

Department of Chemistry
& Biochemistry

SWENSON COLLEGE
OF SCIENCE & ENGINEERING

UNIVERSITY OF MINNESOTA DULUTH
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GRADUATE PROGRAM HANDBOOK

The purpose of this information is to provide a reference on matters specific to the Graduate Program in the UMD Chemistry and Biochemistry Department. It is not intended as a substitute for the information contained in the [University of Minnesota Duluth Catalog](#), the [University of Minnesota Graduate School Catalog](#), the [University of Minnesota Duluth Graduate Student Handbook](#), the [University of Minnesota Graduate Assistant Employment Policy](#), or the information available through the [Graduate School website](#), but rather should be viewed as a supplement to those sources and review of some important point contained in these sources.

During a student's time in our program, they should remain in contact with the [Graduate School](#) about all of their deadlines and policies.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The information in this handbook and other University catalogs, publications, or announcements is subject to change without notice.

CHEMISTRY PROGRAM OFFICE

The Chemistry Graduate Program office is located on the Duluth campus in the Heikkila Chemistry & Materials Science building, 1038 University Drive, Duluth, MN 55812, room 126. Office hours are Monday - Friday, 8:00-4:30.

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Duluth Graduate School

University of Minnesota Duluth
Darland Administration Building 431
1049 University Drive
Duluth, MN 55812
Phone: 218-726-7523
Fax: 218-726-6254
Email: grad@d.umn.edu

Twin Cities Graduate Student Services and Progress Office

Graduate Student Services and Progress (GSSP) Office
333 Robert H. Bruininks Hall
222 Pleasant Street SE
Minneapolis, MN 55455
Phone: 612-625-3490
Fax: 612-626-3002
Email: gssp@umn.edu

CHEMISTRY PROGRAM HIGHLIGHTS

Chemistry Website

The Chemistry Program website at <http://www.d.umn.edu/chem> is a wealth of information about the program, including web pages for current faculty and students, course descriptions, student services links, travel grant information, Twin Cities and UMD links, etc.

Chemistry Student Records

Records for all Chemistry students are maintained in the Chemistry office on the Duluth campus. All of the forms students will need are available on the Graduate School Website:

<https://onestop.umn.edu/forms>

These include:

- [Forms for Master's Students](#)
- [Change of Status](#)
- [Readmission Form](#)

If students have questions about any of these forms, please contact the Chemistry office.

Grievance Policy

Any grievance arising during graduate study should be resolved through consultation with student's advisor. Should a matter not be resolved at this point, or should the issue be inappropriate for discussion with the student's advisor, they should consult with the Director of Graduate Studies. For employment and departmental issues, consulting the head of the chemistry department is more appropriate. If the DGS or department head are not able to resolve the grievance, they will direct the student to formal procedures. The Graduate School Constitution and Bylaws outline this procedure. There is a 120-day statute of limitations for initiating a formal grievance. The Student Conflict Resolution Center (<http://www.sos.umn.edu/>) can also provide advice and assistance.

Council of Graduate Students

The Council of Graduate Students (COGS) is the official governing body representing graduate students at the University. COGS provides opportunities for graduate students to participate actively in University administrative and policy decisions. Information on University governance and grievance procedures is available from the COGS office. The COGS office can be contacted by email at: cogs@umn.edu.

Safety and Training Requirements

The student's advisor or home department should cover safety requirements, training, and rights and responsibilities for a safe workplace. Be advised that the University requires training for laboratory safety and hazardous waste, research involving human and animal subjects, and other topics. Students should check with advisor or department for further details.

Financial Support

Both teaching and research assistantships during the academic year are available through affiliated departments; for 2017, the base salary for a 9-month 50% appointment was \$14,890 for Master's students. Graduate students holding assistantships are also eligible for health/dental benefits and tuition waivers of up to 14 credits per semester.

Summer support may be provided by research assistantships available through individual faculty

members holding research grants and/or Chemistry summer research fellowships. Base salary for a 50% summer assistantship for the MS is approximately \$4,500. The summer support does not include tuition benefits as during the semester.

Graduate fellowships and awards based on academic merit are available to new and currently enrolled graduate students at the University of Minnesota. The [Graduate School Fellowship Office](#) administers University-wide fellowships and links to external funding sources. Current Fellowship opportunities are listed on the [Fellowship Office web page](#).

Financial assistance is available in the form of Graduate Teaching Assistantships and Graduate Research Assistantships. Students are encouraged to check on their current and future projected sources of funding.

Graduate Assistantships

Eligibility

You are eligible to hold a graduate assistantship if you are:

- Admitted to a graduate school degree program **AND**
- Registered for the required minimum number of credits each semester (exception: summer) an assistantship is held.

Registration Requirements

You are required to register for **at least six credits per semester** to hold one of the following titles and classifications:

- Research Assistant 9521
- Teaching Assistant 9511

Registration must be completed by the **first day of employment** (in most instances) and **maintained for the entire semester**. Audit courses do not fulfill registration requirements.

You may register for 1-5 credits in select semesters by applying for an exemption with the [Special Graduate Assistant Registration Status \(SGARS\)](#) form. Approval must be obtained from your employer, faculty advisor, and director of graduate studies.

Advanced Master's candidates are required to register for at least one credit per semester. The credit can be at any graduate credit level but must be 8333 (Masters) or 8444 (Doctoral) in order to qualify for loan deferment.

Note: Registration for GRAD 0999 does not fulfill the registration requirements while holding a graduate assistantship.

Failure to Register

Failure to register for any credits or cancellation of all credits may result in termination of your graduate assistantship. If you withdraw from all credits, you are responsible for any remaining student account balance.

Note: International students filing for "Exemption from Full-Time Status" with the International Student & Scholar Services Office are not exempt from the minimum credit requirements.

Assistantships and Graduation

You cannot work as a graduate assistant after the semester in which you graduate. If you graduate mid-term while holding an assistantship, you can continue working in your assistantship title until the end of the term.

Travel Grants

The Chemistry graduate program can provide travel grants of up to \$400 to help defray expenses for Chemistry students to attend regional, national, or international meetings. Generally, these grants are for students **presenting** papers or posters at the meeting, not for simple attendance, although attendance at specialized workshops may be appropriate. Students are encouraged to match the request with other sources of funding such as personal, departmental, or research project funds. The amount cannot be split up to attend multiple events. M.S. students are limited to one funding request.

Additional travel funding may be available from the Swenson College of Science and Engineering and the UMD Graduate School Office.

For complete application details and forms, please visit the Chemistry program website.

