



**Graduate Student
HANDBOOK**

2022-2023

**Department of Chemistry
University of Illinois Chicago**

TABLE OF CONTENTS

	<i>Page</i>
ORIENTATION	Introduction 3
	Placement Examinations and Advising 3
<hr/>	
RULES	General Rules and Requirements 5
	Degree Requirements 6
	Course Requirements 6
	Recommended Courses for First-Year Students 9
	Academic Integrity 10
<hr/>	
CONTINUING	Graduate Research 14
	Safety 17
	Departmental Seminars 19
<hr/>	
SUPPORT	Financial Support for Continuing Graduate Students 19
	Guidelines for Assignment of Teaching Assistants 22
<hr/>	
FINISHING	Graduation 23
	Dismissal from the Program 26
<hr/>	
LIVING	General Information 27
	Checklist to Ph.D. Graduation. 33
	Important Contacts 35

Welcome to the Chemistry Department of the University of Illinois at Chicago!

We are delighted that you have selected our Department for your graduate education, and we are confident that you will be pleased with your choice.

You are joining the Department that will afford you the opportunity to become involved in exciting and intellectually challenging research projects.

On a personal level, you are joining a family of nearly 150 graduate students from all over the world. You will form many new friendships, which will last the rest of your life. You will also develop a special relationship with at least one scientist, a faculty member whom you will select as your research advisor. This person will introduce you to the fascinating world of research. Later, he or she will become a senior colleague who will help you and share with you the joy of success as you become a scholar in your field.

The Administration of the Graduate College, the Head of the Department, the Director of Graduate Studies, the Associate Director of Graduate Studies, the Graduate Coordinator, and the entire staff of the Department want you to succeed and are ready to help you. I encourage you to contact them when you feel that you need assistance.

The years of graduate study will be the most important years in your life when you achieve the fastest rate of intellectual growth and maturation. Enjoy them and help your friends and colleagues enjoy them with you.

Wonhwa Cho, Head
Department of Chemistry

Introduction

This handbook is intended to orient you to the Department and help you cope with your new life as a graduate student. We hope this handbook will be useful, and the Director of Graduate Studies (DGS) welcomes your comments, corrections, and suggestions for improvements. This handbook supplements but does not replace the UIC Graduate Catalog which states the official rules followed by the Graduate College.

Experience shows that many students encounter situations which have not been predicted. The Graduate College is willing to consider individual petitions to accommodate specific requests that deviate from the standard guidelines. You need to consult with the Director or Associate Director of Graduate Studies (ADGS) and/or with your research advisor whenever you wish to request a change from the stated policies.

Placement Examinations and Advising

One of the requirements for an advanced degree in this Department is that students demonstrate proficiency in at least three areas of chemistry. Proficiency in an area is demonstrated either by passing the placement examination offered to all entering students or by successfully completing a lecture course at an appropriate level in that area.

Examinations. All entering students take placement examinations prepared by the American Chemical Society. Placement examinations are offered in five areas (Analytical, Biochemistry, Inorganic, Organic, and Physical). The level of the examinations is that of typical terminal college courses, which use texts such as those authored by Skoog and West for analytical chemistry, Cotton and Wilkinson for inorganic chemistry, Streitwieser and Klein for organic chemistry, Atkins and Silbey et al, for physical chemistry, and Lehninger and Stryer for biochemistry. The current modern textbooks used for UIC undergraduate courses include:

Organic Chemistry (3rd Edition) by David Klein

Quantitative Chemical Analysis (9th Edition) by Daniel C. Harris

Inorganic Chemistry: Principles of Structure and Reactivity (4th Edition) by James Huheey, et al.

Physical Chemistry (4th Edition) by Thomas Engle and Philip Reid and *Physical Chemistry (5th edition)*

by R. Silbey et al.

Principles of Instrumental Analysis (6th Edition) by Douglas A. Skoog, F. James Holler, Stanley R. Crouch

Lehninger Principles of Biochemistry (9th Edition) by David L. Nelson and Michael M. Cox

M.S. and Ph.D. students are free to take between three and five placement examinations, but they need to show proficiency (a score of 50 percentile or greater) at least in three areas.

The purpose of these examinations is to determine whether each student has an adequate undergraduate background to begin taking graduate courses immediately, or whether some review or remedial work is required.

These examinations are very important. If you do well on them, progress toward your degree will be accelerated.

Advising. Each new graduate student meets with the departmental Advising Committee and is advised on a program of study based on individual interests and the results of the placement examinations. Until a student has selected a research advisor, he or she is required to meet with the committee in succeeding semesters during the announced advising period.

Deficiencies. A student who does not show proficiency in three areas of chemistry is considered to have deficiencies. The number of deficiencies corresponds to three minus the number of areas that a student shows proficiency. For each deficiency, a student is required to complete a lecture course at the 400 or 500-level and obtain a grade of B or better in the same subject. Either a 500-level lecture course in the area or the 400-level courses specifically mentioned below can be used to remedy a deficiency. A 500-level course taken to remedy a deficiency can also satisfy the distribution requirement for the Ph.D. degree. When the deficiency is judged severe, the student may be required to take two lower-level courses. All deficiencies should be remedied by the end of the second semester. Chemical Education courses cannot be used to fulfill any deficiencies for any students seeking a Chemistry M.S. or Ph.D. No degrees will be awarded to students with outstanding deficiencies.

Courses to make up deficiencies.

Analytical: A deficiency in analytical chemistry is made up by taking CHEM 421 (for 4 credits), if an equivalent course was not taken as an undergraduate. If student did not take any instrumental analysis course prior to entering the program, then they should take CHEM 522, 524, 528, or 529.

Biochemistry: A deficiency in biochemistry will normally be remedied by taking CHEM 551. Students with no background in biochemistry will be required to take CHEM 452.

Inorganic: A deficiency in inorganic chemistry is normally remedied by taking CHEM 514.

Organic: A deficiency in organic chemistry is normally remedied by taking CHEM 432 or 532. A student with a very weak background may be required to take either one or both of the introductory courses CHEM 232 and 234.

Physical: A deficiency in physical chemistry is normally remedied by taking CHEM 444. A student with a very weak background may be required to take CHEM 342 and 346.

General Rules and Requirements

Grades. A grade point average (GPA) of at least 3.00 (4.00 = A) is required by the Graduate College. Students who fail to maintain this GPA are placed on probation. They must then bring up their GPA to the required value within two semesters to remain in the Graduate College. A student who is continually on and off probation will be viewed as making insufficient progress toward a degree.

Course Load. The Department of Chemistry requires Teaching and Research Assistants to register for a minimum of 16 semester hours during the Fall and Spring semesters. Students who have started their Ph.D. thesis research are expected to register for enough hours of CHEM 599 to maintain a 16-semester-hour registration. First-semester students normally register for 12 hours of lecture and seminar courses and 4-6 hours of CHEM 599 with the Director or Associate Director of Graduate Studies. Some international students who fall within a category (based on incoming TOEFL iBT Speaking and Listening scores) will be required to register for 3 credit hours of GC 509 (Advanced English Pronunciation) or GC 510 (Oral Communications for ITAs). The Chemistry Department semester hour requirements are more stringent than the minimum requirements of the Graduate College.

Students who register in CHEM 592 or CHEM 599 with the Director or Associate Director of Graduate Studies are expected to do the following: (a) become acquainted with the research activities of the faculty and graduate students in the Department, beyond what they learn in CHEM 500; (b) attend all departmental seminars on Tuesdays and all of those Thursday seminars in their research discipline as well as gain greater understanding of the specific and/or general topics introduced in these seminars; (c) read regularly the general interest publications, such as *Science*, *Nature*, *Accounts of Chemical Research*, as well as the key journals in their specialty, in addition to the *Journal of the American Chemical Society*; (d) reflect upon ways to contribute creatively to the field of chemistry. Identify areas that excite you, learn about them on your own, even if no faculty members are presently involved in them, and try to formulate a sensible research proposal.

Registration. You must register every Fall and Spring semester while you are in the graduate program of the Department of Chemistry. In special circumstances, particularly in cases of medical emergencies, a leave of absence can be arranged. Students who are on campus and have an appointment in the Department should be registered as full-time students in the Fall and Spring terms. The Graduate College does not normally require that graduate students register during the summer semesters. Although students are expected to do thesis research every Summer, second-year students and beyond need not be registered for the summer session. However, it is mandatory that students maintain their health insurance coverage at all times. For students who are not registered to have coverage for the Summer semesters, they must continue their Campus Care

Insurance coverage by accessing the Campus Care website at <https://grad.uic.edu/health-insurance-health-services/> and submitting a Summer continuation form.

