Table of Contents

A. GRADUATE STUDENT HANDBOOK OVERVIEW

MILESTONES AND TIME LINE TABLE FOR A FIVE-YEAR CHEMISTRY PH.D.

B. REQUIREMENT FOR PH.D. DEGREE IN THE DEPARTMENT OF CHEMISTRY
1. Graduate Course Advising During First Year
2. Academic and Social Support Services
3. Graduate Academic Curriculum
   a. Core Curriculum
   b. Teaching/Communication Skills Requirement
   c. Additional Course work
4. Graduate Research Mentor Selection
5. Graduate Research Committee Selection
6. Communication Skills Requirement
7. Seminar Requirement
8. Teaching Requirement
9. Written Qualifying Examination
10. Research Proposal Defense
11. Research
12. Admission to Candidacy
13. Annual Reviews
14. Application for Degree
15. Ph.D. Dissertation
16. Presentation and Defense of Dissertation
17. Conferring of the Ph.D degree in Chemistry
18. Time Limits to Completion of Degree

C. ADDITIONAL POLICIES AND PROCEDURES
1. Employment Outside of the Department of Chemistry
2. Travel
3. Dissertation Charges

D. APPENDICES
APPENDIX A Graduate Course Curriculum Schedule
APPENDIX B1 Graduate Research Mentor Selection Form
APPENDIX B2 Department of Chemistry Graduate Faculty and Research Areas
APPENDIX C Graduate Study Committee Letter
APPENDIX D1 Literature Seminar Evaluation Form
APPENDIX D2 Literature Seminar Results
APPENDIX E Teaching Apprenticeship Program
APPENDIX F Written Qualifying Examination Results
APPENDIX G Research Proposal Results
APPENDIX H Application for Admission to Candidacy - Doctoral
APPENDIX I1 Graduate Student Annual Information Form
APPENDIX I2 Report of Annual Meeting
APPENDIX J Application for Degree (Master's, Educational Specialist, or Doctoral Degree)
APPENDIX K Request Dissertation Approval Forms
APPENDIX L Final Laboratory Inspection Form
APPENDIX M Travel Policy and Travel Authorization Form
A. Graduate Student Handbook Overview

This document summarizes the requirements for the Ph.D. degree in Chemistry at the University of Alabama at Birmingham. The purpose of this handbook is to inform graduate students of the rules, regulations, timeline, and checklist for completion of the Ph.D. degree.

The primary reference for rules and regulations regarding graduate students is the University of Alabama at Birmingham Graduate School Policies. The Graduate School’s current polices can be found at:

http://main.uab.edu/Sites/gradschool/students/current/policies/7281/

Other useful Graduate School information can be found at:

http://www.uab.edu/graduate/UAB_Grad_Handbook.pdf

Specific course requirements, suggested course curricula, deadlines and other departmental guidelines, rules and regulations are presented here. Questions regarding these requirements may be referred to the Graduate Program Director or the Department of Chemistry Graduate Program staff.

Graduate Program Director
Donald D. Muccio, Ph.D.
290, Chemistry Building
Department of Chemistry
University of Alabama at Birmingham
Birmingham, AL 35294-1240
voice: 205-934-8285
muccio@uab.edu

Graduate Recruiting Coordinator
Tracy P. Hamilton, Ph.D.
277, Chemistry Building
Department of Chemistry
University of Alabama at Birmingham
Birmingham, AL 35294-1240
voice: 205-934-8956
hamilton@uab.edu

Graduate Student Coordinator
Ms. Laura Knighten
201 D, Chemistry Building
Department of Chemistry
University of Alabama at Birmingham
Birmingham, AL 35294-1240
voice: 205-934-8139
knighten@uab.edu
# Milestones and Time Line Table for a Five-Year Chemistry Ph.D.

<table>
<thead>
<tr>
<th>Milestone Activities</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Curriculum¹</td>
<td>Fa</td>
<td>Sp</td>
<td>Su</td>
<td>Fa</td>
<td>Sp</td>
</tr>
<tr>
<td>Foundations Courses and GRD 715²</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Core Chemistry Courses³</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Courses⁴</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection of Graduate Research Mentor⁵</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selection of Graduate Research Committee⁶</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting of Graduate Research Committee⁷</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching Experience⁸</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Program⁹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Evaluation¹⁰</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature Seminar¹¹</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Qualifying Examination¹²</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Proposal Defense¹³</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission to Candidacy¹⁴</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application for Degree¹⁵</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Defense of Dissertation Research¹⁶</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ph.D. Degree Awarded¹⁷</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ An overall GPA of 3.0 in all graduate coursework is required.
² Two Foundations in Chemistry courses (6 semester hours).
³ Four additional graduate core chemistry courses (12 semester hours).
⁴ Minimum of two additional 3 semester hour courses (24 semester hours total).
⁵ Graduate research mentor is chosen starting in the Spring semester but must be completed by end of first year.
⁶ Selection of the graduate research committee must be completed by the end of the first year.
⁷ Graduate Research Committee must meet once per year.
⁸ During the first semester the teaching requirement will be satisfied. Students will continue teaching until their research mentor provides a research assistantship (usually in the third year).
⁹ Dissertation research starts in year one until completion.
¹⁰ Students will be evaluated on academic progress, teaching performance and research productivity.
¹¹ Literature seminar is presented during Fall or Spring semester of the second year.
¹² Written qualifying examination is taken in the Summer of the 2nd year.
¹³ Research proposal is defended in the 3rd year (no longer than 12 months after passing the written examination).
¹⁴ Admission to Candidacy occurs in the 3rd year (after completion of the literature seminar, written qualifying examination and research proposal).
¹⁵ Application of Degree occurs one semester prior to Defense of Dissertation.
¹⁶ Defense of Dissertation Research occurs one semester prior to graduation.
¹⁷ Graduation occurs in Fall, Spring, or Summer semester depending on submission of approved dissertation.

**Note:** The student is responsible for fulfilling all of the degree requirements on schedule.
B. REQUIREMENTS FOR PH.D. DEGREE

1. Graduate Course Advising During First Year

Entering graduate students are advised by the Graduate Program Director and the Graduate Education Committee. Each semester, graduate students are required to obtain a signature of the Graduate Program Director to register for graduate classes (until a graduate research mentor is chosen). When a student chooses a permanent graduate research mentor (See Step 4 below), the graduate research mentor (in collaboration with the student’s graduate research committee) provides the academic advisement and signs the registration form.

2. Academic and Social Support Services

UAB provides considerable support services to enrolled students. The Graduate School online catalog, facilities and services section has many support services (http://main.uab.edu/show.asp?durki=95306). Information and links for Lister Hill Library of Health Sciences and Mervyn H. Sterne Library, Student Housing and Residential Life, Student Health and Insurance Programs, Student Development (comprised of TRIO Academic Services, Career Services, Disability Support Services, Veteran’s Services, Testing Office, Counseling and Wellness Services, and Women’s Services) are included in this URL. The Graduate School’s Professional Development Program provides graduate students with career support and advancement, training in academic and grant writing, teaching at the college level, presentation and discussion skills, academic English for Internationals, as well as pronunciation and accent improvement. Details on the Graduate School’s Professional Development Program can be found at:

http://main.uab.edu/Sites/gradschool/programs/professional

3. Graduate Academic Curriculum

Full-time students are required to register for 9 semester hours of graduate course work. This includes regular graduate courses approved by the student’s graduate research mentor and program director, seminar (CH 791), and non-thesis research (CH 798) (prior to Admission to Candidacy) or thesis research (CH 799) (after Admission to Candidacy). Those students on departmental assistantships should enroll for no more than 9 hours per semester unless authorized by the Graduate Program Director and the Departmental Chair.

a. Core Curriculum: All students are required to pass the Foundations Courses [CH 600/700, Foundations I (Analytical and Physical); CH 601/701, Foundations II (Organic and Inorganic)] (6 semester hours). At least four additional chemistry core courses (12 semester hours) are selected by the student and the student’s graduate committee Appendix A provides suggested course curricula schedules for different tracks. The chemistry courses can be
substituted with the approval of the student’s graduate research committee. Students must receive a grade of B or better in all core courses.