Thesis Research Expenses

Certain expenses will be incurred when students conduct thesis research for the purchase of chemicals, supplies, services, certain pieces of equipment, etc. As these needs arise, students should notify the faculty member supervising the research or project, usually their major advisor. If that faculty member has outside grant support, those funds may be used to meet the student's needs. If no outside funds are available, the student's advisor may forward the student's requests to the Department Head. Within reasonable limits, the Department may attempt to provide some measure of support for the student's research. In the past, certain graduate students have applied on their own for outside funding for their research. Although this approach will entail considerable work on the student's part and only limited resources exist, it does provide excellent experience in the art of "grantsmanship," a trait that might come in handy subsequently in the student's professional career.

The Graduate School occasionally offers workshops in grant writing. It is the student's responsibility to pay all expenses incurred in the production and copying of all versions of the thesis, as well as any binding of the final version.

Desk Space

Chemistry graduate students are usually assigned desk and research space in the parent departments of their advisor.

Keys

The department that controls the student's office space will issue the keys needed to access desk and research space.

Computer Facilities

Chemistry graduate students have numerous computer facilities, which include:

- Graduate Student Computer/Printing Lab in room 240 SSB.
- [ITSS Student Computer Labs:](#)

 - o Library Labs
 - o Engineering 204
 - o Humanities 470
 - o Kirby Plaza 143
 - o Montague Hall 209/239
 - o Marshall Alworth Hall 177

Library Facilities

All Chemistry students have full access to library resources available on the University of Minnesota Duluth campus. Access the Interlibrary Loan Services on the Duluth campus [here](#).

Electronic Mail

All University faculty, staff, and registered students receive an email account. Students may access their account at the University's website from anywhere in the world with a web browser.

A student email address will automatically be assigned to students when they register. To activate the account, visit <http://www.umn.edu/initiate/>. The site requires students to enter their social security number, birth date, and student ID number. The site also describes how to change their password and customize their account.

Another useful site for internet access information is the Information Technology Systems & Services site: <http://www.d.umn.edu/itss/>.

Email is widely used for individual, program, University, and professional communications, including financial transactions. For this reason, students must access their University account regularly. Many general distribution Chemistry memos are sent via email. Chemistry uses Google groups to notify students of seminars, job opportunities, student group meetings, and other items of interest.

Additionally, many job postings, calls for papers for conferences around the country, and other nationwide professional messages are distributed via email. Students should get into the habit of checking their University email messages daily.

All University student and staff email addresses are available online in the Student-Staff Directory at <http://onestop.umn.edu/>. UMD specific: <https://onestop.d.umn.edu/>

Mail

All Chemistry graduate students with GTAs through the UMD Department of Chemistry & Biochemistry have mailboxes located on the second floor of the Chemistry Building. Students with assistantships in other departments may also have a mailbox in those departments. It is important that students check and empty their mailboxes regularly, especially when assignments are placed in the box to avoid overfilling of the mailboxes and as a courtesy to people sharing the mailboxes.

Telephones

There may be telephones for graduate student use in assigned office space, and fax machines in various participating departments, including the Chemistry Office, room 246 Chemistry Building. If students need to place a long distance call or fax pertaining to their work in the Chemistry Graduate Program, contact the Graduate Program Coordinator for assistance. Personal fax service is available in the campus bookstore.

The Student/Staff Directory, which is published online, lists phone numbers, addresses, and email addresses for University staff, students, colleges, departments, and services, and should be provided in each student office. This is the same information available at <https://onestop.d.umn.edu/>.

Fax Machine

A fax machine is available in the Chemistry department office. To use the fax machine, please ask for assistance. Students may also have access to a fax machine in their home department.

Copying Facilities

Photocopiers exist in various participating facilities. Before students are issued a copy code, they need to be trained by the office staff. If a student is employed as a GTA, they will be issued a code for that purpose.

Chemistry Letterhead

At times students may find it is necessary to use official stationery for certain correspondence. If desired, students may obtain Chemistry letterhead and envelopes from the Chemistry office in 246 Chemistry Building.

Research Facilities

The faculty list on the [Chemistry website](#) home page lists addresses and research interests of current Chemistry faculty. Arrangements to use facilities and instrumentation inside and outside the department may be facilitated by the student's advisor and by approaching staff directly.

Conference Room

Seminar/conference rooms for Chemistry activities can be arranged for meetings, oral exams, and other appropriate gatherings. Reservations must be made well in advance (two-week minimum) through the Chemistry Graduate Program Coordinator.

Office and Laboratory Space

Laboratory space will be assigned by the advisor once the student has selected his or her thesis advisor. Full-time graduate students are usually assigned desk and research space in the parent departments of their advisor. Full-time graduate students will be assigned keys to their office and to the building in which the office is located. The department that controls the office space will issue the keys, and may require signature or paid deposit.

It is important that students use these keys only for their own purposes, these should not be given to anyone else. Upon leaving the Graduate Program, it is essential that all keys and key cards are returned to the appropriate departmental staff or a student record hold will be placed - including receipt of final degree and release of official transcripts.

Students employed as a GTA in the Chemistry Department will be assigned office space, including desk and filing facilities, at the beginning of the year. Because office space is not extensive, they will share a room with other people. Most GTAs retain the same desk and office for the entire year, but in some instances it is necessary to shift office assignments. Generally, offices assigned during the academic year will be available for use during the summer.

PROGRAM INFORMATION

Degree Options

Two types of M.S. degrees are available through the Chemistry program. Plan A is designed for those individuals preparing for a career in Chemistry through coursework and an independent research project culminating in a [thesis](#). Plan B (Master's degree without thesis) is designed for those whose career plans may not benefit directly from laboratory research experience. Almost all students pursue a Plan A.

Emphases

There are five areas of emphasis: Analytical, Biochemistry, Inorganic, Organic, and Physical Chemistry.

NOTE: Emphases are not tracks. They are not to be listed on the Graduate Degree Plan and will not be reflected on the final degree.

Attendance and presentation in Chem 8184: Graduate Seminar is required for all Chemistry graduate students. A final oral examination is required for both Plan A and Plan B.

Faculty Members

The University of Minnesota Graduate School is independent of departments and colleges and governs appointments of faculty to graduate programs. A current list of Chemistry graduate faculty can be found online: [Chemistry MS Faculty](#) and also on the Chemistry [website](#). All Chemistry faculty may serve on student committees and serve as advisors of Chemistry students.

Many of these faculty are also members of other graduate programs and in that role could serve as a related field/supporting program or minor member of an examining committee; however, one person can only represent one program for a given committee. Advisor(s) (and co-advisors) must represent Chemistry. Faculty who are not Chemistry graduate faculty cannot advise or co-advise Chemistry

graduate students and cannot represent Chemistry on examining committees without prior approval. Faculty may be nominated for membership in the Chemistry program, subject to approval by the voting

Chemistry graduate faculty. A complete and up-to-date list of all University of Minnesota graduate faculty and their appointment status is available at: http://apps.asr.umn.edu/faculty_roles/.

