



**Department of Chemistry and Biochemistry**

# **Green Book**

# **2021**

Ph.D. Degree in Chemistry  
The University of Texas at Dallas  
Curriculum, Standards and Procedures  
Approved by Chemistry Faculty, March, 2018

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## Introduction

The Ph.D. program is designed to produce graduates with a focus on innovation and problem solving in current chemistry, biochemistry, materials, biotechnology, and industrial process research and development. These graduates, with their broad course background, research skills, and practical attitudes should find ready employment in industry or academic positions. A spectrum of courses provides the student with a broad knowledge of chemistry.

This document provides a guide for students enrolled in the Doctor of Philosophy (Ph.D.) program in the Department of Chemistry and Biochemistry at UTD. It describes the curriculum, the standards to be satisfied, and procedures for a student in the standard program, and the mechanism for a student to petition for waiver or substitution of requirements.

## I. STANDARD CURRICULUM

### A. Course Requirements and Standards

Ph.D. students are expected to demonstrate fundamental knowledge of chemical principles by completing three of the five listed core courses, the required communications course, and two upper level elective courses.

Ph.D. students are encouraged to complete the selected three core courses and the required communications course within the first two semesters of their enrollment.

CHEM 8V99 is also required as part of the preparation of the dissertation. Additional courses may be required by the student's Supervisory Committee.

If a student does not maintain a 3.0 GPA at any point in the program, the student is placed on Academic Probation and the student must petition the Graduate Dean to remain in the Ph.D. program.

#### **CORE COURSES (9 hours)**

CHEM 5314 Advanced Physical Chemistry  
CHEM 5331 Advanced Organic Chemistry I  
CHEM 5341 Advanced Inorganic Chemistry I  
CHEM 5355 Analytical Techniques I  
CHEM 5361 Advanced Biochemistry

If a grade of B or better is not obtained in a core course, the course must be retaken. If a core course is taken twice and a grade of B or better is not obtained, then the student must petition the Graduate Dean for one more opportunity to retake the course.

#### **REQUIRED COMMUNICATIONS COURSE (3 hours)**

CHEM 6389 Scientific Literature and Communication Skills

Students are required to complete CHEM 6389 with a grade of B or better.

## **ELECTIVE COURSES (6 hours)**

In addition to the 12-semester hour core course requirements listed above, students seeking the Ph.D. degree must take two upper level elective courses, at least one of which must be offered by the Department Chemistry and Biochemistry, that are approved by the student's Faculty Research Advisor and the Chemistry Graduate Advisor.

## **CHEMISTRY ELECTIVES\***

The Department of Chemistry and Biochemistry elective course schedule follows a two-year rotation of the following 10 courses.

- 5333: Organic Chemistry II
- 6361: Physical Biochemistry
- 6372: Materials Science
- 6V19: Special Topics Physical Chemistry (Computational)
- 6V39: Special Topics Organic Chemistry (Polymers)
- 6V49: Special Topics Inorganic Chemistry
- 6V59: Special Topics Analytical Chemistry
- 6V69: Special Topics Biochemistry
- 6V79: Special Topics Materials Chemistry
- 6xxx: Spectroscopic Identification of Organic Compounds

\*Other graduate elective chemistry courses may be offered, depending on the demand for the courses and the availability of Chemistry faculty to teach the courses.

### **B. Research Requirements and Standards**

#### **1. Selecting a Faculty Research Advisor**

During the fall semester of the first year, each student begins the process of selecting a research project and advisor. This process must be completed by November 1<sup>st</sup> of the first semester. In selecting an advisor, students must interview a minimum of 6 research active professors in the department and obtain their signatures on the Faculty Interview Sheet (attached). Once approval has been obtained from the chosen advisor and from the Graduate Advisor to join a research group, the student will attend group meetings, orient themselves in the laboratory, and obtain background information about the project before full-time research begins. The student can change advisor but only by reaching an agreement with the current advisor. In this case, the student should contact other faculty to find a suitable placement before the summer semester begins. A change of graduate advisor must be approved by the Graduate Advisor and the Head of the Department. Only in exceptional circumstances can a graduate student change advisor after their second year in the program. These exceptional circumstances should be discussed with the

current advisor and the Graduate Advisor (or the Department Head in the case of a conflict of interest). Students are permitted to change advisors only once, unless exceptional circumstances apply.