**Chemistry Core Courses (MS: 600 level; PhD: 700 level):**
CH 625/725, CH 629/729, CH 631/731, CH 632/732, CH 639/739, CH 640/740, CH 642/742, CH 649/749, CH 651/751, CH 659/759, CH 660/760, CH 661/761, CH 663/763, CH 664/764, CH 669/769, CH 671/771, CH 672/772, CH 673/773.

For Detailed course descriptions: [http://main.uab.edu/show.asp?durki=95240](http://main.uab.edu/show.asp?durki=95240)

**b. Teaching/Communication Skills requirement.** All students are required to complete GRD 715 during their first term in the program. Students with English as a second language enroll for 3 semester hours. All others enroll in this course for 2 semester hours. This course is required but is not counted toward the 24 semester hour minimum.

c. **Additional course work:** The graduate student and the graduate research mentor (in consultation with the student’s graduate research committee) select additional graded graduate courses to complete a minimum of 24 semester hours. There is no semester hour requirement for additional course work but the student must complete a minimum of 24 semester hours of graduate coursework with an overall GPA of 3.0 or higher.

**UAB Graduate School Ph.D. Minimum Course Credit Requirements**

The Graduate School has minimum course credit requirements for students in doctoral programs. Program requirements for course work may exceed the Graduate School minimums. Graduate School minimum requirements are:

1. If entering with a baccalaureate degree:
   a. Completion of 48 semester hours of course work prior to candidacy.
   b. Up to 16 credits of the 48 can be as non-dissertation research credits
   c. Up to 10 credits can be as lab rotation, seminar, or directed study credits
   d. Doctoral students must satisfy one of the following:
      • Must complete at least two semesters as a full time student in candidacy and accumulate at least 24 semester hours in 799 dissertation research. **OR**
      • Must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester hours in 799 dissertation research, AND, either during or before candidacy, 12 semester hours in other appropriate research-based coursework, which has been approved by the graduate student's program. Courses which have been previously counted toward another degree are not eligible to satisfy the research credit requirement. The student’s graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree.

2. If entering with a previous Masters degree appropriate to the doctoral degree field (Also applies to previously earned M.S., D.V.M., D.M.D., D.D.S., etc.):
a. Completion of 27 semester hours of course work prior to candidacy  
b. Up to 6 credits of the 27 can be as nondissertation research credits  
c. Up to 6 credits can be as lab rotation, seminar, or directed study credits  
d. Doctoral students must satisfy one of the following:  
   • Must complete at least two semesters in candidacy and accumulate at least 24 semester hours in 799 dissertation research. OR  
   • Must complete at least two semesters as a student in candidacy and have accumulated at least 12 semester hours in 799 dissertation research, AND, either during or before candidacy, 12 semester hours in other appropriate research-based coursework, which has been approved by the graduate student's program. Courses which have been previously counted toward another degree are not eligible to satisfy the research credit requirement. The student's graduate department/program should provide a course planning curriculum worksheet detailing the courses taken which are intended to be used toward meeting degree requirements along with the application for degree.

Up to 12 credits of course work that have not been applied toward meeting the requirements for an earned degree taken at UAB or other institutions may be used to satisfy these course credit requirements upon approval of the Graduate Program Director and the Graduate School Dean.

4. Graduate Research Mentor Selection

During the Fall semester, first year graduate students are required to enroll in CH 790 (Introduction to Graduate Research). The student will be introduced to the graduate research faculty and their research interests. The student meets with prospective graduate research mentors to discuss interest in the prospective mentor’s laboratory. The graduate student and graduate research faculty member agree upon their research project and inform the Graduate Program Director by signing the form in Appendix B. The graduate student is officially assigned to the graduate research mentor’s faculty’s laboratory when the Chair of the Department of Chemistry signs the form in Appendix B. If the student is uncertain of research directions, the Graduate Program Director will aid in establishing rotations in laboratories doing research within the student’s areas of interest. The process of selecting the graduate research mentor must be completed by the end of the student’s first year.

5. Graduate Research Committee Selection

Selection of the Graduate Research Committee is the responsibility of both the student and their graduate research mentor. Three (minimum) Graduate Chemistry Faculty and two (minimum) Graduate Faculty outside of the department must be chosen. The GRADUATE STUDY COMMITTEE LETTER (Appendix C) is completed and forwarded to the Graduate Program Director. The Graduate Program Director will inform The Graduate School of the student’s graduate research committee.
The student should meet with their graduate research committee during the summer of their first year of graduate school. During this meeting, the committee will discuss with the student the required coursework to be completed by the student’s second year. The form in Appendix A is filled out and submitted to the Graduate Program Director and the student’s file. The graduate research committee will also set a goal to complete core courses by Spring semester of the second year. Thereafter, an annual meeting of the committee is to occur to monitor and assess the student’s progress in achieving milestones toward completion of their Ph.D. degree. The graduate research committee plays a crucial role in the direction of the student’s research program. The student and the graduate research mentor have the joint responsibility in scheduling all meetings of the graduate research committee.

It is the responsibility of the graduate research mentor to provide a written summary of the discussion that transpired during the meeting and provide a copy of this memorandum to the student, all members of the student’s graduate research committee, and the Graduate Program Director.

Faculty may be added or removed from the graduate research committee with the approval of the Department of Chemistry Graduate Program Director and the Dean of the Graduate School. A request to change the composition of the committee should be initiated only after consultation with the existing committee. A memorandum requesting and indicating the reason for the change is forwarded to the Department of Chemistry Graduate Program Director.

6. Communication Skills Requirements

All graduate students are to demonstrate written and oral communication skill competencies. Adequate performance is required on the literature seminar, written exams, research proposal (oral and written), dissertation defense, teaching, publications, and presentations at professional meetings. For graduate students whose native language is not English, competency in the English language must be demonstrated by passing Academic English Courses for International students. Before registering for Academic English courses, nonnative English speakers must complete the oral and written language assessments. The purpose of these assessments is to recommend students to the appropriate level courses (GRD 720/721 or GRD 730/731; GRD 714, 724 or 725; GRD 726, 727, or 728). The oral assessment consists of a 20-minute one-on-one structured interview, and the writing assessment is a 1-hour written essay. These assessments are scheduled at the beginning of each semester. To schedule assessments, nonnative English speakers should contact Lori Naramore at naramor3@uab.edu. Enrollment in the Academic English for Internationals courses by incoming international students should occur during the first year. The following URL will direct you to information on registration for these classes:

http://main.uab.edu/Sites/gradschool/programs/professional/7683/

This requirement is consistent with the UAB policy that written work in all courses must meet minimum standards of English literacy.
7. **Seminar Requirement**

Graduate students are to attend and participate in the Department of Chemistry Seminar Program each semester (enroll in CH 791). Graduate students pursing a Ph.D. degree present a departmental literature seminar (CH 792) during the second year of enrollment. The date of the departmental literature seminar will be assigned at least 6 months prior to delivery. The topic of the literature seminar must not be directly related to the student's chosen area of research or that of another student. The seminar topic is to be approved by the student's graduate research mentor and by the student's graduate research committee members. The student must prepare a written summary (1 page) that provides an overview of the seminar topic along with a list of pertinent references. The summary must be distributed to the Departmental office a minimum of one week prior to the seminar date. The student will enroll in CH 792 for the semester in which the seminar is scheduled. The student will present his/her seminar and the Chemistry faculty and committee members attending the seminar will grade the student. The Graduate Program Director will provide a written evaluation and grade to the student (See attached SAMPLE SEMINAR EVALUATION form in Appendix D).

