

Graduate Student Handbook

Department of Chemistry
and Biochemistry

Auburn University

Revised Apr. 2008

I. INTRODUCTION

General regulations for graduate students at Auburn University are covered in the Graduate School Bulletin available from The Graduate School, Hargis Hall, Auburn University, AL 36849; Phone: (334) 844-4700. This handbook contains specific information about policies and requirements concerning degrees offered in the Department of Chemistry and Biochemistry (hence Department) at Auburn University. You should use this handbook as a supplement (not replacement) to the Graduate School Bulletin in planning your graduate program.

Your faculty advisor (or major professor) and the Department Chair, or Administrative Assistant are always willing to assist you with any aspect of your program; however, each student is responsible for meeting the various requirements specified in the Graduate School Bulletin and in this handbook. It is the student's responsibility to meet all the requirements and deadlines in these documents and in any other departmental or graduate school policy statement. The Graduate School Calendar gives important deadlines for each semester during an academic year. This calendar is available from the Graduate School and is printed each year in the Graduate School Bulletin.

The "checklists" found in this handbook will help ensure that you meet all requirements.

II. GENERAL REQUIREMENTS

A. Admission

Applicants for admission should have a bachelor's degree with a major in chemistry, biochemistry or their equivalents. Satisfactory scores on the General Test of the Graduate Record Examination (GRE) are also required. International students must also present satisfactory scores on the Test of English as a Foreign Language, or TOEFL exam (written test — 550, computer based test — 213).

Applications for admission to the graduate program in chemistry should be mailed to Chairman, Graduate Admissions Committee, Department of Chemistry and Biochemistry, Auburn University, Alabama 36849-5312. The application must be approved by both the Graduate School and the Graduate Admissions Committee of the Department.

B. Advisor

After admission to the Graduate School, you will be assigned a temporary advisor in the Department who will help with registration when you arrive. You should make arrangements for a permanent major professor before the beginning of the second semester of graduate study at Auburn. The permanent major professor must be a

member of the Graduate Faculty and must be mutually agreed upon by the student, the professor and the Department Chair. Ordinarily, the major professor will direct the students Thesis or Dissertation research.

New students will register for a 1-credit seminar course (CHEM7950, section 001) in the fall semester of the first year. This course will consist of a series of seminars by faculty on their research. The grade in this course will be based on the attendance at these seminars.

In choosing an advisor, students will be given a list of professors and their divisions. Students must talk to each professor in their chosen division and at least two professors outside their division. The professors interviewed will sign the student's list of faculty. Normally these initial interviews should take place before the end of the student's first semester, but not before the first year faculty seminar series has been completed. The student then ranks the top 3 faculty they would like to work with and submits their choice to the Department Chair in writing. The faculty will then decide who they wish to join their research groups.

C. Placement Exams

All entering graduate students must take placement exams in the analytical, inorganic, organic, physical and biochemistry areas. The results of these exams determine which area "core courses" should be taken.

Students attaining the 90th percentile or above on the ACS exam in a given area are exempt from that area "core course". However, students may not exempt the "core course" in their major field of study.

Advising Guidelines:

Attaining a minimum level of the 40th percentile or above, or a minimum requirement of undergraduate coursework at the B-level or above (see below), is required in order for students to exercise their option not to take one of the five area "core courses." For minimum coursework options see table "Minimum Undergraduate Coursework Completed at the B-Level to Qualify to "Option Out" of an Area "Core Course" in **I. Course Requirements** below.

Students whose score or record in any area is below the minimum level may still enroll in the area "core course," but may be better served by enrolling in an appropriate undergraduate course in that area to alleviate the deficiency before taking the "core course." The recommended undergraduate courses in each area are as follows:

Analytical Chemistry	: CHEM 4130
Biochemistry	: BCHE 5180
Inorganic Chemistry	: CHEM 4100

Organic Chemistry : CHEM 2080
Physical Chemistry : CHEM 4080

Expedient completion of all “core courses” should be of highest priority.