Selecting an Advisor

Plan A students select a research advisor during their first semester of residence. The selection of an advisor is an important decision that can have a significant impact on a student's career direction and professional development. Because of the low ratio of graduate students to faculty, students generally have no difficulty identifying an advisor who can provide appropriate guidance in planning their coursework and thesis research. It is therefore crucial to research the record of potential research advisors to ensure that the area of research and intensity of research is a match. It may also be useful to communicate with current graduate students regarding style and personality of potential advisers.

Graduate students have a much closer working relationship with their advisors than undergraduate students and should have regularly scheduled meetings to discuss degree and research progress. Most students meet with their advisors weekly or bi-weekly, especially if they receive support as research assistants. Graduate advisors also make recommendations on continuation of funding and summer funding of the students to the department head.

Situations occasionally arise in which a change of advisor is appropriate and desirable. Mainly these result from personality conflicts and mismatch of expectations of graduate student and advisor. A student may find that their research interests match more closely with another faculty member or occasionally personality conflicts arise. **A student should not feel locked into their initial choice.** At the same time, they should recognize that changing advisors is a major decision that should not be taken lightly, especially if they have been in the program for several semesters. In some cases, the advisor may have invested substantial time and research support into the student's development. Before requesting a change, the student must consider whether another faculty member is available to supervise their thesis and whether assistantship funds will be available. Except in rare circumstances, the student should discuss the proposed change with their advisor. If communication with the adviser is difficult or impossible, they should meet with the DGS for advice and approval. When a change has been approved, the student must write to their former advisor, their new advisor, and the DGS to notify them of the change. The Chemistry Graduate Program Coordinator will notify the Graduate School of the change in advisor. It may be necessary to extend the typical time for the Master's degree by one semester or one year based on switch in advisers. This should be discussed between the graduate student, the new advisor, the director of graduate studies and the department head (if departmental funding or use of departmental resources is involved).

Graduate Degree Plan

[The Graduate Degree Plan](#) (GDP) is a listing of all coursework to be taken to fulfill degree requirements. Students are encouraged to file a GDP as early as possible, but no later than the beginning of their second year in the program. The student initiates this process and the Quick Start Guide can be found [here](#).

The GDP must be filled out accurately:

- The degree sought M.S.
 - Master's Degree is Plan A or Plan B
- The Major is: Chemistry.
- The Track is to be left blank.
- The Minor is to be left blank, unless actually pursuing a minor track.
 - M.S. students can typically declare a minor with 6 credits from outside program.
- Thesis credits must be checked in appropriate box and not listed on page 2.

- Transfer coursework must be listed separately on the first page and approved by student's advisor and DGS.
- Chemistry core coursework and required elective credits should be checked as "Major" credits unless student is declaring a minor.
- Credits taken to fulfill a minor should be checked as "Other."
 - Additional review, approval, and signature are required by the DGS in the minor field.

The number of course credits must add up to at least 20 credits excluding the seminar and research credits (Chem 8777).

- The student's advisor must review, approve, and sign the GDP before it is sent to the Chemistry Program office for review and processing.
- Only AFTER the GDP is approved, and the student receives an email confirming this, can committee members be assigned.

If the GDP does not meet program requirements, the student will be notified, and the necessary corrections will need to be made.

Registration

Graduate School registration policy requires all students to register *every fall and spring term* to maintain active status.

Registration may be completed online at <https://onestop.d.umn.edu/> for UMD. For a current listing of Chemistry courses [click here](#).

Students should meet with their faculty advisor to discuss their schedule before every semester. If a student does not have a permanent advisor, the DGS will serve that role temporarily. If difficulties arise, students should consult their advisor or the Chemistry DGS. In subsequent semesters students should consult with their entire committee.

If a student is taking six or more credits (three or more in summer) and is a degree-seeking student, he or she is required to have hospitalization insurance. The University-sponsored hospitalization insurance will automatically be charged to students' accounts unless they provide the name of their insurance company and policy number. Students will need their insurance information at the time of registration.

Grading Policy

The Graduate School uses two grading systems: A-B-C-D-F (with pluses and minuses) and S-N. Students have the option of choosing the system under which they will be graded, except in courses in which grading has been restricted to one system with approval of The Graduate School.

At least two-thirds of the total number of course credits included on any degree program form must be taken A-F. Individual major fields have the option of specifying more stringent requirements regarding the application of S-N courses to a degree program. All A-F registrations in The Graduate School, regardless of course level, will be calculated in the cumulative GPA on the student's transcript.

Students choose their grading system at the time of initial registration. Only 5xxx and 8xxx courses with grades of A, B, C (including C-), and S may be applied to a Graduate School degree program;

University policy does not allow changes in grading option after the second week of the term. Under some circumstances and with approval of the student's major field, 4xxx, 6xxx, and 7xxx courses may also be

applied to a Graduate School degree with approval by the student's major field and if the course is taught by a member of the graduate faculty or an individual authorized by the program to teach at the graduate level. Other policies of the UMD campus apply to courses. See: <http://www.d.umn.edu/vcaa/policies.html>

Retaking Courses

The Graduate School discourages the retaking of courses to improve grades. If a course is retaken, appropriate tuition and fees will be assessed. Per University Senate policy, all registrations and grades for the course remain on the student's transcript and are calculated into the cumulative GPA.

Registration After Completion of Formal Course Work

ALL Graduate School students will be required to register in the Graduate School every fall and spring term in order to maintain active status. Maintaining active status is critical and is required in order to participate in the University community as a Graduate School student. Participating in the University community includes registering for coursework, taking examinations, submitting milestone forms, or filing for graduation.

Students not registered every fall and spring term are considered to have withdrawn; their Graduate School records are deactivated. Those who wish to resume graduate work must request readmission to the Graduate School (and if readmitted, must register) to reactivate their status. Registration in **Grad 999** - a zero-credit, zero-fee, non-graded registration option for those Graduate School students who must register solely to meet the Graduate School's registration is required. Students should check with their department office for eligibility.

Students must confer with their advisor and/or DGS to determine what to register for each term. They should also consider the following in addition to any criteria outlined by their advisor and/or DGS:

- Do they have course credits or thesis credits that must be taken to complete graduate program and/or Graduate School degree requirements?
- Do they have to be registered part-time or full-time to meet any internal/external registration requirements in addition to the Graduate School's fall/spring registration requirement (for example, obtaining financial aid; holding an assistantship; maintaining legal visa status; deferring loans)?
- What number of credits (and what type of credits) will meet the requirements of those internal/external departments or agencies?
- If a student has completed all coursework and (if applicable) thesis credit requirements, and does not have to be registered to meet any requirements other than the Graduate School's fall/spring registration requirement to maintain active status, they may wish to confer with their advisor/DGS about Grad 999 registration.