8. **Teaching Requirement**

A minimum of one semester teaching experience is required of all graduate students. This requirement is designed to enhance the student's professional development as well as contribute to the graduate and research missions of the Department of Chemistry and the University of Alabama at Birmingham.

Teaching is also required during any semester that financial support is not provided by grant funds or an external fellowship. The normal laboratory instruction assignment load for a first-year graduate assistant is four units, consisting of undergraduate laboratories and/or recitations, equaling approximately 12-15 contact hours per week. In subsequent years, students will continue to have a four-unit assignment load until the graduate student selects a graduate research mentor and graduate research committee. The teaching requirement is three-units thereafter (9-12 contact hours). Additional responsibilities associated with the teaching assignment include staff meetings, reading and grading of student reports, interacting with students and record-keeping.

Teaching assignments are made to meet departmental needs. Effort is made to make the assignment relevant to the student's research interests (i.e., a student whose research is related to organic synthesis is assigned to teach organic laboratory). While the student is participating in the teaching program, they report to one of the Laboratory Coordinators (Introductory Chemistry, General Chemistry or Organic Chemistry). The Laboratory Coordinators will complete and submit annual reviews to the Graduate Program Director. Excellence in teaching is expected, and failure to meet expectations will jeopardize continued financial support.
For those students who are planning an academic career, the department strongly encourages them to utilize the departmental Teaching Apprenticeship Program. Details concerning the Teaching Apprenticeship Program can be found in Appendix E.

9. **Written Qualifying Exam**

Graduate students pursuing Ph.D. degrees will be evaluated by a comprehensive written qualifying exam in the student’s field of study. To be eligible to take the exam, a student must have completed 18 semester hours in the core courses with grades of “B” or better. The written qualifying exam is usually given the last week of June in the student’s second year. The date for the exam will be set three months in advance and announced through a departmental memo to all eligible graduate students pursuing a Ph.D. degree. Each student will be provided with guidelines for the written qualifying exam in his/her area of concentration. The exam will consist of (on day 1) general knowledge questions, which require synthesis of knowledge, and (on day 2) more in-depth and problem-solving questions focused on the student’s specific area of study. For students pursuing an interdisciplinary research program, the student, with the approval of their graduate research committee, may petition the Graduate Program Director for approval to have the graduate research committee write and administer the written qualifying exam. The composition of this examination should reflect the interdisciplinary nature of the required course work.

The graduate research mentor forms a committee of a minimum of three faculty members who write the exam to evaluate the student’s performance. The form in Appendix F is filled out and sent to the Graduate Program Director with a grade (pass/fail). A passing grade will be awarded to the student who demonstrates competency of greater than 75% of the material.

If failure of the examination occurs, a student will be allowed one repeat exam within a 6 month time frame. A student who does not successfully pass his/her second attempt at the written qualifying exam will not be allowed to continue in the Ph.D. program.

10. **Research Proposal Defense**

Graduate students pursuing Ph.D. degrees are to compose and defend a research proposal (RP) within one year of completion of their written qualifying examination. The students will follow either NIH or NSF guidelines for the preparation of their RP. The topic of the RP will be selected by the student in consultation with his/her graduate research mentor. It may be directly related to the graduate student’s research and thus serve as a defense of dissertation research. If the topic is unrelated to student’s research, the student must receive approval of the topic from the graduate research committee. This can be done by presenting a two page preliminary proposal to the graduate research committee. Upon review, the committee will make a decision on the proposed topic. These students must also
present and defend their Ph.D. dissertation research to their graduate research committee at a later date.

The full proposal must be submitted by the student to the graduate research committee two weeks prior to the proposed date for defense. The student must make an oral presentation and defend their RP to their graduate research committee. The Research Proposal Results form in Appendix G is filled out upon completion of the RP. Students, who fail the defense of the RP in the first attempt, repeat the defense within twelve weeks from the date of first attempt.

11. Research

The graduate student will carry out original research under the direction of their graduate research mentor and the advice of the student’s graduate research committee. This research serves as the basis of the student’s Ph.D. dissertation. The student will enroll in CH 798 (non-thesis research) prior to admission to candidacy or CH 799 (Ph.D. dissertation research) after admission to candidacy for no more than 9 semester hours. After Admission of Candidacy, the student requires a minimum of one academic year to complete research, write the dissertation, and present and defend the dissertation.

The graduate student’s research progress toward a degree is to be reviewed by the graduate research committee on a yearly basis. The student can also expect the research mentor to periodically provide an evaluation of his or her scientific development as well as progress toward completion of the dissertation work.

12. Admission to Candidacy

Admission to Candidacy should occur during the third year of the student’s enrollment in the program. When the student has passed the literature seminar, written examination and research proposal defense, the committee will recommend to the Graduate School Dean that the student be admitted to candidacy. A student must be in good academic standing to be admitted to candidacy. Admission to candidacy must take place at least two regular terms before the expected completion of the doctoral program. The graduate student committee completes the APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY form (Appendix H):

http://www.uab.edu/graduate/apply/acrobat/admitphd1.pdf

Admission to candidacy is an important step forward in the student’s pursuit of the doctorate. By this step, the graduate committee indicates its confidence that the student is capable of completing the proposed research project and the doctoral program. The committee meeting at which admission to candidacy is discussed should be scheduled through the Graduate School to allow the Dean of the Graduate School to attend.
13. **Annual Reviews**

Graduate students will be reviewed on an annual basis by the Graduate Program Director and the Graduate Education Committee. The review typically takes place early in Summer semester. The graduate student fills out the Graduate Student Annual Information Form in Appendix I. Based on the information provided by the student and the expectation set forth in this document, the Graduate Program Director and Graduate Education Committee will recommend to the Chair of the Department of Chemistry that the student continue in the Ph.D. program with financial support.

14. **Application for Degree**

During the semester preceding the desired graduation date, the student files the APPLICATION FOR DEGREE (Master’s, Educational Specialist, or Doctoral Degree) form with the UAB Graduate School Office (See attached copy, Appendix J).

[http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf](http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf)

The graduate student is responsible for completing the form and filing the form with the Graduate School. The deadline dates for receipt of the APPLICATION FOR DEGREE form are available on the Graduate School website each term.

[http://main.uab.edu/Sites/gradschool/students/current/deadlines/](http://main.uab.edu/Sites/gradschool/students/current/deadlines/)

15. **Ph.D. Dissertation**

The research carried out by the student serves as the basis for the written Ph.D. dissertation. When the research project is considered complete by the student and graduate research mentor, an outline of the dissertation is prepared. A graduate research committee meeting is called to discuss if satisfactory research progress has been made toward degree. Once approved by the graduate research committee, the student prepares a written Ph.D. proposal. After review by the graduate research mentor, this written dissertation is forwarded to the graduate research committee, the Graduate Program Director, and the Dean of the Graduate School for collective comments. These comments serve as the basis for the dissertation revision. The dissertation should be completed while the student is in residence (enrolled). The writing, typing, and xeroxing are the responsibility of the student.

Prior to writing the dissertation, review the document “Format Manual for Theses and Dissertations” from the UAB Graduate School’s website:


It provides details for format, style, mechanics, approval process, and checklist for the dissertation.
16. **Presentation and Defense of Dissertation**

Students must defend their dissertation research during a formal seminar to the public coordinated by the graduate research mentor and in the presence of the graduate research committee. This defense must occur at least 30 days prior to the date of graduation. The date, time and location of the seminar is reported to the Graduate School through the on-line “Request Thesis or Dissertation Approval” form (Appendix K) and submitted no later than 2 weeks before the final defense:

[http://main.uab.edu/Sites/gradschool/students/current/forms/7267/](http://main.uab.edu/Sites/gradschool/students/current/forms/7267/)

The approval form cannot be completed before your Application for Degree has been processed. Students must be in good academic standing and registered for a minimum of 3 semester hours of graduate research during the semester when the defense takes place.

