. The program faculty committee will obtain a written response from the person toward whom the complaint is directed. This response will be shared with the person filing the grievance.
6. The faculty committee will determine a decision regarding the grievance. The Grievance Advisor will report on the action taken by the committee in writing to both the student and the party toward whom the complaint was directed within 15 working days from the date the complaint was received.

7. At this point, if either party (the student or the person toward whom the grievance is directed) is unsatisfied with the decision of the faculty committee, the party may file a written appeal. Either party has 10 working days to file a written appeal to the School/College.
8. Documentation of the grievance will be stored for at least 7 years. Significant grievances that set a precedent will be stored indefinitely.

The Graduate School has procedures for students wishing to appeal a grievance decision made at the school/college level. These policies are described in the Graduate School's Academic Policies and Procedures:

<https://grad.wisc.edu/acadpolicy/?policy=grievancesandappeals>

10.3 Graduate School Appeal Process

An official review of procedures can be initiated by the Graduate School if a student feels that their grievance was not appropriately handled or resolved at the program/department or school/college level or through consultation with other resources listed on the Graduate School's website. Initial contact may be made through the associate dean in the student's division (Arts and Humanities, Biological Sciences, Physical Sciences, or Social Studies), 608-262-1044, or through the assistant dean of admissions and academic services (AAS), 608-262-2433.

If the student chooses to file an official appeal of a grievance decision, they should consult with the assistant dean of AAS. Then, if the student is still not satisfied with the initial appeal to the Graduate School associate deans, they may make a final appeal to the Graduate Faculty Executive Committee (GFEC) within 30 days of the date of the above written decision.

Visit the latest [policies and guidelines on grievances and appeals](#).

10.4 Reporting Misconduct and Crime

The campus has established policies governing student conduct, academic dishonesty, discrimination, and harassment/abuse as well as specific reporting requirements in certain cases. If you have a grievance regarding unfair treatment towards yourself, please reference the procedures and resources identified above. If you learn about, observe, or witness misconduct or other wrongdoing you may be required to report that misconduct or abuse. Depending on the situation, it may be appropriate to consult with your advisor, graduate program coordinator, or other campus resources (such as the [UW Office of Equity and Diversity](#), [Graduate School](#), [Mc Burney Disability Resource Center](#), [Employee Assistance Office](#), [Ombuds Office](#), and [University Health Services](#)).

10.4.1 Research Misconduct Reporting

The University of Wisconsin-Madison strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. Graduate students and research associates are among the most vulnerable groups when reporting misconduct because their source of financial support and the progress in their careers may be at risk by raising questions of wrongdoing. They are also often the closest witnesses to wrongdoing when it occurs and therefore must be appropriately protected from the consequences of reporting wrongdoing and be informed of their rights. A formal allegation of misconduct in scholarly research should be made to the chair of the department or to the corresponding academic dean or, in case of conflict of interest on the part of the chair or academic dean, to the dean of the Graduate School. Please find full details at research.wisc.edu/respolcomp/resethics/ and <https://kb.wisc.edu/gsadminkb/page.php?id=34486>

10.4.2 Academic Misconduct Reporting

If you know a classmate is cheating on an exam or other academic exercise, notify your professor, teaching assistant or proctor of the exam. As a part of the university community, you are expected to uphold the standards of the university. Also, consider how your classmate's dishonesty may affect the overall grading curve and integrity of the program.

10.4.3 Sexual Assault Reporting

UW-Madison prohibits sexual harassment, sexual assault, dating violence, domestic violence, and stalking. These offenses violate UW-Madison policies and are subject to disciplinary action. Sanctions can range from reprimand to expulsion from UW-Madison. In many cases, these offenses also violate Wisconsin criminal law and could lead to arrest and criminal prosecution.

Students who experience sexual harassment, sexual assault, domestic violence, dating violence, and/or stalking have many options and services available to them on and off campus, including mental health counseling, victim advocacy and access to the criminal and campus disciplinary systems. For a list a confidential support and reporting options, please visit <https://www.uhs.wisc.edu/prevention/violence-prevention/resources/>

Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials for statistical purposes. In addition, disclosures made to certain university employees, such as academic advisors or university administrators, may be forwarded to the campus Title IX coordinator for a response. For more information, please visit <https://doso.students.wisc.edu/services/sexual-assault-dating-and-domestic-violence/>

10.4.4 Child Abuse Reporting

As a UW-Madison employee (under [Wisconsin Executive Order #54](#)), you are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. Please find full details at oed.wisc.edu/child-abuse-and-neglect.htm

10.4.5 Reporting and Response to Incidents of Bias/Hate

The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. Please find full details and the online bias reporting form at <https://students.wisc.edu/doso/services/bias-reporting-process/> and students.wisc.edu/rights/what-if-i-witness-or-experience-a-bias-related-incident/

XI. Professional Development and Career Planning

11.1 L&S Career Services

L&S Chemistry Career Services (<http://careers.ls.wisc.edu/>) facilitates on- and off-campus recruitment for undergraduate and graduate chemistry students. A variety of industrial chemistry companies work with us each year to identify and recruit talented students. Career Services also provides an avenue for chemistry-related companies to publicize job openings through our online recruitment tool, BuckyNet <http://careers.ls.wisc.edu/buckynet--students.htm>

Contact L&S Chemistry Career Services careers@ls.wisc.edu for more information on career services events in Chemistry.

11.2 Department of Chemistry Career Services

The graduate student coordinator in the Department of Chemistry provides resources specific to the chemistry graduate students and postdocs to enhance the career exploration process.

The following are provided:

- Examples of resumes, research summaries, and cover letters
- Examples of academic applications
- Critique of resumes, research summaries, and cover letters
- List of students who got jobs at various companies
- Salaries of the job offers
- Staff contacts from various companies

The graduate student coordinator sends out weekly emails highlighting career workshops around campus and promoting company visits.

The graduate student office facilitates department career seminars and event, which are promoted in the weekly email and on the chemistry calendar.

11.3 Campus-Wide Resources

- For more information on career advising, information sessions, interview strategies and career workshops visit College of Letters & Science Career Services website <http://careers.ls.wisc.edu/students.htm>
- For information on resume, cover letter, and writing retreats/workshops, visit the Writing Center website <https://writing.wisc.edu/>
- For events put on by the Graduate School, visit the professional development section of their website <https://grad.wisc.edu/pd/>
- The College of Engineering Career services website also offers interview questions, resume examples, and information on how to prepare for your job search. <https://ecs.wisc.edu/>
- UW-Madison's BuckyNet connects current students and recent graduates with employers. Through BuckyNet, you can find internships, full-time employment opportunities, learn about prospective employers, and access additional resources such as *CareerInsider* and *GoingGlobal*. To access BuckyNet, register using your campus ID and a wisc.edu email. <http://careers.ls.wisc.edu/buckynet--students.htm>
- The American Chemical Society (ACS) contains information on career pathways, job fairs, and resume writing. <https://www.acs.org/content/acs/en/careers.html>
- Resources pertaining to [employment with the federal government](#) can be found on the L&S Career Services site. Federal government career opportunities for students and recent graduates are available at USAJOBS.gov.