For questions about the readmission process, please contact the Graduate Program Coordinator.

Progress in Graduate Work

The Chemistry Graduate Program evaluates progress in graduate work with the following criteria. If any of the criteria is not met, the student will be informed in writing, and a hold will be placed on any future registration. To remove the hold, the student must prepare a plan for how they will remedy the situation to the satisfaction of the DGS and their advisor. Failure to adhere to the plan will result in subsequent registration holds, which could eventually lead to permanent discontinuance from the program.

- Deficiencies: The prompt completion of any course deficiencies indicated in the student's acceptance letter.
- Minimum Grade Requirements: To remain in good academic standing, students should maintain

the minimum GPA requirement of 3.0 (on a 4.0 scale).

- Students who have filed a Graduate Degree Plan should maintain a 3.0 GPA for courses included on the degree plan. Only courses with grades of A, B, C (including C-), and S may be counted toward the degree. Students who have not yet filed a degree plan should maintain an overall GPA of 3.0. Students who fall below the program's minimum GPA requirement may be terminated from the program.
- Note: Students must have at least a 2.800 GPA for courses included on the degree plan at the time of degree clearance.
- S/N grades for courses: A minimum of 2/3 of the course credits included on a degree plan must be taken A/F.
- Incompletes: A maximum amount of 3 incomplete credits on student's record at any one time.
 - If the course in which the incomplete credit occurs is taught annually, students have one year from the end of the course to complete the remaining work.
 - If the course is not taught annually, students must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course.

The Chemistry program expects students to act in accordance with the [University Code of Conduct](#). Serious breaches of professional standards will be brought to the attention of the DGS, Department Heads, and/or Dean of the Graduate School. One or more of these individuals will then meet with the student and student's advisor to discuss appropriate measures to rectify the situation. In extreme cases, dismissal may be an option.

Taking a Leave of Absence

For information regarding leave of absence and reinstatement from a leave - [click here](#).

Unless stated otherwise, students should submit all forms through the Graduate Program Coordinator (Chem 246) for DGS review and submission.

MASTER OF SCIENCE (M.S.) DEGREE

| <i>Overview of M.S. Credit Requirements</i> | Summary |
|--|----------------|
| Course Credits | 20 cr |
| Chemistry Seminar (Chem 8184) | 1 cr |
| Thesis Credits | 10 cr |
| TOTAL | 31 cr |

Students pursuing the M.S. must complete a minimum of thirty (31) credits (20 course credits, 10 thesis credits and write and defend, as part of the final oral examination, a thesis on original research (Plan A) **or** 10 course credits and prepare three papers in the major and related fields (Plan B). Combinations of credits and distribution of courses between major field and related/minor field are flexible. In the case that a minor is declared in another graduate program, the DGS of that program has to approve the coursework for the minor and sign the program form.

Elective Coursework for the M.S. Degree

An additional nine (9) credits of elective coursework is required for IBS M.S. students, for a minimum of 20 formal classroom credits. Elective courses should be at the 5xxx or 8xxx-level and related to the field of study/emphasis area (i.e., CB, CMP, EOP), or supporting field and need to be approved by the student's advisor, committee, and Graduate School (through inclusion on the *Graduate Degree Plan*). IBS courses that could fulfill this requirement are listed below. Non-IBS courses may also be used to fulfill the elective credit requirement.

Emphasis-Specific Courses

Analytical Chemistry

Typical Major Field Courses (minimum 14 credits)

- CHEM 5725 Advanced Analytical Chemistry I (3 credits)
- CHEM 5624 Advanced Physical Chemistry I (3 credits)
- CHEM 5714 Applications of Spectroscopy (4 credits)
- CHEM 8224 Advanced Analytical Chemistry II (4 credits)
- CHEM 8720 Modern Mass Spectrometry (3 credits)

Sample Related Field Courses (minimum 6 credits)

- CHEM 5150 Organic and Stable Isotope Geochemistry (3 credits)
- CHEM 5424 Advanced Inorganic Chemistry I (3 credits)
- CHEM 5510 Polymer Chemistry (3 credits)
- CHEM 5524 Advanced Organic Chemistry I (3 credits)
- CHEM 5659 Fluorescence Methods in Life Sciences (3 credits)
- LIM 5010 Integrated Approaches to the Study of Inland Waters (3 credits)
- LIM 5102 Chemical Limnology (3 credits)

Biochemistry

Typical Major Field Courses (minimum 14 credits)

- CHEM 5424 Advanced Inorganic Chemistry I (3 credits)
- CHEM 5524 Advanced Organic Chemistry I (3 credits)
- CHEM 5624 Advanced Physical Chemistry I (3 credits)
- CHEM 5659 Fluorescence Methods in Life Sciences (3 credits)
- CHEM 5714 Applications of Spectroscopy (4 credits)
- IBS 8101 Cellular Biochemistry (3 credits)
- IBS 8202 Chemical Biology (3 credits)
- IBS 8203 Methods in Molecular Biosciences (2 credits)

Sample Related Field Courses (minimum 6 credits)

- CHEM 5650 Computational Chemistry (3 credits)
- CHEM 5725 Advanced Analytical Chemistry I (3 credits)
- CHEM 8424 Advanced Inorganic Chemistry II (4 credits)
- MATH 5233 Mathematical Foundations of Bioinformatics (3 credits)

Inorganic Chemistry

Typical Major Field Courses (minimum 14 credits)

- CHEM 5424 Advanced Inorganic Chemistry I (3 credits)
- CHEM 5624 Advanced Physical Chemistry I (3 credits)
- CHEM 5650 Computational Chemistry (3 credits)
- CHEM 5714 Applications of Spectroscopy (4 credits)
- CHEM 8424 Advanced Inorganic Chemistry II (4 credits)

Sample Related Field Courses (minimum 6 credits)

- CHEM 5510 Polymer Chemistry (3 credits)

- CHEM 5524 Advanced Organic Chemistry I (3 credits)
- CHEM 5725 Advanced Analytical Chemistry I (3 credits)
- CHEM 8524 Advanced Organic Chemistry II (3 credits)

Organic Chemistry

Typical Major Field Courses (minimum 14 credits)

- CHEM 5524 Advanced Organic Chemistry I (3 credits)
- CHEM 5624 Advanced Physical Chemistry I (3 credits)
- CHEM 5714 Applications of Spectroscopy (4 credits)
- CHEM 8524 Advanced Organic Chemistry II (4 credits)