All faculty and graduate students will be invited to attend this seminar. A closed meeting of the candidate with the graduate research committee will follow the seminar. The graduate research committee will examine the student on the dissertation research. Upon successful completion of the defense, the student will be recommended for the doctoral degree to the Graduate School Dean by memorandum from the graduate research committee and the graduate program director. The memorandum must be accompanied by the following documents:

- A completed “Application for Graduate Degree”:
  [http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf](http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf)
- 2 complete and corrected copies of the dissertation approved by the graduate research committee
- The “Request Thesis or Dissertation” (Appendix K)
- 3 copies of an abstract of the dissertation (less than 600 words) approved by the graduate research mentor and the Graduate Program Director.

These documents must be received by the Graduate School office no later than 20 days prior to the end of the term in which the student is expected to graduate. Students will not be cleared for graduation until all paperwork has been processed, all grades have been finalized, and all fees have been paid. The student should consult the Graduate School office for specific deadlines and the fees. Failure to meet the deadlines will require the filing of a new “Application for Graduate Degree” form and registration in subsequent term. The application approved at the departmental level should be filed prior to the beginning of the term in which the student plans to graduate.

Prior to awarding the degree, the graduate student is responsible for completing the Final Laboratory Inspection Form (Appendix L) which includes packaging and labeling of all chemicals used or produced in the student’s research. In consultation with the graduate research mentor, the materials should be either saved or disposed of according to the UAB hazardous waste disposal guidelines. All instrumentation, glassware and supplies are to be left in a clean condition, in the assigned cabinets, and/or returned to the stockroom. A final check by the graduate research mentor and stockroom manager will be made prior to final approval being given by the Graduate Program Director for the awarding of the degree.
17. **Conferring of the Ph.D. Degree in Chemistry**

The attendance of both the student and the graduate research mentor is expected at the special doctoral hooding convocation ceremony. The student, graduate research mentor, mentors, family and friends are invited to attend the ceremony. You may find more information at the following website:

http://main.uab.edu/Sites/gradschool/students/current/graduation/7327

18. **Time Limits to Complete Degree**

Students seeking a Ph.D. in the Department of Chemistry are expected to complete all degree requirements within a maximum of 7 years from their date of entry into the program. Under unusual circumstances where mitigating circumstances preclude completion of degree requirements within 7 years, one extension of these time limits can be requested. Such a request should originate from the student and their graduate research mentor in the form of a written memorandum of request that includes a plan and timeline for completion of the Ph.D. degree. Such a request requires the approval of the student’s graduate research committee and is submitted to the Graduate Program Director for consideration. If agreeable, the Graduate Program Director must provide a written appeal for an extension to the dean of the Graduate School for consideration and approval. Courses taken more than 7 years before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.
C. ADDITIONAL POLICIES

1. EMPLOYMENT OUTSIDE OF THE DEPARTMENT OF CHEMISTRY
2. TRAVEL
3. DISSERTATION CHARGES

1. Employment Outside of the Department of Chemistry

Ph.D. students are expected to spend full-time on their program of study and research. Students that hold departmental fellowships and/or assistantships are not permitted to hold jobs outside the department unless such employment directly relates to the degree program and written permission has been given by the graduate research mentor, the graduate research committee, and approved by the Graduate Program Director. Violations of this policy will result in the loss of the departmental assistantship and/or fellowship.

2. Travel

The department will provide matching funds (up to $500.00) for the travel to one regional or national professional meeting at which a Ph.D. student will be presenting a paper on his/her Ph.D. dissertation research. The student has the responsibility to request and receive approval for these funds prior to commencing travel. No retroactive approvals will be given. To request matching supplemental funds, the Ph.D. student is to complete and process the Department of Chemistry Travel Authorization Form (Appendix m). The other sources that the student must pursue for the remainder of the travel funds are: the Graduate School, Graduate Student Association travel fund program, extramural funds that support the Ph.D. student’s research, etc.

3. Dissertation Charges

All doctoral students submitting a dissertation to the UAB Graduate School, must sign an agreement with ProQuest/UMI Dissertation Publishing, the firm that has acted as the repository and distributor for the majority of dissertations written in the United States for more than sixty years. For more than a decade, ProQuest/UMI has also provided on line access to this database. It is important that you read and understand the ramifications of the Proquest/UMI agreement, the UAB Publication Agreement, and any other publishing agreement that you may be asked to sign. To make informed decisions, you, your graduate research mentor, and your graduate research committee should be aware of the publication practices in your field of study, particularly if you have previously published or plan to publish any part of your research in a journal or book. See Prior Publication Issues and links to journal policies at:

http://main.uab.edu/Sites/gradschool/students/current/theses/7307/
## APPENDIX A - Graduate Course Curricula Form

### COURSE WORK SCHEDULE FOR PhD CHEMISTRY STUDENTS

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Name:</td>
</tr>
<tr>
<td>Graduate Committee:</td>
</tr>
<tr>
<td>Faculty Mentor:</td>
</tr>
<tr>
<td>Faculty Member:</td>
</tr>
<tr>
<td>Faculty Member:</td>
</tr>
<tr>
<td>Faculty Member:</td>
</tr>
</tbody>
</table>

#### Year 1 Course Work:

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 700</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 701</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GRD 715*</td>
<td>2(3)</td>
<td></td>
</tr>
</tbody>
</table>

*3 hours for international students

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Year 2 Course Work:

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CH 792(2) if presenting literature seminar

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Year 3 Course Work (if needed):

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 798</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Appendix A.1 - Graduate Course Curricula Example

#### Course Work Schedule for PhD Chemistry Students

**Graduate Student Name:** Analytical-Materials Track Student  
**Graduate Committee:**
- Faculty Mentor: ____________________  
- Faculty Member: ____________________  
- Faculty Member: ____________________  

**Year 1 Course Work:**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 700</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 701</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GRD 715*</td>
<td>2(3)</td>
<td></td>
</tr>
</tbody>
</table>

\*3 hours for International students  

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 751</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 729</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Year 2 Course Work:**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8(7)</td>
<td></td>
</tr>
</tbody>
</table>

\*CH 792(2) if presenting literature seminar  

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 725</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 759</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Written Examination**  
**Summer 20XX | Hours | Grade**

Need 6 CW hours  

**CW Hours: 18**  
Need: 24  

**Year 3 Course Work (if needed):**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A.2 - Graduate Course Curricula Example

COURSE WORK SCHEDULE FOR PhD CHEMISTRY STUDENTS

<table>
<thead>
<tr>
<th>Date:</th>
<th>Graduate Student Name: Biophysical Track Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate Committee:</td>
</tr>
<tr>
<td></td>
<td>Faculty Mentor:</td>
</tr>
<tr>
<td></td>
<td>Faculty Member:</td>
</tr>
<tr>
<td></td>
<td>Faculty Member:</td>
</tr>
</tbody>
</table>

Year 1 Course Work:

<table>
<thead>
<tr>
<th></th>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 700</td>
<td>3</td>
<td></td>
<td></td>
<td>CH 750</td>
<td>3</td>
<td></td>
<td>CH 763</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 701</td>
<td>3</td>
<td></td>
<td></td>
<td>CH 761</td>
<td>3</td>
<td></td>
<td>CH 798</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
<td></td>
<td>CH 791</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRD 715*</td>
<td>2(3)</td>
<td></td>
<td></td>
<td>CH 798</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*3 hours for international students