Degree Requirement

See the Graduate Catalog for a full description of the degree requirements. Note that *the M.S. degree is a terminal degree which is not a prerequisite to the Ph.D.* However, students who have completed their M.S. degree here are welcome to apply for admission to the Ph.D. program.

Course Requirement

Ph.D. Degree

The M.S. degree from UIC is not a prerequisite for the Ph.D. degree in Chemistry.

Most graduate students in the Department have been admitted into the Ph.D. program. These students can earn and receive an M.S. degree by satisfying the requirements for that degree along the way to earning their Ph.D. degree, but this procedure is not encouraged by the Department. *The Department will not approve transfers from the Ph.D. to the M.S. program unless the Department recommends termination from the program. Note that M.S. students do not normally receive any financial support from the Department.*

A minimum of three lecture courses at the 500-level in the field of specialization (analytical, biochemistry, inorganic, organic, or physical chemistry) and one lecture course in Chemistry at the 500-level in an area outside the field of specialization are required. With departmental approval, two 400-level lecture courses, each carrying at least 3 credit hours, may replace the outside course at the 500-level. Also, all course deficiencies must be accounted for.

There is no formal limit on the number of courses that students may take to gain the breadth of knowledge that will help them in their future scientific careers. Students are encouraged to seek this knowledge both in and outside the Department. However, it is important for students to begin their research as early as possible. It is for this reason that students are advised to not invest too much valuable time in courses which are not formally required by the degree program or suggested by their research advisor. Students should regularly consult with their research advisor on curriculum matters.

Area requirements and recommendations for the Ph.D. are as follows:

Analytical Chemistry students must take a total of five 4XX/5XX courses, three of which must be CHEM 522, 524, 528, or 529 (note that Chem 526 is not currently offered). Each of these courses is typically offered every other year and they may be taken in any order. Students who did not take instrumental analysis as an undergraduate must also enroll in CHEM 421 in their first year. They can fulfill their other requirements from CHEM 444, 452, 542, 543, 551, or as suggested during advising. All students must take three semesters of the seminar course CHEM 520 in their first two years.

Biochemistry students must take three of the following courses: CHEM 551, 552, 554, 555, 557, 558, 559. They must also take four semesters of the Biochemistry Seminar, CHEM 550.

Chemical Education Research (CER) students must complete a minimum of three chemical education lecture courses from CHEM 571, CHEM 573, CHEM 574, and CHEM 579. With the approval of their advisor, students may substitute one chemical education graduate course with one of the following methods courses from outside of the department: LRSC501, ED502, or ED503. Students are also required to complete one 500-level course and are recommended to complete one additional 400- or 500-level course from another chemistry division(s). In addition, students must complete two semesters of the CER seminar, CHEM 570.

Inorganic students are recommended to take the graduate-level survey, CHEM 514. Students are also encouraged to take CHEM 517, 519, and/or 529, when offered. Students with an interest in physical aspects of inorganic chemistry should consider CHEM 542 and 543, while those with interests in organometallic synthesis should consider CHEM 532 and 531. The literature seminar, CHEM 510, must be taken in Fall and Spring.

Organic Chemistry students must take CHEM 531, 532, 533, 534, and four semesters of the Organic Seminar, CHEM 530, including two 20-minute and one 40-minute formal presentation to the class to be judged satisfactory by faculty members present.

Physical Chemistry students must take the sequence CHEM 542 and 543, as well as one of CHEM 541, 548, or 549. CHEM 540. All students are required to take four semesters of seminar courses (CHEM 540, or when not offered, CHEM 520).

M.S. Degree

The M.S. degree is not required for obtaining a Ph.D. degree in Chemistry. However, students registered in the Ph.D. program may receive a M.S. degree if they have taken the required courses.

The M.S. degree will not be awarded to anyone with outstanding deficiencies. Full-time students who take more than three semesters to complete the M.S. degree must satisfy the specified course requirements. Part-time students must make specific arrangements with the Director or Associate Director of Graduate Studies.

Of the 32 semester hours required for the degree, 24 hours must be taken within the Chemistry Department, among which four lecture courses must be taken at the 500-level. Only 8 hours total from CHEM 592 or 598 and seminar courses can be applied toward the M.S. degree. To credit CHEM 598 toward a M.S. degree, a written thesis must be submitted and defended.

The distribution of courses leading to the M.S. degree is not specified. Therefore, the M.S. degree is awarded without mention of specialization in any area(s) of chemistry.

Registration in Courses in Other Departments

Many courses offered in other departments can enrich the education of graduate students in Chemistry and attendance in some of these may be quite beneficial. Auditing or registering under the Pass/Fail option allows students to learn about the material without the pressure of having to get an A or a B in the course. ***Note that registration for credit in all courses outside the Department of Chemistry must be approved by the Director or Associate Director of Graduate Studies, who will seek out the advice of the student's research advisor.*** Except in unusual situations, students are discouraged from attending more than one outside course a semester.

Transfer of Graduate Level Credit

After at least one semester of study in the Department of Chemistry, a student in good standing may petition to receive credit for graduate courses taken at another institution in the United States. Credit for a graduate course in any area will only be given if the student has not shown a deficiency in the placement test in that area. Regardless of the amount of transfer credit received, Ph.D. students must take at least two 500-level lecture courses in this Department. See the Director or Associate Director of Graduate Studies for further details.

The Graduate College will accept transfer credit to a degree program of up to three courses taken by a non-degree student who later enters one of our degree programs.

Transfer of graduate credit from an international university is not granted as it has proven to be impractical. After at least one semester of study in the Chemistry Department, an international student with a very strong background may petition for the Department to waive up to two of the three courses required for the Ph.D. degree in their area of specialization.

Recommended Courses for First-Year Students

All entering students must register for CHEM 500 in the Fall. This course begins as a lecture series in which all faculty discuss their research interests to facilitate your selection of a research advisor. In the latter section, there is additional instruction on good teaching assistant practices.

The following is a list of recommended first-year graduate courses in the various areas of Chemistry. The list applies primarily to Ph.D. students with no deficiencies. The courses are described in detail in the Graduate Catalog.

Analytical: Students interested in analytical chemistry should satisfy their analytical coursework with the following courses: CHEM 522, 524, 528, or 529 (Note: each is only offered every other year). Students who do not pass three analytical placement exams or have taken/passed an instrumental analysis course may enroll in CHEM 421 (for 4 credits) in either the Fall or Spring. The literature seminar, CHEM 520 must be taken in both the Fall and Spring semesters for a total of three semesters.

Biochemistry: Biochemistry students should take one or two courses from the following set in both the Fall and Spring semesters: CHEM 551, 552, 554, 555, 558, and 559. The literature seminar, CHEM 550 must be taken in Fall and Spring for a total of four semesters.

Chemical Education Research (CER): CER students should take one of CHEM 571, CHEM 573, and CHEM 574 as well as CHEM 579, depending upon the courses offered. CER students are normally accepted into the Chemical Education Division after completing an M.S. in Chemistry, either at UIC or in another program and they should fulfill all their deficiencies as soon as possible.

Inorganic: The graduate-level survey, CHEM 514, is recommended. Students are also encouraged to take CHEM 517 or CHEM 519 when offered. Students with an interest in the physical aspects of inorganic chemistry should consider CHEM 542 and 543, while those with interests in organometallic synthesis should consider CHEM 532 and 531. The literature seminar, CHEM 510, must be taken in Fall and Spring for a total of four semesters.

Organic: Organic chemists must take CHEM 531, 532, 533, and 534. The literature seminar, CHEM 530 must be taken in Fall and Spring for a total of four semesters.

Physical: Physical chemistry students should take the quantum chemistry sequence CHEM 542 and 543. The literature seminar, CHEM 520 (or 540), must be taken in Fall and Spring for a total of four semesters.

CHEM 592: Students will register for 3 hours of CHEM 592, Introduction to Chemical Research Methods, under DGS in the first semester and their advisor in their second or third semester of residence. An advisor's approved report of activities completed during registration in CHEM 592

is submitted to the DGS at the conclusion of the second time the course is taken. No CHEM 592 credit may be applied toward the M.S. degree without the completion of a Director of Graduate Studies approved CHEM 592 report.

