DEPARTMENT OF CHEMISTRY

GENERAL POLICIES AND PROCEDURES

for

GRADUATE STUDENTS

2018-2019

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Section One

1. ADDRESS
Always keep the departmental secretary informed of your address and telephone number. International students need to provide information regarding their I-20 validity. If you are going to be absent for a while, please leave an address and phone number where you can be reached. To officially change your address with USD, please login to WebAdvisor and update your profile with your new address.

2. CHEATING/PLAGIARISM POLICY
At the discretion of the instructor, a student caught cheating or plagiarizing may be:

   a. Given a zero for that assignment.
   b. Allowed to rewrite and resubmit the assignment for credit.
   c. Assigned a reduced grade for the course.
   d. Dropped from the course.
   e. Failed in the course.

(College of Arts and Sciences Cheating/Plagiarism Policy)

Cheating, which is defined as, but not limited to, the following:

   a. use or giving unauthorized assistance in taking quizzes, tests, or examinations;
   b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
   c. acquisition, without permission, of tests or other academic material belonging to a member of the institutional faculty or staff.

Plagiarism, which is defined as, but not limited to, the following:

   a. the use, by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgement consistent with accepted practices of the discipline;
   b. the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” (USD Student Conduct Code in http://libguides.usd.edu/c.php?g=752887&p=5393484 ). For the full text of the BOR policy, please consult the Student Handbook located on the myUSD Portal.

3. CHEMICALS/SUPPLIES ORDERING
Please contact your research advisor for the procurement of chemicals and supplies for your research. Also touch base with the secretary for the departmental procedure regarding placing the orders. Please use the correct form (SDezBuy Requisition Form) and indicate the name of the supplier, address, source of funds (Index Name and Index Number etc.). You will also need to provide accurate information regarding the Item No., Quantity, and Catalog Number, Description and Specifications
and cost. Consult with the secretary in case of any doubts. Failure to provide accurate information will create delays in placing the orders. Once the item you ordered has arrived, you will be notified and you will place the signed and dated packing slip in the folder indicated in the Chemistry Office.

4. **CONTRACT AND INTELLECTUAL PROPERTY RIGHTS**
   All students must sign a contract and sign the form “Agreement to Assign Intellectual Property Rights”. The South Dakota Board of Regents Intellectual Property Policy, Board Policy No. 4:34, may be found at [https://www.sdbor.edu/policy/documents/4-34.pdf](https://www.sdbor.edu/policy/documents/4-34.pdf).

5. **E-MAIL**
   All official correspondences will be addressed to your USD e-mail address (FirstName.LastName@coyotes.usd.edu). It is suggested that you check your USD e-mail address periodically for important official information.

6. **FORMS**
   Various forms required by the graduate school such as "Program of Study,” “Application for Degree”, etc., are available from the myUSD portal for download and also available from the secretary.

7. **GRIEVANCES AND COMPLAINTS**
   If there is a problem, a one-on-one student faculty discussion is by far the best approach to a solution. If all else fails, there is a standard university grievance procedure. If you have a complaint about the graduate program or your progress evaluation, your advisor should be seen first. If the problem is not resolved there, the Director of the Graduate Program should be seen next. If the problem is still not resolved, you should see the chair of the Chemistry Department. For more details, click the Graduate Student Grievance forms for details at [https://portal.usd.edu/academics/graduate-school/forms.cfm?casLogin=1](https://portal.usd.edu/academics/graduate-school/forms.cfm?casLogin=1)

8. **KEYS**
   Students will be given office key(s) that will permit them access to required laboratories. A deposit will be required before the key can be issued to a student. This deposit will be refunded when a student returns the key(s). Key(s) should be returned when your employment with the Department is at an end. Please notify the department if key(s) are lost. Should any student lose a key, the cost of re-keying will be billed to the student. The cost involved in the re-keying process is more than $100, so PLEASE BE CAREFUL WITH YOUR KEYS.

9. **MAIL**
   Graduate students are assigned a "mailbox" (a shelf) in Room 115. Mail received from the outside world, from inside the Department, and on campus will be placed in the mailboxes.
10. MEMBERSHIP – AMERICAN CHEMICAL SOCIETY
Graduate students wanting to participate at regional and national ACS meetings will have to become members of the ACS society in order to get support from the Department to pay for part of their expenses. The Department will typically support students only if they are either present a poster or deliver a talk.

11. NONDISCRIMINATION POLICY
In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy.
For additional information, please contact:

the Director, Equal Opportunity and Chief Title IX Coordinator,
Room 205 - Slagle,
Vermillion, SD 57069.
Phone: 605-677-5651
E-Mail: equalopp@usd.edu.

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact:

The Director of Disability Services,
119B Service Center North, USD,
Vermillion, SD 57069.
Phone: 605-677-6389
Fax: 605-677-3172
E-Mail: dservice@usd.edu

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Ms. Roberta Ambur, Vice President of
Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Ambur to provide equal access for all persons with disabilities.