Year 2 Course Work:

<table>
<thead>
<tr>
<th></th>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 760</td>
<td>3</td>
<td></td>
<td></td>
<td>CH 725</td>
<td>3</td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
<td></td>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
<td></td>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CH 792(2) if presenting literature seminar

Year 3 Course Work (if needed):

<table>
<thead>
<tr>
<th></th>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
<td></td>
<td>CH 791</td>
<td>1</td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
<td></td>
<td>CH 798</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Need 3 CW hours

 CW Hours 21
 Need 24

4/15/2010
APPENDIX A.3 - Graduate Course Curricula Example

**COURSE WORK SCHEDULE FOR PhD CHEMISTRY STUDENTS**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Graduate Student Name: Biophysical(Computational) Track Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate Committee:</td>
</tr>
<tr>
<td></td>
<td>Faculty Mentor:</td>
</tr>
<tr>
<td></td>
<td>Faculty Member:</td>
</tr>
<tr>
<td></td>
<td>Faculty Member:</td>
</tr>
<tr>
<td></td>
<td>Faculty Member:</td>
</tr>
</tbody>
</table>

**Year 1 Course Work:**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 700</td>
<td>3</td>
<td></td>
<td>CH 750</td>
<td>3</td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>CH 701</td>
<td>3</td>
<td></td>
<td>CH 725</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
<td>CH 791</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRD 715*</td>
<td>2(3)</td>
<td></td>
<td>CH 798</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*3 hours for international students

**Year 2 Course Work:**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Written Examination</th>
<th>Need 3 CW Hours</th>
<th>CW Hours</th>
<th>Need 24</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 760</td>
<td>3</td>
<td></td>
<td>CH 761</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td>CW Hours</td>
<td>21</td>
</tr>
<tr>
<td>BME 580</td>
<td>3</td>
<td></td>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CH 792(2) if presenting literature seminar

**Year 3 Course Work (if needed):**

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
<td>CH 791</td>
<td>1</td>
<td></td>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
<td>CH 798</td>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX A.4 - Graduate Course Curricula Example

COURSE WORK SCHEDULE FOR PhD CHEMISTRY STUDENTS

Date: __________________________
Graduate Student Name: Organic/Medicinal Track Student
Graduate Committee:
Faculty Mentor: ____________________________
Faculty Member: ____________________________
Faculty Member: ____________________________
Faculty Member: ____________________________

Year 1 Course Work:

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 700</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 701</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 731</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>GRD 715*</td>
<td>2(3)</td>
<td></td>
</tr>
</tbody>
</table>

*3 hours for International students

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 729(NMR)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 732</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 798</td>
<td>3</td>
<td>15</td>
</tr>
</tbody>
</table>

Year 2 Course Work:

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 771</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
</tr>
</tbody>
</table>

*CH 792(2) if presenting literature seminar

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 772</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 791/792*</td>
<td>1(2)</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>5(4)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Examination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CH 773</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

CW okay

<table>
<thead>
<tr>
<th>CW Hours</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>24</td>
</tr>
</tbody>
</table>

Year 3 Course Work (if needed):

<table>
<thead>
<tr>
<th>Fall 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 791</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>CH 798</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20XX</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 798</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B.1 - Graduate Research Mentor Selection Form

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

GRADUATE RESEARCH MENTOR SELECTION FORM

To: Chair, Department of Chemistry

From: ___________________________

Student Name

RE: Mentor Selection

Date: ___________________________

This memo is to inform you that I have made a decision in my research direction. By the signatures below, the faculty member listed below agrees to act as my graduate research mentor.

<table>
<thead>
<tr>
<th>Student Name(printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mentor Name(printed)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

APPROVALS:

Signature of Graduate Program Director Date

Signature of Department of Chemistry Chair Date

Date Filed:_____________

Cc: Student
Mentor
Graduate Program Director
Student File
APPENDIX B.2 - Department of Chemistry Graduate Faculty and Research Areas

Venkatram R. Atigadda, Research Assistant Professor (Chemistry); Organic Chemistry, drug design and synthesis, drugs for treating or preventing breast cancer and skin cancer, DNA alkylating agents and drugs for treating cystic fibrosis.

Christie G. Brouillette, Research Professor (Chemistry); Biophysical Chemistry, protein structural cooperativity and energetics through the application of biophysical techniques to study protein stability and protein-ligand interactions, with particular emphasis on pharmaceutical development.

Wayne J. Brouillette, Professor (Chemistry); Design and synthesis of small organic molecules as new drugs. Active projects include neuraminidase inhibitors as drugs for influenza; NAD+ biosynthesis inhibitors as broad spectrum antibacterial and anticancer agents; voltage-gated sodium channel ligands as analgesic, and anticancer agents; and retinoids as chemopreventive and chemotherapeutic agents. Combinatorial chemistry, structure-based drug design, and computer-assisted methods such as in silico screening (FlexX) and 3D-QSAR (CoMFA) are utilized.

David E. Graves, Professor and Chair (Chemistry); Biophysical Chemistry, nucleic acid structure and function, interactions of ligand-DNA interactions, development of novel topoisomerase I and II inhibitors for cancer chemotherapy.

Gary M. Gray, Professor (Chemistry); Inorganic Chemistry, Transition metal complexes with P-donor ligands, chemistry of metallacrown ethers: transition metal complexes that combine the catalytic abilities of transition metal complexes of phosphorus-donor ligands with the cation and small molecule binding abilities of crown ethers, organometallic compounds that exhibit third-order optical nonlinearities for use in sensor protection.

Tracy P. Hamilton, Associate Professor (Chemistry); Physical Chemistry, Ab Initio theoretical chemistry development with applications to nitric oxide (NO) chemistry and study of retinoid compounds. Predictions of energetics; kinetic barriers; vibrational , UV- visible, and NMR spectra.

Aaron L. Lucius, Assistant Professor (Chemistry); Biophysical Chemistry, Rapid Mixing Kinetics to examine the molecular mechanisms of enzyme catalyzed reactions. Thermodynamic and hydrodynamic methods to examine ligand binding and macromolecular assembly. Projects include examining the mechanisms of translocation by ATP driven polypeptide translocases, energetic of binding and assembly of proteins involved in Lou Gehrig’s disease, and mechanisms of cell surface assembly in multi-drug resistant S. aureus.

Joe L. March, Associate Professor (Chemistry); Chemical Education, teaching methods in General Chemistry. I have actively pursued strategies in peer-led instruction, guided-inquiry laboratories, and incorporation of technology in the curriculum.

Craig P. McClure, Assistant Professor (Chemistry); Chemical Education, development of novel chemistry instruction pedagogy, enhancement of retention in introductory chemistry for nonscience majors.
Donald D. Muccio, Professor (Chemistry); Biophysical Chemistry, Methods for structure and dynamics of proteins and protein-ligand complexes; NMR and CD spectroscopy; Design of conformationally constrained retinoids as selective agonists for nuclear retinoid receptors; Translation of retinoids to the clinic for cancer chemoprevention; Design of peptides that block chemotactic neutrophil invasion and inflammation.

Jacqueline A. Nikles, Associate Professor (Chemistry); Chemical Education, development of novel methods for enhancing organic chemistry instruction and student retention.

James C. Patterson, Assistant Professor (Chemistry); Biophysical & Inorganic Chemistry; Use of molecular dynamics simulations and quantum chemical calculations to study lipid-associated protein structure, reaction mechanisms and the effects of lipid stoichiometry, transition metals and small molecules. Particular emphasis is placed on proteins implicated in Parkinson’s & Alzheimer’s diseases.