Academic Integrity

Graduate TAs are often in a position to witness students' actual work in the laboratory, in the discussion section, and on tests and other written work. Therefore, TAs are at the forefront of the battle to maintain academic integrity on campus. Below are provided a summary of UIC's official guidelines for your review. The internet address on the page links to the Student Judicial Affairs page, where more detailed Student Disciplinary Procedures are listed.

What should you do if you suspect a student is not doing his or her own work in a course? In some cases, simply indicating your concerns may be enough to get the action to stop. But if you feel that the student is not responsive, you should not act alone. First, try to get another person, preferably the person in charge of the course, to be aware and to witness the behavior. Second, document very carefully what is wrong. Finally, arrange for the person in charge of the course to confront the student about the behavior.

If you feel the person in charge of the course is not sensitive to your concerns about a particular student, you can instead approach another Department official – the General Chemistry Coordinator or the Department Head.

In any case, students are expected to comply with the UIC Guidelines for Academic Integrity can be downloaded from go.uic.edu/AcademicGuidelines. Any student shown to have engaged in academic dishonesty will be subject to the UIC Academic Disciplinary Policy. This policy includes the following:

UIC “is committed to providing an environment in which research, learning, and scholarship can flourish and in which all endeavors are guided by academic and professional integrity. All members of the campus community... share the responsibility of ...(*upholding these guidelines*). Instances of academic misconduct by students,... shall be handled pursuant to the *Student Disciplinary Policy*.”

1. “Violations of the UIC Guidelines for Academic Integrity include, but are not limited to:
 - a. **Cheating:** Either intentionally using or attempting to use unauthorized materials, information, people, or study aids in any academic exercise; providing to, or receiving from another person, any kind of unauthorized assistance on any examination or assignment.
 - b. **Fabricating Academic Materials:** Unauthorized reproduction, falsification, lack of attribution, or invention of any information or citations in an academic exercise.
 - c. **Facilitating Academic Dishonesty/Plagiarism:** Intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.

-
- d. **Offering Bribes, Favors, or Threats:** Bribing, attempting to bribe, promising favors to or making threats against, any person, with the intention of affecting a record of a grade or evaluation of academic performance; any conspiracy with another person who then takes, or attempts to take action on behalf, or at the direction of the student.
 - e. **Examination by Proxy:** Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy or substitute.
 - f. **Grade Tampering:** Any unauthorized change, attempt to change, or alteration of grades.
 - g. **Submitting Non-original Works:** Any unauthorized submission or attempt to submit any written work, written in whole or part, by someone other than the student.”
2. “Other applicable policies, rules, guidelines, or procedures established by the University, college, academic unit, or instructor (e.g., in a course syllabus) related to academic integrity. The following may be considered violations of those standards:
- a. **Professional Standards:** Conduct that violates any commonly recognized or generally accepted professional standards...
 - b. **Fabrication of Research:** Manipulating or making up research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
 - c. **Unauthorized Collaboration:** Working with others without the express permission of the instructor on (a) submission, whether in draft or final form, to meet course requirements (including a paper, project, take-home exam, computer program, oral presentation, or other work). Unauthorized collaboration also means using any work submitted from a previous semester of a course by another student to meet course requirements...
 - d. **Abuse of Academic Materials:** Destroying, defacing, stealing,... library... or other resource(s).
 - e. **Participation in Academically Dishonest Activities:** ...any action taken by a student with the intention of gaining an unfair advantage over other students...
 - i. Misrepresenting oneself or one’s circumstances to an instructor;
 - ii. Purchasing a pre-written paper(s) or assignment(s);
 - iii. Selling, loaning, or otherwise distributing materials intended for the purpose of cheating, plagiarism, or other academically dishonest acts;
 - iv. Destroying, altering, stealing, or forging someone else’s work, library materials, laboratory materials, academic records, course syllabi, or ... grades;
 - v. Misrepresenting academic documents, including forgery, alteration, or knowing misuse of graded examinations, quizzes, grade lists, or official records of documents, including, but not limited to, medical excuses, transcripts..., letters of recommendation,... change of grade slip(s), examinations,...

Seminars

Departmental Seminars

The Department has a seminar program designed to present current developments in many areas of chemistry and to allow personal interaction with leading scientists from around the world. The seminars are an integral part of graduate education. You obviously will find it easier to follow seminars in your own area of specialization. Chemistry, however, is not a subject with neat divisions. The traditional areas of analytical chemistry, biochemistry, inorganic chemistry, organic chemistry, and physical chemistry overlap widely. It is essential that you strive to become familiar with the research going on in fields remote from your current specialized research interest. Your ability to remain flexible and versatile and, if necessary, to switch fields will depend on your awareness and understanding of other areas of chemistry and related fields. Your interest in seminars should not cease when you have completed your set of cumulative examinations, on which knowledge of seminar topics is often assumed, but should increase as you become more expert and a professional in your own field.

A. Tuesday seminars

1. Main departmental seminars will be given on Tuesdays at 4 PM.

1) For the Fall and Spring semesters, 16 seminar slots per semester will be distributed to each division as follows (according to the number of faculty and students): Organic (4), Inorganic (2), Analytical (3), Physical (3), Biochemistry (3), and Chemical Education (1).

*These will be reduced proportionately when Tuesdays are blocked out for faculty searches.

*These numbers will be adjusted annually. Interdisciplinary lectures can be assigned to any of the two associated divisions.

2. All graduate students are required to attend at least seven Tuesday seminars for the Fall and Spring semesters. The DGS will oversee checking the student attendance. This requirement will be excused for first-year graduate students and those students whose teaching hours overlap with the seminar time and, they are encouraged to attend Thursday seminars.

B. Thursday seminars

Thursday seminars are open for any qualified speakers and for more specialized topics. Graduate student attendance is not mandatory. However, graduate students are strongly encouraged to attend at least those Thursday seminars in areas close to their own research.

Divisional Seminars

All Ph.D. students must take seminar courses and pass exams or submit reports specific to their chosen area of specialization to meet the prerequisite for Ph.D. candidacy. Doctoral students are required to complete the requirements in their specialization by the end of the fourth semester in residence (excluding summers), including semesters registered as M.S. students. Doctoral students are also expected to satisfactorily follow the specific guidelines of their specialization to remain in good standing.

Chemistry Education Research: Students complete this requirement by taking and passing an additional 4XX/5XX course in Chemistry or in a field of educational research approved by the advisor. Students also take and pass CHEM 570 Seminar in Chemistry Education Research (1 cr.) during their second year, in advance of their second-year committee meeting.

Analytical Chemistry: Students must pass CHEM 520 Literature Seminar in Analytical Chemistry (1 cr.) during their second year, in advance of their second-year committee meeting, and an additional 4XX/5XX course.

Biochemistry: Students are required to take and pass CHEM 550 Literature Seminar in Biochemistry (1 cr.) four times; each semester during their first and second years.

Inorganic Chemistry: Students are required to submit written research reports at the end of the student's second semester.

Organic Chemistry: Students are required to take and pass CHEM 530 Literature Seminar in Organic Chemistry (1 cr.) four times; each semester during their first and second years.

Physical Chemistry: Students will be required to take and pass CHEM 540 Current Problems in Physical Chemistry (1 cr.) four times; each semester during their first and second years.

M.S. students who transfer to or enter the Ph.D. program before completion of the M.S. degree are also required to meet these requirements by the end of their fourth semester.

Graduate Research

Selection of a Research Advisor and a Research Problem

All Ph.D. candidates should select their research advisor as soon as possible, but no later than the conclusion of classes for their first semester. All students are required to begin graduate research (CHEM 599) in their second and third semesters in residence and are required to remain in good standing.

Students who enter in the Fall must participate in the faculty research seminar (CHEM 500), in which individual faculty members present a brief introduction to their current research activities and interests. In the Fall semester, students must make an appointment and discuss in detail available research problems with the faculty members in their general area of interest. This is called routing. Students are also encouraged to talk to faculty members in other areas (do not be afraid to visit with professors, they love to discuss their research!). Each student should obtain a Routing Sheet from the Graduate Coordinator/Director of Graduate Studies who will identify the minimum number of faculty members (usually three to five) who must be consulted. Others may be added. At the conclusion of each interview, the faculty member must sign the routing sheet to certify that an interview took place. The completed Routing Sheet must be returned to the Graduate Coordinator/Director of Graduate Studies along with the choice of the faculty member selected. The proposed research advisor will then be asked to sign the Advisor Agreement Form formalizing acceptance of the student into his or her group. It is the faculty members' final decision to accept any student into his or her group.