D. Advisory Committee

Prior to the end of the second semester of study, the student should arrange for the appointment of an advisory committee. For Master of Science students, the advisory committee should be made up of at least two faculty members in addition to the major professor. The major professor and the majority of the advisory committee should be members of the Graduate Faculty. The advisory committee is appointed by the Department Chair after consultation with the student, his/her major professor and the other individual faculty members involved. Members of the advisory committee for M.S. degree students accept this responsibility by signing the proposed Plan of Study (see below) which must be submitted to the Graduate School by the end of the second semester of study.

The Ph.D. student advisory committee should be made up of at least three faculty members in addition to the major professor and must include at least two members of the Graduate Faculty (not including the major professor). The major professor must be on the Graduate Faculty. The student's wishes regarding the composition of the advisory committee (after consultation with the major professor) are generally accepted by the Department Chair and the Graduate School. Members of the advisory committee for Ph.D. degree students accept this responsibility by signing the Graduate Student Plan of Study by the end of the second semester (see below).

E. Graduate Student Plan of Study (GSPOST)

As early as possible, the student should consult with his/her major professor and develop a Plan of Study that should include courses to be taken and research interests. A formal Graduate Student Plan of Study should be submitted online to the Graduate School (<http://www.grad.auburn.edu>) prior to the end of the second semester of study for M.S. and Ph.D. students. The student is responsible for carrying out the planned program of study and for requesting that the major professor make any necessary changes. Notification of all changes must be provided before the beginning of the final semester. One to three changes may be made by using the simplified “Change in Existing Plan of Study Form” available on the web. Four or more changes require a new Plan of Study.

F. Registration Procedures

The temporary advisor will assist students in registration for the first semester or until a permanent major professor is selected.

Three people are involved in registration of a graduate student: (1) the student, (2) the major professor (or Advisor) and (3) the Dean of the Graduate School (or his/her representative). Specific registration instructions should be obtained from the Graduate School (Hargis Hall) prior to each registration period. These instructions provide information concerning necessary approvals, when and where to pick up schedules and pay fees, etc.

The student should read carefully the sections in the Graduate School Bulletin dealing with “Registration and Graduation Requirements”.

G. Residence Requirements

Residence requirements for the Master’s degree and the Doctor of Philosophy degree are given in the Graduate School Bulletin. This must be certified by the Dean of The Graduate School. A form (Certification of Graduate Residency) for the Ph.D. Residency year credit must be completed and approved by the Graduate School prior to beginning the residency year and prior to scheduling the General Oral Examination. This form can be downloaded from the web.

H. Language Requirements

There are no language requirements for the M.S. or Ph.D.

I. Course Requirements

As partial fulfillment of the course requirements, all Master of Science degree students and Doctor of Philosophy degree students must complete four of the five “core courses” in the Department (CHEM 7100, 7200, 7300, 7500, and BCHE 7200) unless exempted by a 90th percentile or higher placement exam score. The student may only exempt one “core course”.

Students may not exempt or “option out” of the “core course” in their major area.

Students are also required to take a minimum of three advanced graduate courses (defined as CHEM 71x0, CHEM 72x0, CHEM 73x0, BCHE 72x0 and CHEM 75x0, where $x > 0$) in the Department to bring the total lecture coursework to seven “core” and “advanced” courses.

Further requirements for M.S. and Ph.D. Degrees are given in later sections of this handbook (see sections III and IV, pages 10-13 and 14-17 respectively).

The decision of the area of the core course that student will be allowed to exercise the “option out” will be subject to approval by the major professor. The following guidelines are provided to assist in making that decision.

Guidelines for the “option out” decision:

Students may “option out” of any one of the five core courses provided that the student is not majoring in that area and the student qualifies to “option out” of the course based on a 40th percentile or higher score on the placement exam or sufficient undergraduate coursework at the B-level or better, described below.

Minimum Undergraduate Coursework Completed at the B-Level to Qualify to “Option Out” of an Area “Core Course”	
Analytical Chemistry	One semester (or quarter) of analytical chemistry plus (or including) a lab
Biochemistry	One semester (or quarter) of Biochemistry
Inorganic Chemistry	One semester of Advanced Inorganic Chemistry
Organic Chemistry	One year of Organic Chemistry
Physical Chemistry	One Year of Physical Chemistry

Students who fail to qualify to “option out” of any of the “core courses,” by the standards described above, may “option out” of the area in which they did the best on the placement exams, excluding the major area.