The student's advisor will help to guide the student through the selected research project and help the student select a Supervising Committee. The student should select a supervising committee made of the research advisor and three other faculty members of the Department of Chemistry and Biochemistry. A maximum of one of the four committee members may be an affiliate member of the Department. Committee members who are not permanent or affiliate Chemistry and Biochemistry Department members may be added to the committee *in addition* to these four members.

## **2. Defending the Ph.D. Research Project**

During the first two years, the research project will be closely supervised by the student's faculty advisor. After this time, the student is expected to exhibit independence in scientific thought. A manuscript embodying a substantial portion of the Ph.D. dissertation research accomplished by the student must be submitted to a suitable professional refereed journal prior to the public seminar and dissertation defense. Near the end of the Ph.D. research project, each student will write a dissertation on the work accomplished. This dissertation is first presented to the Committee and then is publicly defended. Immediately following this open defense, the committee will conduct a closed-door defense. If the student successfully defends, he/she will be awarded a Ph.D. degree from UTD, after the appropriate corrections to the dissertation have been completed and the Committee members have signed the completed dissertation.

## **3. Student Support**

During the first two years in the program, the student is generally supported by the Department of Chemistry and Biochemistry on a teaching assistantship (TA). However, the student should keep in mind that this support is a privilege and is dependent upon his/her good standing in the program. If a graduate student fails all the classes taken in their first semester, they will become ineligible for TA support in subsequent semesters. Most teaching assistantships require that the student work 20 hours per week participating in teaching activities.

After the student's first two years, he/she is generally supported as a research assistant (RA), working full-time on the chosen research project for the duration of the Ph.D. degree. The appropriate work hours and level of accomplishments expected are research group specific due to the vastly different experimental conditions and requirements across research interests. These issues need to be determined between the student and his/her research advisor.

If a student desires to pursue Ph.D. research with a faculty member who does not have sufficient contract/grant funds to support the student for the duration of the Ph.D. project, the supervisor may petition the department head for financial support from the department, and, if granted, will likely be in the form of a teaching assistantship.

#### **4. M.S. Degree (Optional)**

Students have the option of completing a thesis Master's degree as part of their doctoral candidacy preparation, unless this requirement has been satisfied at the time of admission. The M.S. research project may be conducted in the same laboratory as the doctoral degree research or, in order to gain a broader research experience, in another laboratory. Students who are enrolled in the Ph.D. program but who choose to obtain the optional M.S. degree should inform their faculty research advisor at the earliest possible date so that an appropriate M.S. research project may be chosen.

Requirements for the M.S. degree, beyond the core curriculum listed above, must be satisfied by the presentation and defense of a written master's thesis. The student must complete, as a minimum, 12 semester hours of research (CHEM 8V91, Research in Chemistry) plus CHEM 8V98 (Thesis). Also, a minimum of 30 hours total coursework must be satisfied. The Supervising Committee will guide the student's thesis work and assess the quality of the completed thesis. The QE defense is not required for a student to defend the MS.

For a Ph.D. student, the M.S. research project must be defended by the end of the student's second year. Each student is required to defend the M.S. project in an open defense. Immediately following the open presentation, the Committee will convene in a closed defense. If the student successfully defends, he/she will be awarded a M.S. degree from UTD after the appropriate corrections to the thesis have been completed and the Committee members have signed the completed thesis.

#### **5. Split Decisions**

If a student does not receive a unanimous vote by his/her committee at the Qualifying Examination, the Master's thesis/doctoral candidacy defense, or at any other subsequent defense, the faculty as a whole will reach the final decision for the student. In this scenario, the faculty will meet within one month after the split vote has been obtained and decide on the proper outcome by secret ballot. At this meeting, all knowledge concerning the student that the faculty has accumulated over the student's tenure at UTD will be considered to determine the outcome. The performance of the student in classes, the result of the QE, and any ancillary information, which would assist in evaluating scientific ability and/or potential, will be weighed in this decision.