Excluding the first semester, no graduate student may register for CHEM 592, 598, or 599 before an approved Routing Sheet has been returned to the Graduate Coordinator/Director of Graduate Studies. No credit towards an M.S. degree will be given for CHEM 592, 598, or 599 courses without completion of the Routing Sheet.

Interviews with faculty members are one of the most important activities of your professional lives and should be taken very seriously. Choosing your research advisor has both short- and long-term consequences. In the short-term, this choice will determine the actual thesis research that you will carry out, the co-workers you will interact with on a daily basis and, most importantly, the faculty member who will become your instructor for several years. You have come to UIC to learn and grow in chemistry, and most of your learning during your Ph.D. studies will come directly or indirectly through your advisor. In the long-term, your future career in research or teaching will depend less on the specific facts that you will have learned in your Ph.D. research than on how you approach a new research problem and how you deal with colleagues.

When you have decided on a field of research and have chosen a research advisor, make sure that you understand the style of work which you will have to develop. Academic research is seldom, if

ever, a typical nine-to-five job. Some experiments require attention long into the night. Others, which may depend on an instrument that runs around the clock, could require that you to start collecting data in the middle of the night. Experiments sometimes must be run on weekends or holidays. Are you willing to engage in this type of schedule? It is best to discuss these practical matters with your prospective research advisor before starting your research.

There are other important matters to consider. You should inquire about the eventual publication of your research results, as this will play a major role in influencing prospective employers when you search for a job. Will your research be part of an effort which will lead to patents and remain unpublished until these have been secured? Will you be likely to be the sole coauthor on at least one publication describing your own results by the time you start looking for a job, or will your research be part of a major project which will lead eventually to a single publication with perhaps many different coauthors, in which it will be impossible to pinpoint your own contribution?

As you try to come to a final decision concerning your choice of a research advisor, do not hesitate to discuss your concerns with more advanced graduate students, other professors, the Director/Associate Director of Graduate Studies, and/or the Department Head.

A student may register for the specific research course, CHEM 599, provided that:

- a. he/she has discussed research opportunities with all the faculty members selected on the routing sheet by the Director/Associate Director of Graduate Studies,
- b. the professor is willing to accept the student, and
- c. the professor can financially support the student's research.

A student who is not ready to embark on thesis research immediately or who wants to explore more areas may enroll on a trial basis in a research group before committing himself/herself to a specific group and/or thesis research topic. However, some faculty will not be agreeable to such an arrangement. CHEM 598 is used for "temporary" research problems.

Registration in CHEM 598 and first registration in CHEM 592 and 599 must be approved by the research advisor and the Director of Graduate Studies, who will verify that the above requirements have been met. *Registration in CHEM 592 or 598 without approval will not be credited towards a M.S. degree.*

Note that the selection of a research advisor is not an irreversible process. If you discover, preferably early on, that your initial decision was not in your best interest, you may be allowed to change it, after consultation with the DGS who will guide you on how to proceed. However, you should take no more than a semester to appoint a new research advisor.

Rotations

All first-year graduate students must participate in the faculty research seminar (Chem 500) and three “3-Week Rotations”. The purpose of the Rotation is to help students explore different groups they are interested in joining and facilitate their selection of their research advisor. In Rotation, students will shadow the group members and learn what types of experiments/calculations are performed in the group and what day-to-day life looks like in each lab. You are encouraged to attend their group meetings, interact with the PI and advanced students in the prospective labs and discuss their research projects and life in the group, read papers published by their group, etc.

Procedures

1. All incoming Ph.D. students should participate in up to three ‘3-Week Rotations’ without bench work in the Fall semester. There will be three cycles: 9/19–10/7, 10/10–10/28, and 10/31–11/18.
2. Participation in the rotation is mandatory for the students but faculty participation is optional.
3. In the week of September 5, students will receive a ‘Rotation Form’ on which they should indicate a minimum of 3 up to 5 research groups they want to rotate with after speaking to the faculty members. The top 3 groups should be indicated with priority in the form, which should be returned to DGS/Graduate Coordinator by September 12.
4. The submitted ‘Rotation Form’ will be approved by DGS/ADGS with adjustments if needed and returned to the student along with an ‘Advisor Approval Form’ by September 14.
5. Each research group can accommodate up to 3 rotating students within a given cycle.
6. After the 2nd rotation, if a student–mentor match has been made, the student does not need to do the last rotation.
7. Desks or office space should be provided for rotating students.
8. During each rotation, students will shadow the group members and learn what types of experiments/calculations are performed in the group and what day-to-day life looks like in each lab. Students are encouraged to attend group meetings and read relevant literature.
9. Students should submit the ‘Advisor Approval Form’ signed by the advisor to DGS/Graduate Coordinator by November 25.

Research and Dissertation Committee

1. All Ph.D. students should select their research advisor as soon as possible (by 11/25), but no later than the conclusion of classes for their first semester.
2. Every graduate student enrolled in CHEM 599 (Ph.D. Thesis Research) must have a Ph.D. The committee consists of five members including three standing members and two ad hoc members. At least two of the members must be tenured UIC chemistry faculty. The standing members include the research advisor, who chairs the committee, and two other faculty who are familiar with a student's research area and can write meaningful letters of recommendation for the student's future employment. The standing members will serve in all major processes, Preliminary Exams, annual progress meetings, and thesis defense. Students must select the standing committee members by the end of their first year in residence. After consulting with selected faculty members, students will propose 3 committee members, along with a one-sentence justification for their selection. For the Preliminary Exam and thesis defense, students will select two additional ad hoc committee members. For thesis defense, one of the members must be selected from external degree-granting programs, including other UIC departments. The proposed committee must be approved by the DGS, ADGS, or Department Head.
3. Once the Ph.D. committee is formed, changes to committee members are discouraged, unless:
(i) the Ph.D. candidate changes their research field and needs different expertise in their Ph.D. Committee; (ii) the member of the committee cannot fulfill their advisory duties. Any changes to the Ph.D. The committee needs to be approved by the research advisor, DGS or ADGS.
4. Ph.D. candidates are required to have a Preliminary Exam at the end of their fourth semester in residence (excluding summer). The Preliminary Exam Committee should include the 3 standing members of the Ph.D. Committee plus 2 ad hoc members. At least two weeks before the Preliminary Exam, Ph.D. candidates should submit the Research and Annual Reports to the members of their Ph.D. Committee. The Research Report should summarize the research progress of the Ph.D. candidate, written using ACS manuscript style. If the Ph.D. candidate already submitted a manuscript for publication (this is an ideal scenario), this manuscript can be submitted as a report. The Annual Report form is attached below.
5. In the Preliminary Exam, the Ph.D. candidate will present the preliminary plan for their thesis work. The Ph.D. Committee will submit a report to the DGS with a recommendation that the Ph.D. Candidate should or should not be advanced to candidacy for the Ph.D. The Ph.D. Committee will also provide feedback to the Ph.D. candidate using the attached Ph.D. Candidate Evaluation Form.
6. The Ph.D. candidate will meet with the three standing members of their Ph.D. Committee annually thereafter. At least two weeks before each annual meeting, Ph.D. candidates should

submit the Research and Annual Reports (form attached) to the Committee members. These reviews determine whether each Ph.D. candidate is making satisfactory progress towards a Ph.D. degree. The Research Report should summarize the research progress of the Ph.D. candidate, written using the ACS manuscript style. If the Ph.D. candidate already submitted a manuscript for publication (this is an ideal scenario), this manuscript can be submitted as a report. After the meeting, the Ph.D. Committee will provide the DGS and the Ph.D. candidate with evaluations (using the provided Form) along with a recommendation that the candidate should or should not be advanced to the next year of their Ph.D.

7. The Department expects students to complete their Ph.D. in no more than five years, and students in good standing will have a higher priority for financial support during this period. All standing members of the Ph.D. Committee are expected to serve on the student's Dissertation Examination Committee.
8. Additional committee meetings may be held at the request of (a) the student, (b) the advisor, or (c) the Director of Graduate Studies.