Sample Related Field Courses (minimum 6 credits)

- CHEM 5424 Advanced Inorganic Chemistry I (3 credits)
- CHEM 5510 Polymer Chemistry (3 credits)
- CHEM 5650 Computational Chemistry (3 credits)
- CHEM 5659 Fluorescence Methods in Life Sciences (3 credits)
- CHEM 5725 Advanced Analytical Chemistry I (3 credits)
- IBS 8202 Chemical Biology (3 credits)
- IBS 8203 Methods in Molecular Biosciences (2 credits)

Physical Chemistry

Typical Major Field Courses (minimum 14 credits)

- CHEM 5424 Advanced Inorganic Chemistry I (3 credits)
- CHEM 5624 Advanced Physical Chemistry I (3 credits)
- CHEM 5650 Computational Chemistry (3 credits)
- CHEM 5659 Fluorescence Methods in Life Sciences (3 credits)
- CHEM 5714 Applications of Spectroscopy (4 credits)
- CHEM 5725 Advanced Analytical Chemistry I (3 credits)

Sample Related Field Courses (minimum 6 credits)

- CHEM 5510 Polymer Chemistry (3 credits)
- CHEM 8224 Advanced Analytical Chemistry II (4 credits)
- CHEM 8424 Advanced Inorganic Chemistry II (4 credits)
- CHEM 8720 Modern Mass Spectrometry (3 credits)
- IBS 8203 Methods in Molecular Biosciences (2 credits)

Accommodations for inclusion and approval for other courses and course combinations can be made in agreement with the DGS.

Steps and Deadlines for Completing the M.S. Degree

Most Graduate School Forms are available online:

<https://onestop.umn.edu/forms>

All requirements for the master's degree must be completed and the degree awarded within five calendar years after initial enrollment in the graduate program. For complete policy information - [click here](#).

Sample Timeline:

Pre-Semester Fall Year 1

- Take and pass required proficiency exams. See the [Proficiency Examination](#) section of the departmental website.

Fall Semester Year 1

- Before registering, ALWAYS consult with advisor. If Advisor is unavailable, consult with the DGS or Department Head.
- Register before second week of each semester. Failure will result in placement on inactive status, resulting in the loss of Graduate Teaching/Research Assistantship (RA). No exceptions.
- First month: meet with three potential advisors to discuss research and submit the Potential Advisor Meeting Form
- Select Advisor and begin thesis research.

Spring Semester Year 1

- Consult with Advisor and DGS on the selection of Examining Committee members (student's Advisor will serve as the Chair). For Examining Committee Rules - click [here](#).
 - Review the [Master's Degree Completion Policy](#)
- Contact proposed Examining Committee members to discuss their interest and availability to serve on student's committee. At this meeting, provide a written description of student's project plans and discuss student's intended coursework.
 - Note: Committee members can only be changed prior to final oral defense.
- Meet with Advisor to review proposed Graduate Degree Plan and Examining Committee for compliance with Chemistry Program and Graduate School requirements.
- Complete the [Graduate Degree Plan](#) listing all intended coursework (ideally after 10-14 credits completed).
 - Return Graduate Degree Plan to the Graduate Program Coordinator, 246 Chem.
 - The Graduate School must receive student's Graduate Degree Plan at least one term prior to the anticipated degree completion.
 - The Graduate School must approve the Graduate Degree Plan before student can obtain a Graduation Packet and defend.
- Complete the [Assign/Update Master's Final Committee form](#) (program staff only).
- Write Progress & Goals Report #1, discuss the document with your major advisor, and submit it to the DGS via email. See instructions on your Chemistry M.S. Graduate Program Milestone Tracker (Google Drive document).

Summer Semester Year 1

- Write Progress & Goals Report #2, discuss the document with your major advisor, and submit to the DGS via email. See instructions on your Chemistry M.S. Graduate Program Milestone Tracker (Google Drive document).

Fall Semester Year 2

- Project status: provide Examining Committee periodic updates with any changes in project from the initial research description.
- Write and submit Committee Progress Form: this is Progress and Goals Report #3, but must be reviewed and approved by the students Examining Committee, instead of simply major advisor. Submit to DGS via email. See instructions on your Chemistry M.S. Graduate Program Milestone Tracker (Google Drive document).
- Consult with Advisor and Instructor of Chem 8184 about scheduling thesis seminar in the spring.
- Contact the Graduate Program Coordinator for final seminar arrangements, announcement, and presentation needs (minimum 3 weeks' notice).
- Continue thesis research.

Spring Semester Year 2

- [Request a Graduation Packet](#) (online) to receive all necessary forms and instructions at least

- two months before anticipated graduation.
- The packet will include the Graduate Application for Degree form, Reviewers' Report form, Final Examination Report form and Deposit Agreement.
 - Submit the Graduate Application for Degree at least one month prior to graduation to the Graduate Program Coordinator, 246 Chem.
 - During the 2nd or 3rd week of the month student has applied to graduate, as indicated on the Graduate Application for Degree form, student will receive an email communication from the Graduate School to their U of M email address. The email will either:
 - alert student to remaining degree requirements that must be completed in order for degree to be awarded; or
 - will confirm that student has completed all degree requirements, and inform them of the date upon which their degree will be awarded.
 - Review Graduate Degree Plan against unofficial transcript for any discrepancies.
 - Present thesis seminar (ensure Examining Committee will be in attendance)
 - [Prepare final master's thesis](#) for review by Examining Committee.
 - Review policy for copyright information.
 - Notify Examining Committee at least two weeks in advance of when the thesis will be delivered. All members must have at least two weeks (preferably three) to read the thesis upon receipt. The entire committee must be unanimous in certifying that the thesis is ready for defense, by signing the Reviewers' Report form (included in the Graduation Packet).
 - Note: Committee members can elect to sign the Reviewers' Report form when they are satisfied with thesis or after the Final Examination.
 - Take Final Examination (oral).
 - For room scheduling assistance, contact the Graduate Program Coordinator (minimum 2 week notice).
 - Return Thesis Reviewers' Report form and Final Examination Report form to the Graduate Program Coordinator, 246 Chem, for submission to Graduate School.
 - [Submit Master's Thesis](#) by the last business day of anticipated month of graduation. Failure to submit thesis in a timely fashion may delay the month in which degree is officially granted.

Maintaining Active Status

Active status must be maintained until student's degree has cleared. This can be achieved via two approaches:

- If a student has an assistantship with their Advisor, they can apply for Advanced Master's Status.
- If a student does not have an assistantship, they should contact the Graduate Program Coordinator to ask about registering for GRAD 999, a zero-credit placeholder for maintaining active status. Refer to the FAQ section for more information about the GRAD 999 option.