J. Grade Requirements

Candidates for M.S. and Ph.D. Degrees are expected to maintain a grade point average of 3.0 or better (on a 4.0 scale). No grade below C will be accepted for graduate credit, but in all courses taken (except CHEM 7930, 7990 and 8990) will be used in calculating the Department grade point average. However, if a grade of C or lower is received in a graduate course and the course is retaken, the retaken course grade rather than the original course grade will be used in computing the Department grade point average.

A student can be terminated from the Graduate Program if he/she is deficient more than 6 “honor points” in a course on the “Plan of Study”. A deficiency of 10 or more “honor points” will result in automatic termination from the Department graduate program. Honor points are calculated as follows: an A equals +1 Honor Point per hour of credit, a B equals 0 equals 0 Honor Points per hour of credit, a C equals -1 Honor Point per hour of credit, a D equals -2 Honor Points per hour of credit and an F equals -3 Honor Points per hour of credit.

Grade point and honor point requirements of the Graduate School are set forth in the Graduate School Bulletin. However, be aware, a cumulative graduate GPA below 3.0 will result in the student being placed on Academic Probation. If the cumulative graduate GPA remains below 3.0 after the next nine credit hours of graduate enrollment (both graded and ungraded), the student will be placed on academic suspension.

K. Seminar Requirements

Ph.D. Students will present 2 divisional seminars for grade (CHEM 7750) and a final seminar on their research. M.S. Students will present one divisional seminar for credit (CHEM 7750) and a final seminar on their research. The final seminar will be presented to the entire Department immediately before the final oral examination and will describe the thesis or dissertation research completed by the student.

Ph.D. students are required to register for one hour of seminar credit (CHEM7950) in each of five semesters after the initial semester of Faculty seminars that will be graded on attendance at both departmental colloquia and divisional seminars. M.S. students are required to register for one hour of seminar credit in each of four semesters that will also be graded on attendance at both departmental colloquia and divisional seminars.

L. Time Limit

Students will have a maximum of 5 years in residency at Auburn on a teaching assistantship (TA). M.S. Students will be allowed a maximum of 3 years on a TA and 4 years to write up or change to Ph.D. Status. Ph.D. students will be allowed a maximum of 5 years on a TA including the years spent as a CH 06. M.S. students can receive a TA during their 4th year only if they have applied and been accepted for the Ph.D. program before the beginning of their 4th year. Exceptions to these regulations can be granted by a majority vote of the Graduate Studies Committee and approval of the Department Chair.

In the event that the Department is in need of TA's, a student who has exceeded his/her TA eligibility can be hired on a semester by semester basis without special vote of the Graduate Studies Committee.

M. Graduate Tuition Fellowships

Non-Alabama resident graduate assistants may receive an out-of-state tuition waiver if they are on at least a 0.25 graduate assistantship and are paid a minimum monthly stipend set each year by the Provost. The 0.333 assistantship provides for both. Such graduate assistants who have been on assistantship for at least two consecutive semesters will automatically have their out-of-state tuition waived for the next semester whether or not they are on assistantship that semester. The Graduate School provides in-state tuition fellowships for students on graduate teaching assistantship and graduate research assistantships for the first 80 hrs of attempted work for a Ph.D. degree and 40 hrs. for a M.S. degree. If a student has been accepted into the Ph.D. program after being in the M.S. program, only a total of 80 hrs. of work will be eligible. To be eligible for a graduate tuition fellowship, the student must be on at least a 0.25 graduate assistantship and are paid a minimum monthly stipend set each year by the Provost. They must also maintain a minimum cumulative graduate grade point average of 3.0.

N. Evaluation of Graduate Students

Each student's progress with regard to course work, research and teaching will be evaluated annually. The student will be given a copy of the evaluation.

Students will submit an Annual Research Evaluation Form on their research to the Graduate Studies Committee by October 1 of each year in residency. The research advisor will also fill out their section of the Annual Evaluation Form. An Annual Teaching Evaluation Form will be forwarded to the student's Laboratory Manager(s) for their evaluation. After these forms are completed, it will be forwarded to the student's advisory committee for review.