Publication of Results and Ownership of Research Materials

The Department has an expectation of publication of the work presented in a Ph.D. thesis. At a minimum, this should represent three papers in journals that best match the student's research, and that are designated as first-tier in quality by one of the divisions of the Department. The student should be the first author in at least one of the three papers (primarily dependent on the student's work and analysis). Exceptions to this guideline can be requested by the advisor, who must state in writing the rationale for proceeding with the thesis dissemination to the Graduate Committee before a defense is scheduled.

While most of the experimental work eventually leading to a thesis is obtained in the laboratory by individual graduate students, under the guidance of faculty members, the resources necessary for their work are provided by the Department of Chemistry, using funds from Federal and/or State sources. Consequently, graduate students may not publish their experimental results without the approval of their research advisor. Traditionally, the names of all the students involved in a project, as well as the advisor's name, are included in publications. There are no general rules defining when a manuscript is ready for submission for publication, or whether it is more appropriate for an advisor to submit shorter manuscripts describing the experimental results of individual graduate students, or larger papers that group the results obtained by several students and which, usually, have a greater impact on the scientific community. Such determinations are traditionally made by the research advisor.

Students may not claim ownership of any spectra, laboratory notebooks, data, or chemicals used or made during their research, which will remain the property of the University of Illinois.

Furthermore, these materials must remain in the Department at all times for reference and for use in subsequent investigations.

Safety

Graduate students are required to follow all safety regulations, including those involving chemical and radiation safety, in both research and teaching laboratories. The Department is committed to providing a safe environment for graduate education and provides safety training for all graduate students, in collaboration with the Department's Director of Laboratories and the University's Environmental Health and Safety Office (EHSO). Every research and teaching laboratory has a safety manual, including a UIC Chemical Hygiene Plan, that students are required to become familiar with and follow. These manuals and plans have been developed by research advisors, the General Chemistry Stockroom, and/or teaching laboratory instructors/departmental staff, then approved by EHSO. Vigilance is required by students during all research and teaching activities. The failure of any single student to follow safety regulations can create dangerous working conditions for many others and as a result, can result in his or her dismissal from the graduate program.

There should be a UIC Chemical Hygiene Plan available in every laboratory. For updated information regarding the policies of UIC's environment and health care safety standards, please access the website of the Environmental Health & Safety Office at <https://www.ehso.uic.edu/>. The following books, which are available on campus in the Science Collection on the third floor of the Richard J. Daley Library, are recommended by EHSO:

- *Bretherick's Handbook of Reactive Chemical Hazards* (Butterworths, London, 1990)
- *Prudent Practices for Handling Hazardous Chemicals in Laboratories* (National Academy Press, Washington D.C., 1981)
- *Hazardous Laboratory Chemicals Disposal Guide* (CRC Press, Boca Raton, 1991)
- *CRC Handbook of Laboratory Safety* (CRC Press, Boca Raton)

No experimental work should be conducted unless all safety aspects have been considered. You should always consult your research advisor and the literature concerning any experiment that you wish to perform. For example, you may be concerned with (a) the handling of the starting materials and/or reaction products, (b) whether a reaction may be exothermic and thus require special cooling arrangements, (c) whether large volumes of gas may be released, demanding provisions for rapid pressure relief, (d) whether reagents may be water or oxygen sensitive, requiring special purification of all solvents and reagents as well as provision for an inert atmosphere, (e) whether starting materials, reaction intermediates, or products may be explosive, requiring the use of the high pressure laboratory or other special facilities for protection, (f) whether scaling up a known procedure might create special problems, (g) whether very high vacuum must be maintained in an instrument, requiring careful manipulation of valves and knowledge of their function, (h) whether

reactions involving radioactive isotopes have been carried out with non-radioactive reagents from beginning to end on the same scale, and whether you know all the guidelines relating to the handling, monitoring, and disposal of radioactive materials. Also note that chemical instrumentation can present other hazards, including (but not limited to) high electrical voltages or currents, high magnetic fields that can impact medical devices, cooling water, and/or high gas pressures.

In general, it is not advisable to work alone in the laboratory when anything even remotely hazardous is to be undertaken.

It is *never* foolish to take precautions for situations that do not actually materialize. When in doubt, it is always preferable to be on the safe side: discuss those concerns with your research advisor or the course instructor for teaching laboratories. Wear disposable gloves always when handling chemicals, wear safety glasses in the laboratory, place reaction vessels behind shields and in hoods, and do not contaminate your chemical bench or common areas in the laboratory. Open-toed shoes and shorts are never allowed in chemical laboratories: this is not a moral directive, but it is driven by safety. Also, avoid storing chemicals in fume hoods and glove boxes; place them in cabinets, away from potentially hazardous operations, and minimize the number of chemicals in the work area; each additional chemical complicates the clean-up and disposal process after an incident.

Many kinds of chemical reactions and instruments are known to be dangerous and accidents in the laboratory can occur. If you feel that the environment in which you or other students must work is not safe, or if you have any doubts about this, it is your responsibility to notify your research advisor, the Director of Graduate Studies, or the Head *immediately*.

In an emergency, you must *immediately* alert the University Police (5-5555) or dial the city 911 system (9-911 from a campus phone).

Financial Support for Continuing Graduate Students

The official departmental guidelines for appointing graduate students as teaching and research assistants can be found at <https://chem.uic.edu/graduate-studies/>. A few summarizing comments on this topic are made here regarding the financial support of graduate students:

1. Support for first-year students specified in the offer letter from the Department of Chemistry that you signed upon arrival at UIC.
2. Continuing Ph.D. candidate students can generally expect support in the form of teaching or research assistantships at a 50% appointment level for the first five years of their studies, provided that they (a) have been unconditionally certified by the ITA (International TA) program for oral English proficiency (for international students), (b) are not on academic probation, (c) are making satisfactory progress (defined below) towards a Ph.D. degree under

the supervision of a Chemistry faculty member, (d) have carried out teaching duties satisfactorily in previous TA appointments, and (e) have made satisfactory research progress in any prior RA appointment.

NOTE: An international student is required by Illinois law to have sufficient English skills to function efficiently as a teaching assistant. It is the student's responsibility to enroll in English language courses, as necessary, to acquire and maintain the necessary language skills.

3. There is no guarantee of support for M.S. students. Sometimes there is a shortage of teaching assistants and M.S. students might be offered a position at various levels. Often tuition and fee waivers are available for M.S. students.
4. Tuition and fee waivers are also often available for graduate students in good standing who are in their final year of the Ph.D. program and have not been granted (or have declined) a TA or RA.
5. A normal course load for graduate students is 16 hours each semester. First-year students normally enroll in 12 hours of lecture and seminar courses and 4→6 hours of CHEM 599 with the DGS or ADGS. In the second semester, students normally enroll in two lecture courses and CHEM 592 with their selected thesis advisor.

Satisfactory progress towards the M.S. degree implies that a student earns at least 8 hours of credit each semester, not be on probation, begins research in the second semester in residence, and accumulates at least 32 hours of credit by the end of the fourth semester in residence. At this point, the student has earned enough credit for an M.S. degree and is expected to graduate and leave after completing the thesis research.

Because the M.S. degree is not a prerequisite to the Ph.D., a student must request permission to change from the M.S. to the Ph.D. program to remain in the Department.

Satisfactory progress towards the Ph.D. degree means that the student has made up all deficiencies, is not on probation, has completed all the required coursework, has made good progress toward the cumulative examination requirement, and is making satisfactory progress in research. When in doubt, this last requirement is satisfied by a report of the student's Advising Committee. Thus, students in their third semester of residence and beyond must be enrolled in CHEM 599 and making progress in research. Students may register in CHEM 592, 598 or 599 as early as their second semester in residence and are *required* to begin research by their third semester (including summers).