USEFUL CONTACTS

Bookstore

Duluth

UMD Stores

Phone: (218) 726-7286

Kirby Student Center

<http://umdstores.com/>

Career and Internship Services

Duluth

Phone: (218) 726-7985

carserv@d.umn.edu

<http://d.umn.edu/career-internship-services/>

Computer Facilities and Wireless Access

Duluth

Phone: (218) 726-8782

<http://www.d.umn.edu/itss/>

Health Services & Counseling Services

Duluth

UMD Health Services - Counseling

Phone: (218) 726-8155

615 Niagara Court

<http://www.d.umn.edu/health-services/counseling-services>

Fee Payments

Duluth

UMD Student Accounts Receivable

Phone: (218) 726-7821

140 Darland Administration Building

<http://www.d.umn.edu/onestop/student-finances/pay/where-how.html>

Financial Aid Information

Duluth

Student Service Center Phone:

(218) 726-8000

23 Solon Campus Center

<http://www.d.umn.edu/onestop/student-finances/financial-aid/index.html>

REGISTRATION

What is the registration requirement for graduate students?

As a graduate student you are required to register every fall and spring term to maintain active status up through and including the term in which you will officially complete your degree. Failure to maintain your active status will result in the discontinuation of your student status and require applying for readmission.

What is full-time status?

Full-time status is 6 or more credits. Some University benefits are reliant upon the registration of at least 6 credits. Students should contact the office providing the benefit to inquire about minimum registration requirements.

What is active status?

Graduate students maintain active status by registering every fall and spring term (for any credit amount or course type).

What happens if I don't maintain active status?

Graduate students who do not maintain active status are considered to have withdrawn, and their student status is deactivated. Inactive students may not take examinations, submit degree progress paperwork, apply for graduation, or complete their degrees. Inactive students who wish to resume graduate work must apply for readmission.

I'm not currently accepted or enrolled in a graduate program. How do I make sure classes I take at the U of M can be used towards a future graduate degree?

You may be able to register for graduate credit (coursework appears on a graduate level transcript) when not admitted to a graduate program. You must work with the graduate program offering the course to gain admission to non-degree status and complete the Request for Graduate Credit form to obtain permission. Once completed this form is processed by One Stop (23 Solon Campus Center).

I am done with my coursework and thesis credits (if applicable) and only need to maintain my active status. What should I do?

Graduate students must register every fall and spring term to maintain active status. Grad 999, a zero credit, zero-tuition, non-graded registration option is available for those graduate students who must register solely to meet the registration requirement. You should not register for Grad 999 if you hold an assistantship, need to maintain legal visa status, defer loans, receive financial aid, or for any reason other than to meet the registration requirement.

I am done with my coursework and thesis credits (if applicable) and need to maintain full-time status. What should I do?

You have the option to register as an advanced status student by applying for the full-time equivalent (FTE) credit (xxxx 8333 [masters] or xxxx 8444 [doctoral]). You must apply for this status each term you wish to hold this benefit.

What is the maximum credit load the Graduate School allows?

Students are allowed registration for up to 18 credits; however, most offices providing tuition benefits will not pay for more than 14 credits. Check with the office providing the tuition benefit to determine the number of credits that will be covered.

I didn't register last term and now my status is inactive. What should I do?

You must apply for re-admission through the Graduate Office of Admissions by completing a Change of Status/Readmission Application.

Where do I go to get a permission number?

During the first two weeks of the term, you should contact the program offering the course (as indicated by the course designator) to obtain a permission number. Students being prompted for a permission number for the following courses: GRAD 999, xxxx-8666, xxxx-8888, or xxxx-8777 should contact their graduate program. Permission for xxxx-8444 and xxxx-8333 should be obtained through the Graduate School at 612-625-3490.

My permission number isn't working. What should I do?

You should check with the program from which you obtained the permission number if it is still within the first two weeks of the term. If it is beyond the first two weeks of the term, the permission number will no longer suffice and you must complete a [Registration Exception Request](#).

I want to drop a course and get a complete refund. What should I do?

A Registration Exception Request must be approved by your graduate program to drop courses if past the established deadlines set by the Office of the Registrar. The Office of the Registrar sets the tuition refund policy and handles requests for exceptions to the policy by way of a Tuition Refund Appeal.

I want to add/drop a course and it is past the add/drop deadline. What should I do?

You should complete a Registration Exception Request for your graduate program to review.

I have audited a course. How does this affect my tuition and enrollment?

As an auditor, you register for, pay tuition and fees for, and attend classes, but do not complete assignments or take examinations. You receive no credit for the course, but the course will be placed on your transcript with the symbol V (Visitor) to indicate your special registration status. Though you do not receive credit for audited courses, the credit value for the course counts in determining the credit total for the student services fee. Audited courses do not count toward full-time enrollment for international students.

What is GRAD 999?

GRAD 999 is intended for graduate students who have completed all coursework and thesis credit requirements (if applicable) and must maintain registration to meet the registration requirement. GRAD 999 will only maintain a student's *active* status; GRAD 999 does not meet any other University or external agency's requirements. Students who must maintain full-time status to hold an assistantship, defer loans, and receive financial aid, etc. should not register for GRAD 999. You should confer with your graduate program before registering for this option to ensure that they do not have restrictions regarding GRAD 999 registration.

If I am registered for GRAD 999 or less than 6 credits, do I still get library, recreation center, email privileges, etc.?

You will want to contact the office providing the service you are seeking to inquire about minimum registration requirements. Questions regarding email can be made to the technology help-line at 612-301-4357.

When will I be eligible to take doctoral thesis credits (xxxx-8888)?

Graduate programs have the discretion to determine when it is academically appropriate for students to take these credits.

When will I be eligible to take master's thesis credits (xxxx-8777)?

Confer with your graduate program and/or advisor to determine when it is academically appropriate to begin thesis credits.

HOLDS

I have a hold on my record and can't register. What should I do?

Contact the office that placed the hold to see what needs to be done to have the hold removed.

The hold on my record is due to a transcript needing to be submitted. What should I do?

An official copy of the transcript must be sent directly from the previous institution to the Graduate Office of Admissions in 309 Johnston Hall.

DEGREE PROGRESS

Graduate Degree Plan

What is the Graduate Degree Plan?

The Graduate Degree Plan is used for masters, certificate, and doctoral students. It is considered to be a contract between the student, graduate program, and the Graduate School. On the Graduate Degree Plan you will indicate the coursework you are using to meet your graduate program's coursework requirements as well as the University's graduate education minimum credit requirements.