## C. Qualifying Examination

Prior to a decision on doctoral candidacy, all Ph.D. students must take the Qualifying Examination (QE). The goal of the QE is to assess a student's research aptitude and ability to apply fundamental knowledge to a research project. The QE consists of three parts:

Part 1 is a Literature Seminar in May of year 1 (May 2022)

Part 2 is a Research Proposal and Closed-door Session in Fall of year 2 (Fall of 2022)

Part 3 is a Research Presentation and Closed-door Session in Spring of year 2 (Spring of 2023)

Students must pass each part before progressing on to the next part. Advancement to doctoral candidacy also requires successful completion of three core courses and CHEM 6389.

### Part 1. Literature Seminar (in the student's research area)

Rubric:       - read and synthesize a body of literature (not just a single paper)  
                  - critically assess literature  
                  - provide perspective

Format:       - 30-minute presentation, with an additional 10 minutes for questions  
                  - symposium format with peer assessment  
                  - two awards will be given for the best presentations

When:         - May of year 1 (May 2022)  
                  - symposium will be organized by faculty

Assessment: - peer assessment and faculty evaluation

Grade:        - pass/fail  
                  - pass determined by peer assessment and attendance at a minimum of 8 talks  
                  - fail requires a redo within one month; the student's advisor is responsible for organizing a room and audience

### Part 2. Research Proposal (on the student's research project)

Rubric:        - understand the project (including background and methodology)  
                  - define hypotheses/aims  
                  - articulate alternative or new strategies (beyond PI's idea)  
                  - defend significance  
                  - quality of written document (as it pertains to the above points)

Format:       - 2500-word proposal (not including figures or references)  
                  - closed-door session with committee



When: - anytime during fall semester with the first attempt completed by Dec. 15 (2022)  
- written report due two weeks before closed-door session  
- student must schedule the closed-door session (2-hour slot) by Oct. 31  
- failure to schedule by Oct. 31 (2022) results in the loss of the “redo” option (see below)

Assessment: - by the student’s committee  
- PI is a quiet observer and does not ask/answer questions  
- the ad hoc chair must be a tenured faculty member

Grade: - pass/fail  
- fail = deficient in two or more of the rubrics  
- fail = redo by Jan. 15; only one redo allowed

### **Part 3. Research Presentation** (on the student’s research project)

Rubric: - design, conduct and interpret experiments  
- demonstrate progress and work ethic  
- has a quality result leading to publication  
- future ideas

Format: - 30-minute talk  
- closed-door session with committee

When - must be completed by May 15 (2023)  
- if exceptional circumstances prevent laboratory productivity, a student must seek the permission of the Department Head to postpone the completion date  
- student must schedule the meeting (2-hour slot) by April 30

Assessment: - by the student’s committee  
- PI is a quiet observer and does not ask/answer questions  
- the ad hoc chair must be a tenured faculty member

Grade: - pass/fail  
- fail = out of PhD program (no redo allowed)

During the closed-door sessions in Parts 2 and 3, the committee will judge the student using the rubrics. It is important that the student be able to answer scientific questions in an extemporaneous manner and have a comprehensive scientific knowledge base. While students are not required to prepare a formal presentation for Part 2, students should prepare to verbally summarize their project for the committee and can use whiteboards for drawing schematics or relevant figures.

For the research proposal (Part 2), figures, schemes, and tables should be integrated into the text as appropriate. The format is as follows:

- a. Title page with table of contents
- b. Introduction, Background and Significance. Include a thorough review of the literature, summarize the strengths and weaknesses of current approaches, and explain why more research is required.
- c. Research Aims. Include your hypothesis.
- d. Research Design and Methods. Articulate alternative or new strategies (beyond the idea you were assigned by your PI).
- e. Intellectual Merit. How will this proposal advance knowledge?
- f. Literature Cited. Use the ACS format for references.

The *pass* grade for each part means that the student will continue on the Ph.D. trajectory.

The *fail* grade for any part indicates significant weaknesses, although for Parts 1 and 2 a redo is allowed. For Part 1, a second *fail* grade requires the student to leave the program and departmental financial support is not offered to these students beyond the summer of their first year. For Part 2, a second *fail* grade terminates the student as a doctoral candidate and departmental financial support is not offered to these students beyond the summer of their second year; an MS degree is possible. For Part 3, a *fail* grade terminates the student as a doctoral candidate and departmental financial support is not offered to these students beyond the summer of their second year; an MS degree is possible.