TA's will be evaluated by their students and grading team heads. Students will get copies of these evaluations and this data will be used in conjunction with the above forms by the Graduate Studies Committee in their annual evaluation.

In cases in which there is a noticeable lack of research progress or unsatisfactory teaching, the student's advisory committee and/or the Graduate Studies Committee may request reports at the end of subsequent semesters. If there is continued, long term lack of progress or unsatisfactory teaching, the student's advisory committee and/or the Graduate Studies Committee may recommend termination of a TA. However, no student's TA will be terminated without his or her case being discussed by the full faculty.

O. Chemical Instrumentation

It is the policy of the Department that all graduate students become proficient in the use of the chemical instrumentation necessary for their research. It is the responsibility of the managers of the instrumentation facilities to provide instruction to graduate students on the operation of the instruments that they will need for their research.

Those graduate students that do become proficient on an instrument will be allowed free access to that instrument. The managers will be available during working hours to assist students.

If problems arise concerning training and access to the instrumentation, these should be reported to the Instrumentation Committee in writing.

P. Administration of the Chemistry Departmental Graduate Program

The graduate program is administered by the Graduate Studies Committee. The graduate program officer is the Assistant Chair and serves as a continuing member of the Graduate Studies Committee as well as the liaison to The Graduate School and advisor to the new graduate students.

Q. Cumulative Exams

Cumulative exams are used to fulfill the written examination requirement for the Ph.D. candidacy and for M.S. candidacy. These exams are given once per month during the academic year (9 times- September-May). They are generally given the first Saturday of the month with a few exceptions. For example, the September cume would normally fall on the Labor Day holiday weekend and usually is postponed to the second Saturday. Also the January cume often is postponed for the New Years holiday. The following rules are in force for the cumulative examinations:

1. Exams will be conducted from 9:00 AM to 12:00 Noon in CB151.
2. No exams will be issued after 10:00 AM. No students may leave the room before 10:00 AM.
3. No exams may be taken from the room.
4. Any student wishing to obtain a copy of the cumes to study may request it in CB179 on the Monday following the conduction of the exams.
5. The cumes are closed book. No outside materials may be brought into the exam. This includes books, papers, electronic translators, etc.
6. No conversations between students during the exams are allowed.
7. Students may turn in for grading as many cumes as they wish.

III. MASTER OF SCIENCE DEGREE PROGRAM POLICY

A. General Requirements

Please refer to Section II (pages 2-8) of this handbook.

B. Graduate Course Requirements

A minimum of 30 semester hours of graduate course work is required for the M.S. degree. These 30 semester hours must include the “core” and advanced course requirements (as described in Section II.i), the seminar requirements (as described in Section II.j), and four hours of CHEM 7990. A minor may be selected but is not required for the M.S. degree.

C. Research and Thesis Requirements

All students in the M.S. degree program must prepare a thesis. The thesis must be based on original research carried out by the student under the guidance of his/her major professor. The thesis contents must be approved by the major professor, advisory committee and Department Chair. All students are required to give the advisory committee members fourteen calendar days to review theses.

General information about thesis requirements is available from the Graduate School, Hargis Hall. A “guide” for thesis preparation is available at the University Bookstore in Haley Center. Failure to follow the guidelines of the Graduate School for preparing theses will delay the awarding of the degree.

D. Examinations

All students who wish to obtain the Masters degree must complete a thesis examination. The thesis examination consists of a written part and an oral part.

The written part of the examination consists of three (3) Cumulative examinations. To remain in the program a prospective Masters candidate must pass the three Cumulative examinations during the first two calendar years of study.

Nine examinations will be offered each year during the regular academic sessions.

Students in the Masters track who fail to meet the minimum requirements of the written examination will be dropped from the Masters program.

Masters students who elect to switch to the Ph.D. program will be required to satisfy the preliminary examination requirements as specified in Section IV (pages 14-17) of this handbook.