Should I submit the Graduate Degree Plan?

The Graduate School recommends that master's and certificate students submit the Graduate Degree Plan after completing 10 credits, but no later than 1 semester (term) before they intend to complete their degrees (including final exams). Doctoral students are recommended to submit the Graduate Degree Plan after completing 10 credits, but no later than 1 semester (term) before they plan to take the Preliminary Oral Exam.

Who needs to sign the Graduate Degree Plan?

The Graduate Degree Plan should first be reviewed and signed by your advisor(s) and Director of Graduate Studies (DGS). If you are pursuing a minor, you will also need to obtain the signature of the DGS in the minor field.

How do I know when my Graduate Degree Plan is approved?

An approved copy will be emailed to you at your U of M (@umn.edu) email account.

Do I need to take all my courses before submitting the Graduate Degree Plan?

No.

Do I need to list all of the courses I have taken on my Graduate Degree Plan?

No. You should only list the coursework that is being taken to fulfill graduate program coursework requirements and University graduate education minimum credit requirements.

Can I include audited or withdrawn coursework on my Graduate Degree Plan?

No. Students can include coursework graded a C- or better.

Can I include coursework graded S/N on the Graduate Degree Plan?

Yes. Students must earn a grade of “S” in order to include that course on the program.

How many S/N classes can I include on the Graduate Degree Plan?

Graduate education policy allows students to use up to 1/3 of the coursework on an S/N grading basis. The remaining 2/3 must be completed on the A-F grading basis. Note that individual graduate programs may have more stringent requirements.

Can I include coursework that I received an incomplete (“I”) for on my Graduate Degree Plan?

Yes. Master’s students must have a grade assigned for any incomplete coursework before the degree can be awarded. Doctoral students must have a grade assigned for any incomplete coursework before they are eligible to proceed with the final oral examination.

How do I add a (declared) minor?

A minor can be added by including the minor and related coursework on the Graduate Degree Plan. The Director of Graduate Studies (DGS) in the minor field must sign the Graduate Degree Plan. If you already have an approved Graduate Degree Plan on file, you will need to submit a Petition form to add the minor and any additional coursework necessary. Note: Master’s degree students must declare a minor prior to their final exam.

How do I transfer coursework in from another institution?

Coursework from another institution being used to fulfill degree requirements should be included on the Graduate Degree Plan. An official transcript should be attached to the form unless a transcript showing that coursework is already on file at the Graduate School. If your Graduate Degree Plan is already approved, you must submit a petition along with an official transcript of the other institution.

Will the transfer coursework and credits appear on my University of Minnesota transcript?

No. The transfer work only appears on the approved Graduate Degree Plan.

How many credits can I transfer?

Master’s degree students can transfer up to 40% of the coursework included on the Graduate Degree Plan. The remaining 60% must be taken as a registered U of M Graduate School student. Master's students who have taken non-degree seeking coursework for graduate credit at the U of M can only transfer in up to 12 of those credits. Note that individual graduate programs may have more stringent requirements. More information regarding updated transfer policies can be viewed [here](#).

What should I do if the coursework I included on my Graduate Degree Plan has changed?

The Graduate School expects that students will change the coursework on the Graduate Degree Plan. If the changes are minor, you should submit a Petition form. The Petition form must be signed by your advisor(s) and Director of Graduate Studies (DGS). If you have a minor, the minor field DGS must also sign. If the changes in coursework are significant, the Graduate School recommends filing a revised Graduate Degree Plan, which also requires signatures.

Exam Forms/Scheduling Exams

I am a master's student. Do I need to schedule my final exam with the Graduate School?

No. The Graduate School does not require master's students to schedule their exams with our office; confer with your graduate program regarding scheduling.

I am a master's Plan A student. How do I get my Final Exam form?

The Final Exam form is issued when you submit the Thesis Reviewers Report (TRR) form to 431 Darland Administration Building. The TRR form is issued in the graduation packet.

MISCELLANEOUS

When/how do I apply to graduate?

Degrees are awarded on a monthly basis. To apply to graduate you must submit the Graduate Application for Degree included in the graduation packet. This form is submitted to the One Stop Office on or before the first working day of the month you intend to complete all requirements (coursework, exams, etc.).

How do I know when all my requirements to graduate are completed?

Master's, specialist certificate, and post-baccalaureate certificate students will be sent an email from GSSP to their "@umn.edu" email account during the middle of the month they applied to graduate informing them of any outstanding requirements or confirming degree completion. Doctoral students will be notified of any outstanding requirements at the time of dissertation submission.

What is the minimum GPA required to graduate?

Masters GPA

Masters students must have a minimum GPA of 2.80 (on a 4.00 scale) on the Graduate Degree Plan coursework in order to graduate. Individual graduate programs may require a higher GPA.

How do I withdraw from my Graduate School program?

You should put your request to withdraw in writing and direct the email to your graduate program and copy the student services office: gssp@umn.edu

EXAMINING COMMITTEE/COMMITTEE SUBSTITUTIONS

How many individuals need to serve on my master's final exam committee?

A minimum of three members is required for the master's final exam committee; two members must be from your major and one must be from your minor or related field.

How do I update my examining committee once approved?

You can request updates to your committee by emailing your program coordinator. Requests should be submitted at least two weeks before an exam. A confirmation email will be sent to you upon approval.

What do I need to do to add an external (not at the U of M) faculty member to my committee?

Your graduate program must follow collegiate guidelines established for appointing external faculty members. More information is available online.

THESIS/DISSERTATION PREPARATION AND SUBMISSION

How do I format my thesis dissertation?

Thesis/dissertation formatting guidelines are available in 160 Williamson Hall or online.

How soon after my final exam do I need to submit the thesis/dissertation?

The thesis/dissertation is due on or before the last working day of the month you intend to graduate. You are encouraged to submit your thesis/dissertation before the last working day of the month to ensure time for review and for you to make formatting revisions as requested.

Should I register a copyright for my thesis/dissertation?

This is optional for students. If you choose to register your copyright, you must include a copyright page in the thesis/dissertation. It is to your benefit to include a copyright page regardless. You have the option of having ProQuest register the copyright on your behalf. There is a \$55 fee associated with this process.

Where can I have extra copies of my thesis/dissertation bound?

Graduate Student Services and Progress does not endorse any one binding service. There are several options available to students.

What happens to the copies of my thesis/dissertation that are given to GSSP?

Electronic copies are available in the University Digital Conservancy and/or available online through ProQuest.

DIPLOMA

I haven't received my diploma yet. When will I get it?

The diploma typically takes 4-6 weeks to receive after the degree has been conferred. If it has been longer than that, verify with the Master's/Doctoral Clearance Coordinator that the degree was actually conferred.