Occasionally, a student in the Ph.D. program may wish to obtain a M.S. degree based on the coursework completed. This is acceptable, but it must be noted that an international student who received an I-20 document for a Ph.D. course of studies is not considered to have completed their

program upon receiving a M.S. degree. In other words, *a student in the Ph.D. program who receives an M.S. degree before completing the Ph.D. is not eligible for practical training.*

1. Students should be enrolled in courses appropriate to the chemistry graduate program. *Students may take courses outside the Chemistry Department, but only with the approval of the DGS or ADGS.* Students who take a significant number of courses in other departments or colleges such that their progress toward a degree in Chemistry is in question may have their financial support lowered or withdrawn.
2. Graduate students beyond the first year are expected to register in CHEM 599 under their advisor. Any additional courses should be at the 500-level. Advanced graduate students who wish to take a course at the 400-level (or lower) must obtain permission from the DGS or ADGS.
3. The students' progress is reviewed every semester by the DGS and the Advising Committee. These reviews determine whether each student is making satisfactory progress towards a degree. Each student is also required to submit an **Annual Report** of their course and research activities. The report should be signed by the student's research advisor and submitted to the Graduate Coordinator. **It is due each year in May.**
4. Besides supervising all the assigned laboratory and quiz sections and keeping regular office hours (or serving in the Freshman Center), Teaching Assistants are expected to be well acquainted with the material of the course and to cooperate with the professor in charge of the course and/or the laboratory. Professors are asked to certify that each teaching assistant has met their responsibilities.
5. The professor in charge of a research grant or contract is referred to as the principal investigator. The principal investigator has the responsibility of assigning research assistantships on that grant and determining whether a research assistant is carrying out their duties satisfactorily.
6. Students who do not meet the requirements stipulated above should expect to have their financial support lowered or even terminated. Students who do not make satisfactory progress towards a degree may be dropped from the program. Individual decisions on the level of support are made by the DGS in consultation with the Department Head.
7. The Department expects students to complete their Ph.D. in no more than five years, and students in good standing can expect financial support for this period. *Students are encouraged to work at a pace that will ensure their graduation by the end of their fifth year.* Support beyond this period is not guaranteed as it depends on funding availability and special circumstances. Requests for additional support are considered on an individual basis.

Guidelines for the Assignment of Teaching Assistants

1. All graduate students are assumed to be competent to assist in introductory chemistry courses. An effort will be made to assign duties in more advanced courses and laboratories to students in their field of specialization.
2. Since the ability to communicate orally is of utmost importance in quiz sections (CHEM 100, General Chemistry, 200-level Organic courses, and Biochemistry), every attempt will be made to assign only students with a good command of the English language to these courses.
3. Students with severe language problems will be used during the first year preferably in areas not requiring direct contact with undergraduates, e.g., grading, assistance in storerooms, etc. They are required to register in [GC 509](#) or [GC 510](#), every semester until their improved language ability allows them to perform normal TA duties. Financial support for non-teaching activities may be reduced below the normal 50% level. Students beyond their first year with unsatisfactory English can expect to lose part, or even all, of their TA support.
4. *Continuing students who expect to teach must submit their course and seminar schedules to the Assistant to the Head at least four weeks prior to the beginning of classes. If failure to submit a course schedule results in a conflict between classes and teaching assignments, it becomes the teaching assistant's responsibility to resolve the conflict, if necessary, by dropping the course or forfeiting the teaching assistantship.*
5. New students must submit their course schedules immediately after the advising which follows the placement examinations. Initial assignments are tentative and subject to change at the last minute because the exact number of sections to be taught is unknown until registration has been completed and because new students' schedules are not available until after they take their placement examinations.
6. If the number of TA positions is insufficient to support all the qualified graduate students' requests, preference will be given to students making the best academic progress.
7. Teaching Assistants are *not allowed to take leaves of absence from their teaching duties*, even if they find other students willing to replace them, *without the prior approval of the instructor in charge of the course. All arrangements for substitutions should be made in writing to the instructor in charge of the course, DUGS, and copied to the DGS.*

Graduation

Thesis Preparation

The Graduate College has established a format for the dissertation which must be followed before it can be approved. Thesis preparation guidelines can be found at <http://grad.uic.edu/thesis>. It is also recommended that students read a thesis prepared by a former student to obtain a sense of what is expected. Bound Ph.D. theses from the Department of Chemistry as well as electronic copies can be found on campus in the Science Collection on the third floor of the Richard J. Daley Library. The thesis should be prepared in consultation with the student's thesis advisor who should review each major revision of the thesis prior to approving it for presentation to the other committee members. Good writing requires multiple revisions and refinement. With modern word processors, examination committees expect polished grammar, correct spelling, and, above all, scientific logic in the theses that they are asked to read. The advisor should indicate their approval by signing the Thesis Review Form. The thesis must be presented to the other committee members at least ten days prior to the scheduled defense.

The Graduate College has strict deadlines for submitting dissertations and placing your name on the graduation list. An important component is that you must declare your intention to graduate when you register in your last semester. Do not wait until the last minute.

Three things that will require your immediate attention are the:

- Committee Recommendation Form (*submit 4 weeks prior to defense*)
- Declaration of Intent to Graduate (*apply by Graduate College deadline*)
- Payment of Publishing fee (*any time prior to defense*)

Committee Recommendation Form

This can be accessed online and downloaded to obtain your advisor's signature and the signature of either the Department Head, DGS, or Associate DGS. It should then be photocopied for your departmental file and given to the Graduate College directly or via the Graduate Coordinator of the Department of Chemistry. It must be submitted *no later than four weeks before the date of your thesis defense*. You and your research advisor propose the names of the five members who will serve on your committee, the Head must approve your choices, but it is the Graduate College that formally appoints the Committee and releases the forms to be signed upon completion of the oral defense. One committee member must be from outside the department. If this person is not a member of the Graduate College, their Curriculum Vitae must be submitted with your form. In this case, there may be a delay in getting the approval of the Graduate College. Therefore, it is very important not to wait until the last minute to request the appointment of your Dissertation Committee.

Declaration of Intent to Graduate

To declare your intention to graduate for a certain term, you must complete the online *Intent to Graduate*. Students should go to the University portal, <https://my.uic.edu>, and log in. In the "Academics" tab of the student part of the portal (you may also have staff and faculty sections if you work on campus and/or are a teaching assistant) go to the "Records" sub-tab. Choose links, and then the link to Declare your Intent to Graduate. Read the information carefully, and follow the instructions given. Be sure to review all the information that you enter to confirm that it is correct before you submit it. Once you submit the *Intent to Graduate*, a confirmation will appear on the screen, which you may print. You need to wait for that confirmation to appear, as that is the only notice you receive of successful submission. If you submit an *Intent to Graduate* successfully and you later try to submit another one for the same term, the system will not allow you to do so. You will also be able to submit a diploma mailing address. Diplomas are typically mailed two or more months after the end of the term of graduation.

There are strict, non-negotiable deadlines posted in our departmental mailroom and in the office of the Graduate Coordinator for filing for graduation and submitting your defended and approved thesis to the Graduate College. If you miss these deadlines, you will not graduate at the end of the semester. Please advise the Graduate Coordinator of your intention to graduate.

Publishing Fee

This is a service fee (\$37.50) charged by University Microfilms International, which publishes doctoral dissertations. It includes the \$25 ProQuest fee and a \$12.50 library publishing fee. Use the following University-sanctioned secure link to pay the publishing fee online: https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/uic_graduate_college/fees/uic_thesis_fee/. American Express, Discover, Mastercard, and Visa are accepted. There is no additional charge to pay by credit card.

Before agreeing to issue your degree, the Graduate College asks that our Director of Graduate Studies checks that all the departmental requirements have been met.

It is now possible to submit your defended and corrected thesis to the Graduate College online by uploading your thesis as a pdf file from the Graduate College website. Please access the following websites for current information regarding ETD (Electronic Thesis and Dissertation) submission and information regarding your responsibilities as well as the responsibilities of your Committee Chairperson and the Department of Chemistry: <https://grad.uic.edu/academic-support/thesis/etd/>. Your Publishing Agreement Form will still be required in paper format to be submitted in one manila envelope.

Note that you must be registered during the semester in which you defend your thesis. You do not need to be registered for the following semester if you defend your thesis between semesters. You

must file for graduation by the posted deadline of the Graduate College for the semester in which you choose to graduate, which is typically the semester in which you defend (or the following semester if you defend between semesters). You will receive the degree at the end of that semester. You will receive your diploma approximately two months after the end of the semester in which you graduate.

If you have any questions regarding the Thesis Manual, forms, or requirements relative to your thesis, the submission of your thesis, and graduation, contact Dr. James Kollenbroich (jkolle1@uic.edu), who is the Thesis/Dissertation Specialist in the Graduate College.