Sadanandan E. Velu, Assistant Professor (Chemistry); Synthesis of biologically active marine natural products and their analogs, Discovery and development of anticancer, antibacterial and antiparasitic agents, Design and discovery of inhibitors of enzyme targets such as topoisomerases, T. cruzi dihydrofolate reductase and S. aureus sortases. Structure based drug design, Fragment based drug design, Structure activity relationship studies and Lead optimization.

Sergey Vyazovkin, Associate Professor (Chemistry); Analytical Chemistry. Thermophysical properties and reactions of polymeric, energetic, and pharmaceutical materials using a variety of analytical techniques including Infrared (IR) spectroscopy, Mass Spectrometry (MS), Thermogravimetric Analysis (TGA), Differential Scanning Calorimetry (DSC), Thermomechanical Analysis (TMA), Dynamic Mechanical Analysis (DMA), Polarized Light Microscopy (PLM). Kinetic analysis of thermal data plays the key role in our work. We develop and apply our original kinetic methodology known as “Model-free Kinetics”.

Pengfei Wang, Assistant Professor (Chemistry); Organic Chemistry, development of photochemical methods for controlled release of molecules, and glycosylation methods for carbohydrate synthesis; synthesis of biologically important molecules, including oligosaccharides, glycoconjugates, and carbohydrate-based vaccines against infectious diseases.

Charles L. Watkins, Professor (Chemistry); Physical Chemistry; Chemical Education. Development and application of NMR and molecular spectroscopic methods and computational chemistry techniques to the improvement of undergraduate and graduate chemistry instruction.
APPENDIX C - Graduate Study Committee Letter

Complete the e-form supplying all necessary information.

http://www.uab.edu/graduate/apply/acrobat/commit.pdf

Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

☐ Be sure to use the approved Graduate Study Committee Letter. **Substitute forms will not be accepted.**

☐ Be sure to use the faculty member’s full and professional name. **Initials and partial names will not be accepted.**

☐ Check the Graduate School Faculty Website ([http://main.uab.edu/sites/gradschool/faculty/graduatefaculty/](http://main.uab.edu/sites/gradschool/faculty/graduatefaculty/)) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.

☐ If the faculty members are not listed on this website, then they will need one of the three approved Graduate Faculty appointments—**full Graduate Faculty, Ad Hoc or Adjunct**. Please review the definitions of the graduate faculty appointments at [http://main.uab.edu/sites/gradschool/faculty/categories/](http://main.uab.edu/sites/gradschool/faculty/categories/).

  o To obtain **full Graduate Faculty**, the faculty members should submit the Graduate Faculty Appointment form ([http://www.uab.edu/graduate/gradfac/facdata.pdf](http://www.uab.edu/graduate/gradfac/facdata.pdf)), current CV and recommendation letter from the program director.
  
  o To obtain an **Ad Hoc** faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.
  
  o To obtain an **Adjunct** faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.
APPENDIX C - Continued

MEMORANDUM
MUST BE TYPED

TO: Graduate School

FROM: (Program Director’s Name) (Signature)

SUBJECT: Graduate Committee for

I would like to request the following Graduate Study Committee be appointed for

who is enrolled in the Department of

graduate program and is working toward

the degree of

The Graduate Study Committee will be

Name Blazer ID Department/Program Chair

Enter Advisor/Mentor only if different from Committee Chair

Name Blazer ID Department/Program Advisor

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Check one: ☐ Plan I Thesis/Dissertation ☐ Plan II

TITLE:

Blazer ID __________________ Email Address __________________

By means of this memorandum, I am asking the above named faculty members to serve
as the Graduate Student Committee for ____________________________

Thank you for undertaking this important Graduate School activity.

__________________________
Dean, UAB Graduate School

4/15/2010  Page 25
## LITERATURE SEMINAR EVALUATION FORM

| Speaker Name: |  
| Seminar Title: |  

<table>
<thead>
<tr>
<th>Abstract:</th>
<th>Poor 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Excellent 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
</tr>
<tr>
<td>Relevance</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation:</th>
<th>Delivery</th>
<th>Poor 1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>Excellent 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality of Slides</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Background Material</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Scientific Content</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Conclusions</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Depth of Coverage</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Speaker’s Understanding</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Ability to Convey Important Points</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
<tr>
<td>Ability to Field Questions</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td>□</td>
<td></td>
</tr>
</tbody>
</table>

Total Score:  

Comments:  

Grade:_______ Reviewer Name:  

use reverse side for further comments, if necessary
APPENDIX D.2 - Literature Seminar Results

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

Literature Seminar Results

Student Information

Student ID:__________________________________
Student Name:____________________________________________________________

Last Name    First Name    M.I.

Literature Seminar

Title:_______________________________________________________
Attach a copy of summary and references to this form

Date of Literature Seminar:_____________________________________
Graduate Research Mentor:_____________________________________
Committee Members Attending:

__________________________ ___________________________ ____________________
__________________________ ___________________________ ____________________

Literature Seminar Results:______________________________________

Grade(Pass: B or above)

Graduate Program Director:______________________________________

CC:  Student
     Mentor
     Graduate Program Director
     Student’s File
APPENDIX E - Teaching Apprenticeship Program

The Teaching Apprenticeship Program (TAP) involves the student in a Pedagogical Cooperative Triad, which is composed of the student, a master teacher from the student's department, and a Curriculum and Instruction supervisor. The program is structured to produce a graduate who is equipped with the vital pedagogical skills of formulating course objectives, using appropriate instructional strategies, and developing suitable assessment instruments for university teaching. Such verified teaching competencies and methodologies are important assets, but are usually lacking among recent Ph.D. graduates in the academic job market. They are vital in the development of critical communication and thinking skills for industrial and governmental positions.

During the first year of TAP, training in teaching commences with enrollment in the Graduate Science Methods Course, EHS 515, which is taught by a Curriculum and Instruction faculty member who has university science teaching experience. This course focuses on a variety of science classroom teaching methods, emphasizes hands-on and demonstration type activities, explores methods for determining the cognitive skills of students in science courses, discusses multicultural issues in teaching, and highlights computer applications in science teaching.

In the second year, a formal teaching internship begins and involves the student as an apprentice to a master teacher mentor, who is recognized as an excellent teacher in the student's department. Initially the apprentice observes the mentor's teaching, attends selected class sessions, and is involved in discussions with the mentor on issues and problems pertaining to college science teaching. Midway through the second year, the apprentice, under the mentor's guidance, prepares and presents partial lectures and lab demonstrations, contributes examination questions, conducts problem-solving sessions, and grades exams. This is to constitute no more than 33% of the total effort typically devoted by the master teacher toward the teaching and management of the course. Concurrent with this second year internship, the student enrolls in a Directed Studies Course (EHS 467) that concentrates on issues of writing science tests, developing course objectives and affiliated formative and summative assessment instruments, and constructing lesson plans.

In the third year of TAP, the apprentice has the responsibility to teach, under the supervision and with the evaluation of the master teacher and the Curriculum and Instruction supervisor, one term of an undergraduate course. During this time the apprentice enrolls in CH 797 (Teaching Apprenticeship). This Pedagogical Cooperative Triad formulates a set of goals to be achieved during the teaching experience. The course syllabus, all tests, and course materials produced by the student are submitted to the master teacher and supervisor for evaluation. The master teacher and supervisor provide feedback to the student on the effectiveness of teaching, course objectives, instructional strategies, and assessment instruments used in the course relative to the formulated goals.

The fourth year of TAP culminates with the solo teaching experience in another section of the course that was taught in the third year. Again the apprentice enrolls in CH 797 (Teaching Apprenticeship). During this phase, the master teacher and the Curriculum and Instruction supervisor conduct four observation sessions and provide a written evaluation of the effectiveness of the intern's teaching techniques. A written summative evaluation of the student's progress in teaching training and performance will be communicated in writing to the graduate student's advisory committee.
APPENDIX F: Written Qualifying Examination Results

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

Written Qualifying Examination Results

Student Information

Student ID: _______________________________________

Student Name: ______________________________________________________________

Last Name    First Name    M.I.