After successful completion of the written examinations, successful completion of all courses on the "Plan of Study", completion of research and the thesis rough draft has been approved by the major professor, advisory committee and Department Chair, the final oral examination is scheduled by the major professor. This examination usually consists of:

(1) A formal seminar presented by the student to the entire department (faculty and students) describing their research at Auburn and, (2) an oral examination by the major professor and advisory committee which covers the major and minor course work and the thesis research. All members of the Departmental Graduate Faculty are invited to attend all segments of Master of Science oral examinations. The results of the final oral examination for the M.S. degree must be delivered to the Graduate School (using Graduate School Form 9) no later than the deadline given in the "Graduate School Calendar". This deadline is the same as the deadline for submitting copies ready for binding of the approved thesis in final form to the Graduate School.

If the results of the examination are unsatisfactory, a re-examination may or may not be allowed, at the discretion of the examining committee. Re-examinations require approval by the Dean of The Graduate School.

E. Checklist for Master of Science Students

<u>Step</u>	<u>Deadline</u>
1. Take placement examinations in the five chemistry divisions.	During the first semester of graduate study at Auburn.
2. Registration and schedule adjustment each semester.	See the Graduate School Calendar for registration deadlines.
3. Arrange for a permanent major professor.	Prior to the beginning of the second semester.
4. Arrange for advisory committee.	Prior to the end of the second semester.
5. Submit formal Plan of Study to Graduate School (GPOST)	Prior to the end of the second semester.
6. Pass three cumulative examinations.	By the end of two calendar years of graduate study in the department.
7. Complete course work.	By end of second year, if possible.
8. Complete thesis and satisfy seminar requirements (CHEM 7750)	By end of second year, if possible.
9. Request a Graduation Check	
10. Schedule final oral examination (results are reported on Graduate School Form 9). Complete final form of thesis.	During the semester preceding the one in which you expect to graduate. Results of Final Exam must be reported to Graduate School by the 6th week of the semester in which the degree is expected (see Graduate School Calendar for exact date).
11. Deliver at least four (4) signed copies of the Thesis to the Graduate School ready for binding. Follow "Thesis Preparation Guide".	Same deadline as in Item 8 above (see Graduate School calendar for exact date).
12. Pay thesis binding and graduation fee in Bursar's Office.	
13. Participate in commencement.	

See Graduate School calendar for exact date

NOTE: Failure to meet the above deadlines will result in delaying your graduation to a later semester (which requires you to register for that semester). If your research is not complete, register for CHEM 7990. If your research is complete but administrative matters remain

incomplete, register for GRAD7000 in the semester that you expect to graduate. A fee is required in either case.

IV. DOCTOR OF PHILOSOPHY DEGREE PROGRAM POLICY

A. General Requirements

Please refer to Section II (pages 2-9) of this handbook.

B. Graduate Course Requirements

A minimum of 60 semester hours of graduate course work is required for the Ph.D. degree. These 60 semester hours must include the “core” and advanced course requirements (as described in Section II.i), the seminar requirements (as described in Section II.j), and ten hours of CHEM 8990. The CHEM 8990 requirement may include up to four hours of 7990 for students who have transferred from the M.S. program or have completed a M.S. degree in Chemistry and Biochemistry at Auburn.

Directed Individual Study in Contemporary Chemistry (CHEM 7930) can be taken for a maximum of 15 semester hours credit toward the Ph.D. degree.

C. Research and Dissertation Requirements

A dissertation based on original research on a significant problem in chemistry or biochemistry carried out by the student at Auburn is required for the degree of Doctor of Philosophy. The dissertation director must be a member of the Graduate Faculty and must be mutually agreed upon by the student, the Major Professor and the Department Chair. All students are required to give the advisory committee members fourteen calendar days to review dissertations. Members of the advisory committee will review the dissertation. After approval is obtained from each member of the advisory committee, the approved draft is submitted to the Graduate School for assignment of an outside reader. After approval by the Graduate School, the final draft of the dissertation may be prepared and the final oral examination held. Information concerning dissertation requirements is available from the Graduate School, Hargis Hall. A dissertation preparation guide is available in the University Bookstore, Haley Center.