I need to change the address to which my diploma will be mailed. What should I do?

Contact the One Stop office at 612-624-1111 or onestop@umn.edu.

My diploma does not indicate my major. Is this a mistake?

The diploma only indicates what type of degree was awarded (MA, MS, PhD, EdD, etc.), and not the major or minor field. If you need documentation showing the degree and major, contact the Office of the Registrar to obtain an official copy of the transcript (the university's most official record of the degree).

My name has changed. How do I make sure it is right on the diploma?

Contact the One Stop office at 612-624-1111 or onestop@umn.edu.

ASSISTANTSHIPS

How many credits do I need to be registered for to maintain my Assistantship?

You will want to check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website.

I'm done with all my coursework and thesis credits. How do I maintain my full-time status for my Assistantship?

Graduate students who have completed all their coursework and need to maintain full-time status may be eligible to register for the Full-Time Equivalent credit (xxxx-8333 and xxxx-8444). In addition, you should check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website.

I have questions about my health benefits or tuition benefits. Who can help me?

Check with the Assistantship office, located in 200 Donhowe, or check the Assistantship office website or by calling 612-624-7070. For Assistantship Health Insurance questions, call 612-625-6936.

CHANGE OF STATUS

How do I change from a Plan A to a Plan B master's program?

You must submit a Petition form that requests the Plan change, or submit a revised Graduate Degree Plan with the new Plan type. You may also need to add/remove coursework from your existing Graduate Degree Plan to conform to the requirements for a Plan A or Plan B. Any coursework changes must be indicated on the Petition or revised Graduate Degree Plan. The Petition or Graduate Degree Plan must be signed by the advisor(s) and DGS and submitted to GSSP for approval.

CHANGING PERSONAL INFORMATION

Where do I go to change my address?

To officially change the your address throughout the University system (not just in the directory), you must contact the Office of the Registrar (onestop@umn.edu, 612-624-1111).

How do I change my name in the system?

To officially change your name throughout the University system (not just in the directory), you must contact the Office of the Registrar (onestop@umn.edu, 612-624-1111).

DEFINITIONS AND DESCRIPTIONS

Graduate Assistants

Students with appointments that require service in return for financial support, such as Research Assistant (RA) and Teaching Assistant (TA). Titles and compensation vary.

Graduate Fellows

Students who hold appointments (i.e., receive monetary stipends) that do not require any services. Titles and stipends of graduate fellows vary. Examples: Graduate School Fellows and Graduate Fellows. It is expected that graduate fellows carry out research toward the completion of a Plan A Masters thesis or a Ph.D.

Academic Year

Two academic terms: fall and spring semesters (early-September to mid-May). The University also has a summer session divided into two equal periods.

Full-time and Part-time Graduate Student

Students registered for six or more course or thesis credits (or a combination thereof) are full-time students. Students registered for fewer than six course or thesis credits are part-time students. Tuition is the same for students registering for 6-14 credits and is calculated per credit for 1-5 credits or credits exceeding 14 in a semester.

Thesis Research

Research to satisfy requirements for a Plan A master's degree or a doctorate. Students should be registered for thesis

credits during this time (minimum total of 10 for master's)

International Student

These are any students who are not citizens or permanent residents of the United States. International students usually hold a passport bearing a student entry visa to the United States. This definition is the same as that used by the International Student and Scholar Services Office (612/626-7100), which should be consulted in any question of international student status.

Resident

Residents of Minnesota pay fees at the in-state rate. Graduate Assistants who have at least 25%-time appointments and their spouses are counted as residents with regard to payment of fees. If students have questions about student's residency status, consult the residency officer at the Office of Undergraduate Admissions at (612/625-6330). Under terms of reciprocity agreements, residents of Wisconsin, North Dakota, South Dakota, and Manitoba may attend public educational institutions in Minnesota at the resident tuition rate.

Director of Graduate Studies (DGS)

The Director of Graduate Studies is responsible for the operation of the graduate program and chairing the Executive Committee.

Graduate Program Coordinator

Provides support to the Director, faculty, and students.

Graduate Studies Committee

General oversight responsibility for academic matters pertaining to Chemistry graduate programs, as well as issues related to the status and well being of Chemistry graduate students.

Graduate School registration requirement

As a Graduate School student, registration is required every fall and spring term to maintain active status up through and including the term in which the student will officially complete their degree. Failure to maintain active status will result in the discontinuation of active student status and require applying for readmission.

Deficiencies

The prompt completion of any course deficiencies indicated to student in student's acceptance letter.

GPA

There must be a cumulative GPA of 2.80 (on a 4.00 scale) or better in all graduate level courses listed on student's Graduate Degree Plan.

Note: Only courses with grades of A, B, C (including C-), and S may be applied to a Graduate Degree Plan.

Incompletes

There is a maximum amount of three incomplete credits allowed on a student's record at any one time.

- If the course in which the incomplete credit occurs is taught annually, students have one year from the end of the course to complete the remaining work.
- If the course is not taught annually, students must present a plan for timely completion of the remaining work that is agreeable to the instructor of that course.

FORMS FOR MASTER'S STUDENTS

Degree Progress:

- [Assign/Update Advisor](#) (program staff only)
- [Graduate Degree Plan](#)
- [Assign/Update Examination Committee](#)

POLICIES & GOVERNANCE

Policies Governing Graduate Education

In 2010, the University Senate Committee on Educational Policy (SCEP) charged a [Graduate School Policy Review Committee](#) to review and update existing graduate education policies that were previously found in a variety of formats, including the Graduate School catalog and constitution. The committee completed its work in spring 2012. Graduate education policies will continue to be developed and reviewed under the purview of the vice provost and dean of graduate education, in consultation with faculty, staff and student stakeholders. Please contact gepolicy@umn.edu with questions or for more information.

New or Revised University-wide Graduate Education Policies:

[Adding, Changing, or Discontinuing Academic Plans](#) [Admission for Master's and Doctoral Degrees](#) [Application of Graduate Credits to Degree Requirements](#) [Appointments to Graduate Examination Committees](#) [Appointments as Director of Graduate Studies](#)

Course Numbering – Revised June 2015

[Credit Requirements for Master's and Doctoral Degrees](#)

Grading and Transcripts – Revised June 2017

[Leave of Absence and Reinstatement](#)

[Master's Degree: Performance Standards and Progress](#) [Master's Degree: Completion](#)

[Post-baccalaureate Certificate Plans Approved by the Board of Regents](#) [Readmission or Changes to Doctoral or Master's Degree Objectives](#) [University-Administered Graduate Student Fellowships and Traineeships](#)