Graduate Research Mentor: _______________________________________

Exam Committee Members:

_________________________________  ________________________________

_________________________________  ________________________________

Written Qualifying Exam

Topic: ______________________________________________________________

Date of Written Qualifying Examination: ______________________________

Written Qualifying Examination Results(circle one):       Pass       Fail

Graduate Program Director: _______________________________________

CC:  Student
    Mentor
    Graduate Program Director
    Student's File

4/15/2010        Page 29
APPENDIX G: Research Proposal Results

DEPARTMENT OF CHEMISTRY
COLLEGE OF ARTS AND SCIENCES

Research Proposal Results

Student Information

Student ID: ____________________________

Student Name: ____________________________________________________________

Last Name    First Name    M.I.

Research Proposal

Topic: __________________________________________________________

Date of Research Proposal: ________________________________

Graduate Research Mentor: ________________________________

Committee Members Attending:

__________________________ ___________________________ ____________________

__________________________ ___________________________ ____________________

Research Proposal Results (circle one):  Pass  Fail

Graduate Program Director: ________________________________

CC: Student
Mentor
Graduate Program Director
Student’s File
APPENDIX H - Application for Admission to Candidacy - Doctoral

Complete the e-form supplying all necessary information.

http://www.uab.edu/graduate/apply/acrobat/admitphd1.pdf

Application for Admission to Candidacy—Doctoral

**MUST BE RECEIVED BEFORE YOU CAN REGISTER FOR DISSERTATION RESEARCH HOURS**

Complete the following form, supplying all necessary information.

Use the name you are registered under with UAB.

Provide the address where you receive official UAB mail.

Under Dates of Passing Qualifying Exams, list the dates you passed the written or oral examinations in these subjects. If no exam was given, put N/A in the blank(s).

Under Major Subject, list the name of your graduate program.

Under Minor Subject, list any minor specialties you are pursuing. Put N/A in the blank if you have no minor subjects.

If a Foreign Language or Other Tool of Research is required by your degree program, list it here. Otherwise, put N/A in the blank.

List the two most recent degrees you have been granted, along with the university name(s) and date(s) of degree conferral.

If your research involves the use of human subjects, a copy your Institutional Review Board (IRB) approval form must be attached to the Admission to Candidacy form. Your name must appear on the form, either as the principal investigator or as an investigator participant. This approval must be kept current for the duration of your research. If you have questions about this requirement or about the status of your IRB approval, contact the IRB office (934-3789).

If your research involves the use of animal subjects, a copy of your Institutional Animal Care and Use Committee (IACUC) approval form must be attached to the Admission to Candidacy form. The animal project number that applies to your research must appear on the form. This approval must be kept current for the duration of your research. If you have questions about the status of your IACUC approval, contact the IACUC office (934-7847 or 934-7692).

Be sure to sign the form, and obtain the signatures of your Graduate Study Committee and Graduate Program Director.

The Graduate Dean's is the last signature and will be obtained by the Graduate School.

If you have questions about this form or the requirements for graduation, contact the Graduate School Office at 934-0656.

Updated 1/08/09
APPENDIX H - Continued

GRADUATE SCHOOL
UNIVERSITY OF ALABAMA AT BIRMINGHAM

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Name_________________________ Email_________________________ Date_________________________

Mailing Address_________________________ Blazer ID_________________________

I hereby petition the Graduate Dean to be admitted to candidacy for the degree of Doctor of Philosophy.

<table>
<thead>
<tr>
<th>Dates of Passing Qualifying Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
</tr>
<tr>
<td>_________</td>
</tr>
</tbody>
</table>

Major Subject_________________________ __________

Minor Subjects_________________________ __________

Foreign Language_________________________ __________

And/or other Tool of Research_________________________ __________

Dissertation Subject_________________________ __________

I hold the following degrees:

Granted by_________________________ Year_________________________

Granted by_________________________ Year_________________________

☐ Yes ☐ No Project involves human subjects. ____________________________ (signature of candidate)

☐ Yes ☐ No Project involves animal subjects. If yes, attach approval or exemption.

SUPERVISORY COMMITTEE: We, the undersigned, certify that the above named student has passed his/her qualifying examination for the degree of Doctor of Philosophy. We approve the dissertation subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

We, the undersigned, record our dissenting.

__________ __________________________
Program Director/Department Chair (date)

Approved by the Graduate Dean (date)
APPENDIX H - Continued

Admission to Candidacy
Research Compliance Verification Form

Instructions
Complete this form, including all applicable forms and the signatures of the student, the student’s advisor, and the Graduate Program Director. For research approval forms, contact the Institutional Review Board (IRB) (http://www.uab.edu/irb or 934-3789), or the Institutional Animal Care and Use Committee (IACUC) (http://www.uab.edu/iacuc or 934-7692).

Human Subjects
The University of Alabama at Birmingham defines a human subject as not only a living human being, but also human tissue, blood samples, pathology or diagnostic specimens, study of medical records, observation of public behavior, and all questionnaires or surveys.

Does the research proposed by the student involve human subjects? □ Yes (continue below) □ No
This research is:
Approved _____________________________ Date _____________________________
IRB Protocol No. _____________________________

Attach a copy of your IRB approval. Your own name must appear on the original approval or on an attached amendment.

Animal Subjects
The University of Alabama at Birmingham defines a laboratory animal as any vertebrate animal (e.g., traditional laboratory animals; farm animals, wildlife, and aquatic animals) and certain higher invertebrate animals used in research, teaching, or testing at UAB or sponsored through UAB but conducted off-site (i.e., field research or at collaborating institutions, etc.).

Does the research proposed by the student involve animal subjects? □ Yes (continue below) □ No
This research is:
Approved _____________________________ Date _____________________________
IACUC Protocol No. _____________________________

Attach a copy of your IACUC Notice of Approval, showing your research subject and the animal project number. If your own name does not appear on the Notice of Approval, take this form to the IACUC office for verification of approval.

The IACUC office verifies that _____________________________ is covered under the attached approval.

Signature of IACUC representative _____________________________ Date _____________________________

NOTE: The student’s advisor, the student, and the Graduate Program Director agree that no research will be initiated until an application is submitted for review and approved by the appropriate review boards (IRB and/or IACUC) if the proposed thesis or dissertation project requires approval. If approval already exists, this student’s name must be added to the existing protocol before candidacy will be approved by the Graduate School. It is the responsibility of the student’s advisor and the student to comply with federal and UAB regulations associated with this research.
Documentation of continuous, appropriate approval will be required before degree conferral; all required IRB and/or IACUC approvals must be current at the time final versions of theses or dissertations are submitted to the Graduate School.

Student’s Signature _____________________________ Dept. _____________________________ Date _____________________________

Signature of Student’s Advisor _____________________________ Dept. _____________________________ Date _____________________________

Graduate Program Director _____________________________ Dept. _____________________________ Date _____________________________

Updated 10/31/08
APPENDIX I - Graduate Student Annual Information Form

Department of Chemistry
Graduate Student Annual Information Form
20XX-20XX

A. General Information

Name: __________________________________________

Graduate Program: Ph.D. ______ M.S. ______

Year (and Semester) Admitted to Graduate Program: ________________

Current # Years in Ph.D. Program: ________________

Source of Funding for Graduate Stipend: __________________________________________

Graduate Advisor: ______________________________________

B. Academic Progress

<table>
<thead>
<tr>
<th>Graduate Core Courses Completed</th>
<th>Semester/Year</th>
<th>Semester Hrs.</th>
<th>Grade Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(use additional page as necessary) Graduate GPA: ______

Courses required for completion of degree (with anticipated dates):

Departmental Seminar: Yes _____________ (date) No _____________ (date expected)

Qualifying Examination: Yes _____________ (date) No _____________ (date expected)

Orig. Research Proposal: Yes _____________ (date) No _____________ (date expected)

Admission to Candidacy for the Ph.D. degree: Yes _____________ (date) No _____________ (date expected)
APPENDIX I - Continued

C. Teaching and Service

Courses taught over 2007-2008 Academic Year: (Summer, 2008, Fall, 2008, Spring, 2009) - Course number and number of students, and laboratory coordinator.