#### **D. Committee Meetings**

The student will meet with his/her Supervising Committee multiple times during his/her graduate tenure. At each stage, the Committee will judge whether the student has demonstrated appropriate progress along a trajectory that should culminate with demonstration of competence as a Ph.D. level scientist. Below is described the times at which the Committee will meet to evaluate the student, the format of these meetings, and the standards by which the student will be evaluated.

**a. *Qualifying Exam*** (see above)

**b. *Annual Committee Meeting During Third Year and Beyond***

The university requires that each student meet with his/her Committee annually to assess research progress. During this meeting, the Committee members will delineate what they expect and set accomplishment guidelines for the student for the remaining time in the Ph.D. program. The student should view this meeting as an opportunity to assess where he/she stands and plan accordingly so as to successfully complete the Ph.D. research project.

## Research Curriculum Summary Schedule

### First Year

*by October 31 (2021)*

Choose research advisor

Consult with advisor to formulate Supervising Committee

Sign the Milestones Agreement

*May (2022)*

QE Part 1 Literature Seminar

*June (2022)*

Re-do of QE Part 1 if initial attempt was a fail

### Second Year

*by October 31 (2022)*

Schedule closed-door session for QE Part 2

*By December 15 (2022)*

QE Part 2 Research Proposal & Closed-door Session

Written report is due 2 weeks before the closed-door session

*By January 15 (2023)*

Re-do of QE Part 2 if initial attempt was a fail

*By April 30 (2023)*

Schedule closed-door session for QE Part 3

*By May 15 (2023)*

QE Part 3 Research Presentation

*August-December:* Master's thesis research defense (optional)

### Third Year and beyond

*January – August:* Committee meeting (minimum of one per year, as deemed necessary by the Research Advisor and/or Supervising Committee)

## II. DEVIATIONS FROM STANDARD PROGRAM

Any deviations from the standard program require a petition from the student routed through the student's advisor and the Graduate Advisor to the Department Head. Decisions on such petitions are to be made by the Chemistry Faculty as a whole, which must prepare a written response to the student and to the student's file. This written response is the authoritative decision and supersedes any oral responses that may be in conflict with it.

### A. Waiver of Course Requirements

1. The faculty, upon testing of the student, may accept some prior graduate coursework as equivalent to particular required courses in the Ph.D. curriculum.
2. Petitions for waiver of coursework should be filed prior to the student's arrival on campus and must be supported by submission of copies of syllabi, exams, and the final test taken for the course. A faculty committee will decide if the requested course can be waived.

### B. Entry with Prior M.S. Degree in Chemistry from U.S.A. University

1. Having completed M.S. degree research, a student must seek out a research advisor to conduct his/her Ph.D. research. Students who do not have a full course load will interview faculty members and develop a Ph.D. research project. Typically, a student carrying out full-time Ph.D. research is supported on a Research Assistantship (RA) by his/her research advisor.

### C. Change of a committee member

1. A graduate student is allowed to change one or all the committee members only in exceptional circumstances. These circumstances should be discussed with the student's advisor and the Graduate Advisor (or the Department Head in the case of a conflict of interest). If the student's advisor and the Graduate Advisor deem the committee member change is needed, then the student should write a request letter addressed to the Graduate Advisor in which the reason for change should be stated. The request letter should be signed by the student's advisor, the former committee member(s), and the replacement committee member(s).

## Research Project / Faculty Interview Sheet

Student Name: \_\_\_\_\_

I have had the opportunity to discuss research projects with the above-named student:

Jung-Mo Ahn	Date
Kenneth J. Balkus Jr	Date
Ray H. Baughman	Date
Michael C. Biewer	Date
Julia Chan	Date
Sheena D’Arcy	Date
Sheel Dodani	Date
Gregg R. Dieckmann	Date
Rockford K. Draper (primary appointment: Biological Sciences)	Date
John P. Ferraris	Date
Jeremiah J. Gassensmith	Date
Lev Gelb (primary appointment: Materials Science and Engineering)	Date
Vladimir Gevorgyan	Date
Warren J. Goux	Date
Julia Hsu (affiliate, primary appointment in Material Science)	Date