D. Examinations

Two separate examinations are required to be taken and passed by all Ph.D. degree students:

1. The General Doctoral Examination (or preliminary examination).
2. The Final Examination.

(1) The **General Doctoral Examination** is often referred to as the “preliminary examination”. The examination is required by the Graduate School for admission to candidacy for the Ph.D. degree. This examination is usually given in two parts, a written and an oral, which are administered separately. The written part of the

examination consists of six (6) Cumulative Examinations. To remain in the program a prospective Ph.D. candidate must pass a minimum of three (3) Cumulative Examinations during the first two calendar years of study. A total of six examinations must be completed by the end of the third calendar year in the program.

Nine examinations will be offered each year during the regular academic session.

The oral part of the preliminary examination is administered by the student's advisory committee. The oral must be completed within two months of completion of the written examination (no later than the summer of the third year). In the case where the student passes all six Cumulative Examinations before the end of two years, the student will be required to complete the oral exam before the beginning of the third year (second summer).

Students in the Ph.D. track who fail to meet the minimum requirements of the written examination will be dropped from the Ph.D. program. Students who meet the minimum requirements, but fail to successfully complete the written examinations during three calendar years, may elect to write up research work already completed and submit such work in partial fulfillment of the requirements for the Masters degree.

The oral preliminary exam (General Oral Examination) must be scheduled immediately following satisfaction of the written requirement. The Application for Auburn University General Oral Examination (online form) must be received by the Graduate School at least one week before the examination. Before a student is eligible to take the General Oral Examination, he/she must have a Graduate School classification of 9, have an approved Plan of Study, and have an approved residency year. A student may obtain a Graduate School classification of 9, either by being admitted to the Doctoral Program or by a memorandum from the Department Chair stating that the student has demonstrated (through course work, examinations and/or research) a proficiency in chemistry or biochemistry which is equivalent to a Master of Science degree. This requirement is generally met by the successful completion of the "core courses" in chemistry and biochemistry with a grade of B or better. The results of the General Doctoral Examination are submitted to the Graduate School using Graduate School Form XIX. If a student fails the General Doctoral Examination, he/she may or may not be re-examined. Re-examination requires approval of the advisory committee and the Graduate Dean.

(2) The **Final Examination** may be applied for after the first draft of the dissertation has been completed and approved by the advisory committee and Graduate School Application to take the Final Examination must be made to the Graduate School using graduate School Form XXI at least one week in advance of the examination date. Each doctoral candidate must present the results of his/her dissertation in a Departmental seminar which is followed immediately by the Final Examination. The Final Examination is oral and will include a defense of the

dissertation, and may include examination in the major field. The examination is open to all members of the Graduate Faculty. Re-examinations will usually not be allowed, but if allowed must be approved by the Advisory Committee and the Dean of The Graduate School.

E. Checklist For Doctor of Philosophy Students

<u>Step</u>	<u>Deadline</u>
1. Take placement examinations in analytical, biochemistry, inorganic, organic and physical chemistry.	During the first semester of graduate study.
2. Registration each semester & schedule adjustment.	See Graduate School Calendar.
3. Submit "Proposed Schedule for Fulfilling Residency Year Requirement" to Graduate School.	Prior to initiation of residency year.
4. Arrange for a permanent major professor.	Prior to beginning of the second semester.
5. Arrange for an Advisory Committee.	Prior to end of the second semester.
6. Submit a formal Plan of Study to The Graduate School (Graduate School Form XV).	Prior to end of the second semester (must be approved prior to scheduling General Oral Examination).
7. Satisfy requirement of written part of General Doctoral Examination (Cumulative Exams).	Three by end of two calendar years. Six by end of three calendar years of graduate study.
8. Complete all pre-requisites for taking General Oral Examination, including approved residency year GRE scores (Subject Test), classification 9, and TOEFL score of > 550 for international students.	As soon as possible but must be done prior to General Oral Exam.
9. Have major professor submit "Application for General Oral Examination" (Graduate School Form XVII).	After completion of most course work. Also, see items 7 & 8 above. Should be done after selecting a dissertation topic but before extensive work has been done on the research.
10. Complete seminar requirements.	
11. Submit results of the General Doctoral Examination to Graduate School (Graduate School Form XIX).	As soon as possible.
12. Request a Graduation Check from the Graduate School.	Major Professor submits results after oral examination is complete. In the semester preceding the one in which you plan to graduate.