Most students spend about 4-5 years in the department to complete their course requirements, their cumulative examinations, and their research. The end of their stay, particularly the last few weeks, can be quite stressful. They must worry about the next step in their professional career while taking care of the last requirements in the department and in the Graduate College, such as completing the thesis, reserving a room for the oral presentation, publicizing the oral presentation, submitting the approved thesis, and asking the DGS and/or the Head of the Department to sign a variety of forms. To assist you, the Graduate Coordinator will do all the above except for the course, complete and submit your thesis. For them to do this, they will need:

- the abstract or summary of your thesis via e-mail attachment (preferably as a Microsoft Word document) and
- the date and time selected for your public presentation and the oral defense.

The combination of your advanced planning and this procedure will ensure quality and consistency in the steps to the thesis defense and help to relieve you of last-minute stress.

Dismissal from the Program

Most of the students who join our program leave it either because they have completed their degree requirements or because of compelling personal reasons. Occasionally, unfortunately, some students are dismissed from the Program. The most common reasons are:

- a) **Poor academic performance (Part 1).** The Graduate College requires all students to maintain a 3.0 GPA or B average. Students falling below this level are placed on probation and allowed additional time to raise their GPA to the required value. Should they fail to do so, they are dismissed by the Graduate College.
- b) **Poor academic performance (Part 2).** Some students are admitted on conditional status. This means that they must meet specific conditions to gain full status. These conditions are spelled out in the letter of admission. Failure to meet the terms of the conditional admission leads to dismissal.
- c) **Poor research performance.** As stated in the letter of admission and in all the documents describing the Chemistry Program, research is the centerpiece of the graduate education leading to the Ph.D. degree. Failure to make satisfactory progress in research is ground for dismissal from the Program. Please note that satisfactory progress is defined here in terms of research efforts as judged by the research advisor, not in terms of experimental results. A student who fails to come to the laboratory, who does not work diligently, who does not want to use appropriate and safe experimental techniques, who damages equipment, or who does not respect the constraints placed upon individual students by the needs of the other graduate students can expect to receive an Unsatisfactory grade in the specific research course (CHEM 599) from the research advisor. The DGS will review all cases of students receiving Unsatisfactory grades. If a student's performance has been substandard for more than one semester and/or the performance in a given semester is sufficiently poor, the DGS will recommend to the Graduate College that the student be dismissed from the Program.
- d) **Failure to make adequate progress toward a degree.** All the previous pages have suggested normal timelines to move through the various stages toward a Ph.D. To make an original contribution in science, the work must be timely and relevant. The Ph.D. in Chemistry is not an open-ended process, and the Department will judge all students by the timeliness as well as the quality of their overall academic work.
- e) **Failure to follow established safety regulations.** It is important to note that, occasionally, a graduate student may not be satisfied with the initial choice of advisor or project. The Director of Graduate Studies must be consulted immediately, preferably early during the first semester of research. There is no penalty associated with the first change of research advisor, but additional changes are not recommended. When requested, these changes are reviewed by the Graduate Committee, which passes judgment on whether they should be permitted.

General Information

The Graduate Coordinator

The Graduate Coordinator has dedicated a great deal of time to assist you and other graduate students directly or indirectly before you arrived. Now that you are here, the Graduate Coordinator is your prime source of information and directions and will give you advice on how to find a solution to your specific problems. Furthermore, she possesses all the documents necessary to communicate with the Graduate College, which accepts petitions on a variety of topics. All these petitions must be approved by your advisor and/or the Director of Graduate Studies before they are submitted to the Graduate College.

Director of Laboratories

Initially, you will probably find that most questions dealing with academic matters can be answered by the Graduate Coordinator, the Director, or the Associate Director of Graduate Studies. You are likely to discover, however, that other people in the Department are also very important. The Interim Director of Laboratories (DL), Mr. Tom Frueh controls many matters that affect your daily life. The DL deals with maintenance and construction matters for the Department. He interacts with the Facilities Management personnel and performs tasks that are essential for our teaching assistant space and the operation of our laboratories. Departmental keys are also distributed through Mr. Frueh. His office is room 4507 SES.

Human Resources Associate

Ms. Rebecca Gallardo is responsible for your employment contract as a Teaching or Research Assistant. Any matter related to your employment status, salary, or tuition waiver should be directed to Ms. Rebecca Gallardo. Her contact info is (rebcell@uic.edu, 312-413-0068) and her office is Room 4504 SES.

Housing

The University of Illinois at Chicago has new modern residence halls near the Department. Some have meals served in an adjoining cafeteria while others offer mini apartments with shared bath and cooking facilities. A wide range of recreational and social opportunities are available within the residential complex and in the Student Recreation Facility at 737 South Halsted Street. Unfortunately, since most of the students residing in these dorms are undergraduate, the services offered are geared to their needs. In previous years, these dorms were closed when the undergraduate students were on vacation, particularly during the break at the end of the Fall semester and during Summer, when graduate students invest most of their time in their research. Ask specific questions before signing any contract and *get all the specifics in writing*.

Rooms without meal plans are available on the West and South sides of the campus. A free shuttle bus connects the East and West side of the campus. Most graduate students living on campus find this arrangement preferable. The West Side has more graduate student residents. For further information, contact: Campus Housing, 818 S. Wolcott, Chicago, Illinois 60612, Tel: (312) 355-6300. Note that they are usually very reluctant to return any deposits, should you decide not to use their services after making initial contacts.

If a University Residence Hall is not for you (e.g., the University does not have suitable facilities for couples), try the [UIC Housing Service Office](#). Notices of apartment vacancies, roommates wanted, etc., are posted on the bulletin board on the first floor near the main entrance of the Student Center East (SCE). Students are encouraged to check the local papers, particularly the *Chicago Tribune*, the *Sun-Times*, and the *Reader* (which is free and appears on Thursday afternoons) for further housing information.

Transportation

The University of Illinois at Chicago is well served by public transportation. However, a free shuttle bus operates between the West (Medical Center) side of the campus and the east side of campus. This Intercampus Shuttle (white bus with a red and white sign) stops on Taylor Street at the main entrance of SES. To use it you must show your University I.D. card. Information regarding the bus routes and schedules can be found at <https://transportation.uic.edu/buses-and-shuttles/>.

If you drive to school, you can park in one of the several university parking lots for a fee of \$391 per semester for the Fall and Spring (\$220 for the Summer); visit <https://parking.uic.edu/students/> for the latest rates. You would pay for this standard parking at the Parking Office in Room 2620 SSB (312-413-9020) and insert your university I.D. card in the mechanical valet to enter. Also, be sure that you carry proper insurance for your car; it is mandatory in Illinois.

The Chicago Transit Authority (CTA) has a rapid-transit station just north of the campus, on the median strip of the Eisenhower Expressway. The trains are on the Congress-O'Hare (Blue) line, and the CTA boasts that they can have you in downtown Chicago in three minutes. They can take you to more distant parts of town, most conveniently north, south, and west. The CTA is the most reliable way to go to O'Hare Airport. The "orange" line (change trains at State and Lake Streets) also allows easy access to Midway Airport. There are four bus routes that serve the campus, on Harrison, Halsted, and Roosevelt Road.

Many commuter trains stop at [Ogilvie Transportation Center](#) (Clinton at 500 W. Madison) and Union Station (Clinton and Jackson). Both stations are within walking distance of the campus. It is also possible to take the subway from the Clinton Street subway stop and get off at the next stop, which is UIC/Halsted. Information regarding UIC's commuter bus services can be found at

<http://transportation.uic.edu/buses-and-shuttles/>. Finally, there is a Greyhound bus station on Harrison Street, just two blocks east of Halsted Street.

Red Car Service

The "Red Car" is a safety escort service available to University faculty, staff, students, hospital patients or their visitors, and other authorized individuals. The "Red Car" operates from 11:00 PM to 7:00 AM seven days per week (including holidays) within the following general boundaries: Halsted Street on the east, Western Avenue on the west, Eisenhower Expressway on the north, and Roosevelt Road on the south. Services are also extended to include the Chemical Engineering Building and the Access Living location at 614 W. Roosevelt Road. Their website is <https://transportation.uic.edu/night-ride/>. General inquiries may be submitted by e-mail to Rides@uic.edu. To request Red Car service, call (312) 996-2842. To ride in a Red Car, you will need to present your university I.D. card. Escort vehicles are radio equipped and dispatched by University Police. After-hours police escort service is available by calling the University Police at 996-2830. A patrol car unit will be assigned to observe your route of travel to your vehicle or to public transit. The Student Patrol may also provide escort services on campus.