Gabriele Meloni	Date
Inga H. Musselman	Date
Steven Nielsen	Date
Bruce M. Novak	Date
Paul Pantano	Date
Manuel Quevedo-Lopez (primary appointment: Materials Science and Engineering)	Date
A. Dean Sherry	Date
John W. Sibert	Date
Ronald A. Smaldone	Date
Mihaela C. Stefan	Date
Allison Stelling	Date
Hedieh Torabifard	Date
Amy Walker (primary appointment: Materials Science and Engineering)	Date
D J Yang	Date
Anvar Zakhidov (primary appointment: Physics)	Date
Jie Zheng	Date

**Please return completed form to Betty Maldonado by November 1 of Year 1**

# Supervisory Committee

Student Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

(print name)

(signature)

Advisor: \_\_\_\_\_

\_\_\_\_\_

Co-Advisor: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Graduate Advisor: \_\_\_\_\_

\_\_\_\_\_

**Please return completed form to Betty Maldonado by November 1 of Year 1**

# Qualifying Examination Part 1 (QE1) Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty member chairing the session: \_\_\_\_\_

**Grading:**

*pass* Student appears on proper track to attain doctoral candidacy.

*redo* Significant weaknesses observed. Redo within one month; the student's advisor is responsible for organizing a room and audience.

*fail* Student is terminated as a doctoral candidate. Departmental financial support is not offered beyond the summer of their first year.

**Rubrics:**

Ability to read and synthesize a body of literature:

Ability to critically assess the literature:

Ability to provide perspective on this research area:

(Comments continued on back if necessary):

**Signatures:**

Faculty Symposium Organizer: \_\_\_\_\_

**Student's acknowledgement of grade received:** \_\_\_\_\_

**Provide copy of form to Betty Maldonado; also provide a copy to the graduate advisor**

## Qualifying Examination Part 2 (QE2) Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Members of Committee (print names)

Research Advisor: \_\_\_\_\_ Member \_\_\_\_\_

Member: \_\_\_\_\_ Member: \_\_\_\_\_

**Grading:**

*pass* Student appears on proper track to attain doctoral candidacy.

*redo* Significant weaknesses observed in two or more of the rubrics. Redo by Jan. 15.

*fail* Student is terminated as a doctoral candidate. Departmental financial support is not offered beyond the summer of their second year.

**Rubrics:**

Adequate understanding of project:

Ability to define the hypothesis and aims:

Ability to articulate alternative or new strategies:

Ability to defend significance of project:

Quality of written document:

(Comments continued on back if necessary):

**Committee member signatures:**

ad hoc Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Research advisor: \_\_\_\_\_

**Student's acknowledgement of grade received:** \_\_\_\_\_

**Provide copy of form to Betty Maldonado; also provide a copy to the graduate advisor**



## Qualifying Examination Part 3 (QE3) Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Members of Committee (print names)

Research Advisor: \_\_\_\_\_ Member \_\_\_\_\_

Member: \_\_\_\_\_ Member: \_\_\_\_\_

**Grading:**

*pass* Student appears on proper track to attain doctoral candidacy.

*fail* Student is terminated as a doctoral candidate. Departmental financial support is not offered beyond the summer of their second year.

**Rubrics:**

Ability to design, conduct and interpret experiments:

Demonstration of progress and work ethic:

Demonstration of quality result leading to publication:

Ability to formulate future ideas:

(Comments continued on back if necessary):

**Committee member signatures:**

ad hoc Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

Research Advisor: \_\_\_\_\_

**Student's acknowledgement of grade received:** \_\_\_\_\_

**Provide copy of form to Betty Maldonado; also provide a copy to the graduate advisor**

## 3<sup>rd</sup> Year Committee Meeting

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

### Evaluation of Doctoral research; comments:

Adequate understanding of chemical principles:

Written communication skills:

Oral communication skills:

Overall performance on 3<sup>rd</sup> year meeting:

(Comments continued on back if necessary):

### Grading

*pass* Student appears on proper track to attain doctoral candidacy. Only minor weaknesses observed.

*deferred* Significant weaknesses observed. Student must address major points suggested by the committee. The student's progress and designation (Ph.D. or terminal M.S.) will be reevaluated at an additional meeting two months later. The outcome of the additional meeting must be *pass* or *fail*.

*fail* Student is terminated as a doctoral candidate.

Estimate of doctoral potential: \_\_\_\_\_

A grade of *pass* is required in order to be on track for the Ph.D. program.