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| 13. | Prepare typed draft of dissertation; secure advisory committee's approval; take to | At least eight weeks prior to end of semester in which degree is expected. (See Graduate School Calendar for exact date). |
| 14. | Arrange for Graduate School to schedule the Final Oral Examination at least two weeks prior to exam date. Schedule your Final Seminar on the same date. Pass the examination. Submit results of the final oral exam to the Graduate School (Graduate School form XXII). | The Final Examination and Seminar must be completed three weeks prior to graduation (See Graduate School Calendar for exact date). |
| 15. | Deliver at least four copies of the dissertation, signed and ready for binding, to The Graduate School. | See Graduate School Calendar for exact date |
| 16. | Pay dissertation binding and microfilming fee, and graduation fee. Turn in completed microfilming contract and Survey of Earned Doctorate to The Graduate School. | |
| 17. | Participate in commencement. | |

See Graduate School Calendar for exact date.

NOTE: Should you fail to meet all of the above deadlines, you will not graduate in the corresponding semester and must register for the following semester. If your research and final examination are not complete, register for CHEM 8990. If your research and final examination are complete and only administrative matters remain, you are to register for GRAD7000 for the semester in which you plan to graduate. A fee is required in either case.

V. INTERNATIONAL STUDENTS, SPECIAL REQUIREMENTS

The Office of International Education is responsible for assisting international students with visa matters and other international student requirements. The Foreign Student Advisor is located in the Office of Student Affairs in Cater Hall. The Department of Chemistry and Biochemistry is particularly interested in the special policies listed below:

1. All international students whose native tongue is not English must score a minimum of 550 (paper based) or 213 (computer based) on the Test of English as a Foreign Language Examination (TOEFL) to be admitted to the Graduate School. International students who are employed as Graduate Teaching Assistants (GTA's) must submit a score of 200 or greater on the Test of Spoken English (TSE), or be certified by the ESL Coordinator.

2. All international students are required to have comprehensive medical insurance for themselves and their dependents while attending Auburn University. Auburn University automatically enrolls all international students and charges a modest fee.
3. A U.S. drivers' license and personal liability insurance is required for the operation of any private vehicle in Alabama.
4. Off-campus employment is specifically prohibited during the first 12 months in F-1 student status. After one year, an F-1 student may apply to the Immigration and Naturalization Service for off-campus employment if he/she can demonstrate an economic necessity due to unforeseen circumstances arising subsequent to entering the U.S. The Department prohibits outside employment while on a full-time GTA or GRA (0.33 or more for a semester, 1.0 for a year).
5. An F-1 student may accept employment at the institution which he/she is authorized to attend without prior approval of the Immigration and Naturalization Service. This employment requires that the student is enrolled in a full course of study, and that the student is in good academic standing. On-campus employment is limited to a maximum of 20 hours per week. For students with less than a full-time GTA or GRA, employment outside the Department is not encouraged but requires written permission from the student's advisor and the Department Chair.
6. Any F-1 student who has completed one educational program and who desires to complete another educational program at the same level (for example, a second M.S. degree) must apply for an extension of stay.

VI. FINANCIAL SUPPORT

Graduate students receiving Graduate Teaching Assistantships (GTA) or Graduate Research Assistantships (GRA) must accomplish the following as soon as possible after arriving on campus:

1. Complete application (in person) for a **Social Security Number** at the **Social Security Administration** in Opelika, Alabama.
2. Complete **Federal and State Income tax withholding information**. Forms will be available in the **Payroll Office**, 212 Ingram Hall.
3. Complete an **Auburn University Personal Data Form**. (Forms are available in the **Departmental Office**).

4. All graduate students whose native tongue is not English must score **500** or above on the **Test of Spoken English (TSE)**, **be certified by the ESL Coordinator, or be in the process of attaining such certification** to be eligible for a Graduate Teaching Assistantship.