Libraries

The University is fortunate in having excellent library collections and very supportive staff. The Science Collection, located on the third floor of the Richard J. Daley Library on the east side of campus, has holdings in Biology, Chemistry, Geology, and Physics. The most recent volumes of most scientific journals are available in the Science Collection, however, to accommodate the availability of a larger number of journals and books, many volumes can be found only online by accessing <https://library.uic.edu/>. Journals with a heavy emphasis on biochemical or health topics, and those dealing with natural products are likely to be housed in the Library of the Health Sciences, located on the West side of campus at 1750 Polk St. This is a stop on the Campus Shuttle bus route. This library, which is quite spacious and has comfortable seats, is a pleasant place for studying.

Many new issues of journals with heavy readership on both sides of the campus are displayed successively in both libraries (there are no duplicate subscriptions). If you are in search of a recent issue of such a journal and do not find it in the library where it is usually shelved, inquire whether it might presently be in the other library. The Main Library on the East Campus (Richard J. Daley Library) contains Math and Engineering books and journals as well as the campus Humanities and Social Science holdings. An efficient interlibrary loan service with the Urbana collection and other area libraries makes even the most obscure publications readily available. They may be requested at the Circulation Desk at the interlibrary loan desk in the Main Library, or directly from an appropriate computer terminal either in a library or in the Department.

Disability Accommodations

Students with disabilities who require accommodations for access and participation in this course must register with the [Office of Disability Services](#) (ODS). Please contact ODS at (312) 413-2183 (voice) or (312) 413-0123 (TTY). Notification of this issue to the professor must occur within the first week of the course.

Religious Holidays

Students who wish to observe their religious holidays must notify the [ADGS](#) by the tenth day of the term that they will be absent unless their religious holiday is observed on or before the tenth day. In such cases, you must notify the ADGS at least five days in advance of the date when he or she will be absent. Properly submitted requests will be honored.

Grievance Procedures

UIC is committed to the most fundamental principles of academic freedom, equality of opportunity, and human dignity involving students and employees. Freedom from discrimination is a foundation for all decision-making at UIC. Students are encouraged to study the University's "Nondiscrimination Statement". Students are also urged to read the document "Public Formal Grievance Procedures". Information on these policies and procedures is available on the University web pages of the Office of Access and Equity: www.uic.edu/depts/oe.

Health Services, Counseling, & Insurance

All students attending UIC must have insurance coverage. The graduate student health insurance fee for the Fall 2022 and Spring 2023 semesters is \$697 each semester. (Summer is approximately \$461). Check [here](#) for the latest rates. This is for coverage by UIC's Campus Care plan. Please access <https://campuscare.uic.edu/> for complete Campus Care insurance information.

Outpatient services can be handled at either the **Family Medicine Center**, University Village at 722 W. Maxwell St, 2nd Floor, Chicago, IL 60607; Ph: 312-996-2901 (for appointments), or **Family Medicine Center Outpatient Care Center** at 1801 W. Taylor St. 2nd floor Ste 2A, Chicago, IL 60612; Ph: 312-996-6816 (for appointments). For detailed information regarding UIC's health service coverage, please check their website which is <https://chicago.medicine.uic.edu/departments/academic-departments/family-medicine/>. If you already have insurance coverage through a parent or spouse or your own personal insurance, you may waive UIC's insurance. Waiver forms may only be submitted electronically by accessing <https://campuscare.uic.edu/>. Be prepared to present proof of any alternative insurance that you may have. It is important that it is equal to the coverage offered by UIC.

The [Student Counseling Service](#), Room 2010, Student Services Building (SSB), provides personal counseling and various specialized services—including educational and vocational counseling—for all students. Relatively few students make it through undergraduate and graduate school without suffering an emotional problem at some time. The Counseling Service is there to help you at such

a time. Your tuition helps pay for it, and the Chemistry Department urges you to use it if you need it. The Speech, Language, and Hearing Clinic, located in Room 2075 SSB, provides free services to students with speech and language problems.

The Graduate Assistant Dental Program (GADP) is a dental benefit plan that provides coverage for preventative care and treatment for eligible participants. Appointments can be scheduled by calling the Faculty Dental Practice at (312) 355-1401. Further information on eligibility and benefits can be found at https://www.hr.uic.edu/labor_relations/labor_agreements/ga_dental_and_vision/.

Athletic and Recreational Activities

The Student Center East (SCE) has an art gallery, a crafts workshop, a music lounge and television rooms, as well as facilities for table tennis, bowling, and other activities. Across the street at 737 S. Halsted Street is the new Student Recreational Facility (SRF) which has a huge array of fitness equipment, gyms, a track, handball courts, a rock-climbing wall, pool, Jacuzzi, and a lazy river. For information on recreational activities call 312-413-5150 or visit their website at http://recreation.uic.edu/facilities/facility_srf/.

If you are interested in more organized activities, there are intramural programs in badminton, basketball, bowling, fencing, handball, racquetball, softball, squash, swimming, tennis, touch football, track, volleyball, and water polo. Information is available from the Student Recreational Facility. The Intercollegiate Athletic Program is in Division I, does well in various sports, and wishes to have your support.

Bookstores

The main [University Bookstore](#) is on the ground floor of the SCE building. There is also a small shop in the basement of the Behavioral Sciences Building (BSB). Medically oriented books can be obtained at the bookstore at the Health Sciences Illini Union. General scientific books are also available in a variety of city bookshops. It is usually cheaper to order books directly from the publishers.

Miscellaneous Useful Information

Check Cashing

Check cashing is provided by [Credit Union 1](#) for all students, faculty, and staff. Also, automated teller machines (ATMs) are everywhere in town, as well as in University Hall and in SCE on the East side of the campus. They provide a convenient way to secure cash once you have established an account. The UIC Bookstore in SCE sells postage stamps, tickets for Great America amusement park, and discounted movie tickets.

Day Care

The UIC Children's Center, located at 1919 W. Taylor Street (Room 128), provides day care for children (ages 3-6 years) of students, faculty, and staff members, for a subsidized fee. For further information, visit their website at <http://childrenscenter.uic.edu/>

Duplicating

There are departmental photocopying machines in Room 4500 SES. The machines should be used only for teaching and research activities. Personal use and duplication of whole books are not allowed.

ID Card

All students must obtain a UIC photo ID card. The ID card is free, but if you lose your card, the replacement cost is \$20. The ID Card Center (<https://idcenter.uic.edu>) is open Monday-Friday from 8:30 AM to 5:00 PM. Office: 750 S. Halsted St., 124 SCE, Chicago, Illinois 60607, MC 049, Phone: (312) 413-5940, Email: idcenter@uic.edu

Interest Groups

Graduate Student Council Representative
Chemistry Graduate Student Association Executive Committee
Graduate Employee Organization (Graduate Student Union)

Lost & Found

Second floor, north wing of Student Center East. Also, you should check with the Chemistry Department Office personnel.

Office Supplies

Office supplies necessary for fulfilling teaching duties are available in the Chemistry Dept. front office (room 4500 SES).

Important Contacts

Graduate Coordinator. Please contact Ms. Gloria Torres, gtorre33@uic.edu, (312) 996-8420

Prof. Wonhwa Cho, Department Head, wcho@uic.edu, (312) 413-2454

Prof. Daesung Lee, Director of Graduate Studies, dsunglee@uic.edu, (312) 996-5189

Prof. Ksenija Glusac, Associate Director of Graduate Studies, glusac@uic.edu, (312)413-8867

Prof. George Papadantonakis, Assistant Head and Acting Director of Undergraduate Studies, gpapad3@uic.edu, (312) 996-2790

Mr. Tom Frueh, Safety Officer and Interim Director of Laboratories tfrueh2@uic.edu, (312) 996-5823

Ms. Jennifer Kazin, Undergraduate Coordinator, jkazin@uic.edu, (312) 996-9590

For Faculty Directory - see the [Chemistry Department website](#)

Chemistry Department Office, (312) 996-3161

Chemistry Undergraduate Laboratory Stockroom, (312) 996-2987