### Committee members

(print name)

(signature)

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Student's acknowledgment of grade received: \_\_\_\_\_

**Provide copy of form to Betty Maldonado for student's file**

## 4<sup>th</sup> Year Committee Meeting

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

### Evaluation of Doctoral research; comments:

Adequate understanding of chemical principles:

Written communication skills:

Oral communication skills:

Overall performance on 4<sup>th</sup> year meeting:

(Comments continued on back if necessary):

### Grading

*pass* Student appears on proper track to attain doctoral candidacy. Only minor weaknesses observed.

*deferred* Significant weaknesses observed. Student must address major points suggested by the committee. The student's progress and designation (Ph.D. or terminal M.S.) will be reevaluated at an additional meeting two months later. The outcome of the additional meeting must be *pass* or *fail*.

*fail* Student is terminated as a doctoral candidate.

A grade of *pass* is required in order to be on track for the Ph.D. program.

### Committee members

(print name)

(signature)

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Student's acknowledgment of grade received: \_\_\_\_\_

**Provide copy of form to Betty Maldonado for student's file**

## 5<sup>th</sup> Year Committee Meeting

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

### Evaluation of Doctoral research; comments:

Adequate understanding of chemical principles:

Written communication skills:

Oral communication skills:

Overall performance on 5<sup>th</sup> year meeting:

(Comments continued on back if necessary):

### Grading

*pass* Student appears on proper track to attain doctoral candidacy. Only minor weaknesses observed.

*deferred* Significant weaknesses observed. Student must address major points suggested by the committee. The student's progress and designation (Ph.D. or terminal M.S.) will be reevaluated at an additional meeting two months later. The outcome of the additional meeting must be *pass* or *fail*.

*fail* Student is terminated as a doctoral candidate.

A grade of *pass* is required in order to be on track for the Ph.D. program.

### Committee members

(print name)

(signature)

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Student's acknowledgment of grade received: \_\_\_\_\_

**Provide copy of form to Betty Maldonado for student's file**

## Master's Thesis Research Defense (Optional)

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Master's Thesis Project: \_\_\_\_\_

### Comments:

Adequate understanding of chemical principles:

Written communication skills:

Oral communication skills:

Overall performance on Master's Thesis Defense:

(Comments continued on back if necessary):

### Grading

Pass Student has passed to doctoral candidacy. Student will receive M.S. degree and is expected to continue towards a Ph. D. degree.

M.S. Student is awarded M.S. degree but is not passed to doctoral candidacy.

Fail Student is not passed to doctoral candidacy and work by student is judged deficient to award M.S. degree.

Committee recommendation: \_\_\_\_\_

### Committee members

(print name)

(signature)

Chair: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Member: \_\_\_\_\_

\_\_\_\_\_

Student's acknowledgment of grade received: \_\_\_\_\_

**Provide copy of form to Betty Maldonado for student's file**

## Graduate Program Resources

### 1) Green Book contains curriculum, standards, and procedures

The Green Book also contains the forms for Qualifying Examination (QE) and Annual Committee Meetings. Please provide a copy of each filled form to Betty Maldonado for your file.

### 2) Graduate Advisor: Dr. Steven Nielsen

The graduate advisor will answer your questions regarding curriculum, standards, and procedures.

E-mail: [steven.nielsen@utdallas.edu](mailto:steven.nielsen@utdallas.edu)

### 3) Graduate Administrative Assistant: Betty Maldonado

The graduate administrative assistant will help with registration for courses and research. She will also collect all the QE and Annual Committee Meetings forms to complete your graduate file. All forms need to be completed and a copy given to Betty once they are signed and dated.

### 4) The Office of Graduate Studies

The graduate student guide can be obtained at:

<http://www.utdallas.edu/dept/graddean/guide.htm>

### 5) Academic Dishonesty

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project, and sabotage. Information about Academic Dishonesty can be found at the following link:

<http://www.utdallas.edu/deanofstudents/dishonesty/>

Some of the less obvious ways students may engage in academic dishonesty include:

- Citing false references or findings in research or other academic exercises
- Downloading text from the Internet or other sources without proper attribution
- Fabricating data for lab assignments and research
- Submitting a paper written by someone else
- Unauthorized collaborating with another person in preparing academic exercises
- Lifting paragraphs or full sentences from published sources without proper citation of the resource