12. POSTAL SERVICES
Please contact your research advisor for assistance with postal services. Also touch base with the secretary regarding the departmental procedure. If you need to mail any materials, please consult with the departmental secretary. You will need to prepare your material in a suitable envelope/box and clearly indicate the addresses (From and To Addresses). Also, you will need to provide the source of funds for mailing. You must comply with UPS/FedEx/USPS regulations for mailing hazardous samples and Materials Data Safety Sheet (MSDS) may need to be provided. It is always a good idea to put a packing slip in your package so that others can have an idea on who sent the package and what are inside the package. For insurance packages, such pack slides could also be a good evidence for the goods of sending.

13. RESEARCH AND CREATIVE ACTIVITY GRANTS
Each fall, the Graduate School announces the process for awarding Graduate Student Research and Creative Activity Grants to assist with funding of a research or creative activity project to be conducted. Grants of up to $500 will be awarded to graduate students who are selected through a competitive process conducted by the Graduate Council.

Applications will be judged on the following criteria:

1. The project will make a unique contribution to the field as evidenced in the description of the purpose, objectives, research questions or artist's statement, methods, and anticipated outcomes/impacts.
2. The student has the academic preparation and practical expertise to conduct the project.
3. The project can be completed according to the proposed timeline as indicated in the solicitation.
4. The budget is reasonable and other sources of funding (if any) are identified.
5. The project is of sufficient quality that the results can be presented at a regional or national meeting or other venue, published in a peer-reviewed journal, or creates a product of significant commercial value.
6. The student agrees to present a poster of progress to date at future Ideafest event.

How to Apply:

1. Submit the Application Form by the deadline indicated. The form does not accept attachments, so prepare your content separately and copy and paste it into the fields of the form.
2. Ask your advisor, Graduate Program Director, or another faculty member to review your application and submit a Recommendation on your behalf. At least one recommendation must be submitted per application by the deadline.
14. SAFETY POLICIES
All students pursuing research must sign and return a chemical safety policy. If a student is injured while performing paid work for a faculty member, then that student is covered by the South Dakota Workers’ Compensation program. The student must complete a First Report of Occupational Injury form (FROI). Sanford Vermillion is available and able to handle any foreseeable injury, but the student is under no obligation to use them. Students may use the physician of their choice. The supervising faculty member does not need to fill out any paperwork, except for assisting the student to complete the FROI.

15. SECRETARIAL SERVICES
Secretarial services are available to graduate students for things related to photocopying, classes they are teaching, forms that need to be filed with the graduate school, etc. You are expected to handle typing papers, assignments, etc., yourself for classes you are taking. You don't need faculty approval to ask our secretary to do something for you, just use good judgment.

16. STUDENT RESOURCES
More information is available at http://www.usd.edu/graduate-school/student-resources.cfm.

17. TRAVEL POLICY
It is recommended to use a fleet vehicle for all official travel and events conducted outside of USD Vermillion campus. A fleet vehicle will be provided to get to the airport and participate in conferences, workshops, events etc. The students must have a valid US driver’s license and the secretary needs to see the license before the reservation of fleet vehicles. It is recommended that the students complete the requisite form for travel and get approval from the Chair prior to booking of flight and hotel accommodation. Hotels need to be paid for by each individual. One person CANNOT pay for all of the room(s). If you pay for other motel rooms the individual(s) responsible for booking will ONLY be reimbursed. For questions refer to SD BoR policies, available at https://www.sdbor.edu/policy/documents/5-12.pdf. A copy of the Travel Voucher Checklist is attached at the end of this document. Please pay attention to the information requested in this document so that a timely reimbursement can be made by the department.
Section Two

18. PROGRAM DESCRIPTION
The Chemistry Department offers a Ph.D. in Materials Chemistry as well as a M.S. in Chemistry. Graduate students may begin their program at the start of either the fall or the spring semesters. While the research faculty span the major sub-disciplines of chemistry (analytical, inorganic, organic, and physical), their work is focused in (1) nanomaterials for catalysis, energy storage, environmental remediation, luminescent up-conversion, plasmonics, sensors, and solar energy conversion, (2) metalorganic chemistry for luminescent sensors and catalysis, (3) organic synthesis for photovoltaic and drug delivery applications, and chemical reaction mechanisms (4) computational chemistry and molecular spectroscopy, (5) electro and photoelectrochemistry, and (6) bio-polymers and bio-medical devices.

19. ADMISSION REQUIREMENTS
Applicants must meet the admission requirements of the Graduate School and specific requirements of the Chemistry program.

- Completion of a baccalaureate degree in Chemistry and satisfaction of additional requirements may be stipulated to provide a course background equivalent to that of an ACS (American Chemical Society) approved major.
- Undergraduate GPA of at least 2.7 or a graduate GPA of at least 3.0.
  - The GRE General test is required for International students only. There is no minimum requirement for the GRE scores. The average scores of applicants who admitted into the program in recent years are 145 in the verbal and 156 in the quantitative reasoning. The score is considered along with the other application materials. The GRE code is 6881.
- International Students are also required to submit an IELTS/TOEFL score. A minimum score of 79 in the internet based (iBT) TOEFL exam or 550 in the paper based test (pBT) is required for the application to be considered for admission. The TOEFL code is 6881.
- In lieu of TOEFL, students can also provide the IELTS (http://www.ielts.org/) score. We require a minimum band scale of 6 (competent user) in IELTS for the application to be considered for admission to the graduate program. Subject to faculty approval, those who do not meet all of the criteria above may be admitted on a provisional basis.