Other Departmental Service Activities:

D. Research Progress

Statement of graduate research project:

Members of Graduate Research Committee:

1. ___________________________ 2. ___________________________
3. ___________________________ 4. ___________________________
5. ___________________________

Date(s) of Research Committee Meetings (attach Graduate Research Mentor’s summary of committee meetings):

Publications, Seminars, Poster Presentations over last academic year:

Research Progress in the 2008-2009 academic year. (use additional page as needed).

Anticipated Research in the 2008-2009 academic year (use additional space as needed).
APPENDIX J: Application for Degree (Master’s, Educational Specialist, or Doctoral Degree)

Complete the e-form supplying all necessary information.

http://www.uab.edu/graduate/apply/acrobat/app-for-degree.pdf

---

**FORM MUST BE TYPED**

Use both upper and lower case

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

APPLICATION FOR DEGREE

(Master’s, Educational Specialist, or Doctoral Degree)

Note: It is the student’s responsibility to see that this application is received in the Graduate School by the appropriate deadline date. You will be billed for the $50 diploma fee. Your diploma cannot be released if you owe any fees to UAB.

Reorder fee: $25.

When a student has completed a graduate degree program at UAB and wants to continue in graduate study, the student must be admitted to a new graduate program or with nondegree status.

Date of Application __________________________ Degree for which you are applying (e.g., MA, MS, PhD) __________________________

Indicate month you expect to receive degree; enter year ______

Banner Student Number __________________________

Street Address __________________________

Graduate Program __________________________

City, State, ZIP (Your diploma will be mailed to this address. If you change your address, you must notify the Graduate School.)

Email Address __________________________ Alternate Email __________________________

Home Phone __________________________ Work Phone __________________________

Hometown as you wish it to appear in the commencement program. List city, state, and country. Required to process degree.

This section is used for federal reporting purposes only.

Indicate race and sex, type in country of citizenship

American Indian □ Asian/Oriental □ Black □ Hispanic □ White □

Male □ Female □ Citizenship

Check the Plan you are following: If Plan 1, you must enter thesis/dissertation title below.

Plan 1 □ Plan 2 □

Thesis/Dissertation Title: __________________________

Courses currently enrolled:

<table>
<thead>
<tr>
<th>Sem./Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses with grades of I, N, or O to be removed:

<table>
<thead>
<tr>
<th>Sem./Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transfer of credit from another institution:

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Semester</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant’s Signature: __________________________

(Required; Application cannot be processed without original signatures.)

MAKE SURE YOU HAVE COMPLETED THIS FORM

APPROVALS:

Advisor __________________________ Date __________

Graduate Program Director __________________________ Date __________

Director of Graduate School Operations __________________________ Date __________

Notes: __________________________

---
APPENDIX K - Request Thesis or Dissertation Approval Form

Please fill out the e-form located at:

http://main.uab.edu/Sites/gradschool/students/current/forms/7267/

No later than 2 weeks before your thesis or dissertation defense, submit this form requesting your approval forms. Approval forms cannot be completed before the Graduate School has received your application for degree for the semester in which you plan to graduate. The committee members on your approval forms must exactly match those on your official records. If any member of your committee has changed, that change must be submitted on an official Change of Graduate Study Committee Form (available on this web site) before you request your approval forms.
APPENDIX L - Final Laboratory Inspection Form

DEPARTMENT OF CHEMISTRY
UNIVERSITY OF ALABAMA AT BIRMINGHAM

FINAL LABORATORY INSPECTION FORM FOR GRADUATE STUDENTS

Graduate Student Name:________________________  Student ID:_________________________

Graduate Research Mentor:_________________________________________________________

Assigned Laboratory Space: Building:______________ Room #:___________________________

Date of Final Laboratory Inspection:________________________________________________

Present for Inspection:_____________________________________________(Graduate Student)
______________________________________(Graduate Research Mentor)
_________________________________________(Departmental Safety Coordinator)

Results of Final Laboratory Inspection:

A. All chemicals produced and used by this graduate student have been packaged and labeled for saving by the Graduate Research Mentor or disposed through the UAB hazardous waste disposal procedure. The Graduate Research Mentor acknowledges receipt of all chemicals and/or chemical wastes and is responsible for ensuring proper disposal procedures through the UAB Department of Occupational Health and Safety.

B. All equipment, glassware, supplies, assigned desk and/or workspace has been left in a clean, safe, and reusable condition or returned to the stockroom in a clean, safe, and reusable condition.

Comments:

Inspection Approved:
Graduate Research Mentor Signature: _________________________ Date:______________

Chemistry Safety Coordinator Signature: _______________________  Date:______________

Graduate Student Signature:__________________________________   Date:______________

When completed, please forward this form to the Chair, Department of Chemistry
APPENDIX M - Travel Policy and Travel Authorization Form

Department of Chemistry
Travel Reimbursement Policy
for
Graduate Students

The Department of Chemistry views participation of its faculty and graduate students in professional meetings as an important activity for professional growth and as a means of giving visibility to the department. As such, the Department of Chemistry encourages faculty and graduate students to attend and participate in regional and national scientific meetings. In order to qualify for reimbursement for travel, the graduate student must present an oral or poster presentation at the meeting. The Department of Chemistry will work with the student’s Graduate research mentor by matching travel funding up to $500 per student per meeting. With limited travel budgets, the Department of Chemistry urges the Graduate Faculty Advisor to provide matching funding for student travel through external funds and other sources such as the Graduate Student Association. Such travel assistance requires prior approval from the GSA and adherence to their policy guidelines. Usually the department, with a prior request for approval, will assist in making up the difference between actual cost and GSA reimbursement when the student presents a paper.

When Regional ACS meetings or Alabama Academy of Science meetings are located within easy driving distance, the department may provide a rental van to transport a number of graduate students to these meetings. In such cases, the department will reimburse expenses for those students who deliver papers and have requested approval for such reimbursement prior to attendance at the meeting. All other students must pay their own room and food expenses.

Prior approval must be obtained for reimbursement, which requires an impact statement from the student and faculty advisor, a budget breakdown, and approval from the department chair. The attached approval form must be used. No after-the-fact approvals or reimbursements will occur.
# Travel Authorization

(Submit one per individual)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>From:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Name of Convention, Association or Meeting</td>
<td>Place of Meeting</td>
</tr>
<tr>
<td>Date of Meeting</td>
<td>Mode of Transportation</td>
</tr>
</tbody>
</table>

**PURPOSE OF CONVENTION, ASSOCIATION OR MEETING:**

Teaching duties to be covered by: ________________________________

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Signature of Graduate Res. Advisor)</td>
<td>(Signature of Graduate Res. Advisor)</td>
</tr>
</tbody>
</table>

**ESTIMATED COST:**

<table>
<thead>
<tr>
<th>Transportation:</th>
<th>Meals and Lodging:</th>
<th>Other:</th>
<th>TOTAL:</th>
</tr>
</thead>
</table>

**APPROVED:**

Department Chair

Department of Chemistry

11/22/2005

4/15/2010