20. ADMISSION PROCEDURE
- On receipt of a graduate student file, the department will document the relevant details (Name, GRE and TOEFL/IELTS scores, undergraduate and graduate programs, research interests etc.) of all students. This information will be shared with all faculty for consideration of admission to
the program. The hard copy of the student’s file will be retained in the Chemistry Department office and available for perusal by all faculty.

- The graduate program director will call for a faculty meeting and a collective decision will be taken regarding the admission. These meetings will be typically held twice a year.
- The priority dates for application to fall and spring semesters are: February 15 and October 15 respectively. This means that we will start screening all completed applications during the third week of October for admission to spring semesters and during the third week of April for admission to the fall semesters and start offering admissions to the top ranked students identified by the faculty.
- In addition, depending on the availability of funds and the needs of the program, the graduate program director will consult with the Chair and make decisions regarding the application of students whose files are complete outside of the priority deadlines.
- The graduate program director will initiate the process of admission or denial by completing the form “Graduate Application Action Form” and returning the forms to the Graduate School in a timely manner. If the student is denied admission or admitted provisionally to the program, comments will be provided.
- Upon receipt of admission letter from the Graduate School, for students admitted to the program, the graduate program director will send a second offer letter with details regarding assistantship, program expectations, and other relevant details.

21. ADMISSIONS APPEAL POLICY
When a student submits an application for admission to the Graduate School, The University of South Dakota, a decision on the application is made. In the event that the applying student does not satisfy the standards for admission, that student will be notified by the Graduate School that they have not been accepted for admission. If students choose to appeal that decision, this policy governs that process.

In the event that an applying graduate student does not satisfy the standards for admission to the Graduate School, the student is entitled to submit an appeal to the Graduate School. Denied students may write a letter of appeal to the Graduate Dean citing their justification for reconsideration within thirty days.

22. ADMISSION DEFERRAL
Students who have been accepted to the University of South Dakota Graduate School, but are unable to attend during the term originally intended, may request their entrance into their graduate program be deferred. Admission deferments will be considered only for one calendar year (3 terms) and must be approved by the Academic Program Advisor, Graduate Director, and the Graduate Dean. The Academic Program must approve an Admission Deferment to save a place for the student in a future term. An Admission Deferment means the students may begin the academic program in a designated future term without reapplying.
23. **FULL TIME STATUS & NORMAL COURSE LOAD**
A full-time graduate-student course load is typically 9 credit hours. Students on graduate assistantships must enroll for at least 9 credit hours during the fall and spring terms. PhD students also must enroll at least one credit hour during the summer term. During the regular academic year, the normal maximum registration for a graduate student is 12 credit hours per semester. To be eligible for overload status (i.e. more than 12 credits), a student must have approval by the Graduate Dean.

24. **LEAVE OF ABSENCE**
A Leave of Absence may be requested by students who are officially accepted to and enrolled in a graduate program at the University of South Dakota and who wish to temporarily suspend their program and maintain their active status. The Graduate School Registration Officer will place the student on hiatus status. Hiatus status will continue for each term the student is on leave, up to three consecutive terms. Students in hiatus status will not be required to reapply to re-enter the University. Please Note: Students not approved for a Leave of Absence or those who suspend from continuous enrollment and do not apply for a Leave of Absence will be inactivated and will need to reapply to re-enter the Graduate School. A Leave of Absence does not stop the time frame for degree completion and students will be subject to the time limits discussed previously.

25. **TIME LIMIT AND VALIDATION OF CREDITS**
The coursework applicable to the Master’s program must be completed within a period of seven calendar years from the date of the first registration. Ph.D. requirements must be completed within ten years from the date of first registration. However it must be noted that, M.S. and Ph.D. students may not get financial support from the Department after two and five calendar years respectively from the date of first registration.

Graduate credits earned more than seven years prior to the date of intended graduation must be validated. The method of validation is to be decided upon by the student’s advisory committee and sent to the Graduate Dean for final approval. Normally, validation may include repeating of the course, satisfactorily completing a final examination for the course, demonstration of relevant professional experience, or specific additional questions on the comprehensive examination.

26. **GRADUATE ASSISTANTS RULES AND REQUIREMENTS**

   **Procedures to Apply**
To apply for a graduate assistantship, applicants complete the Assistantship application. Applications are submitted to the Graduate School for processing. Appointments may be for any duration up to 12 months. Renewal is not automatic; rather it depends upon the academic performance of the student, number of credits enrolled, the quality of work performed, and the needs of the University. The Graduate School reviews eligibility each term.
Faculty are responsible for monitoring the graduate assistant’s performance and work hours. Graduate assistants are expected to provide a value added service during the academic semester awarded and during working hours as agreed upon by both the supervisor and student.

Minimum Requirements for Graduate Assistants
1. Graduate assistants must be fully admitted graduate students in good academic standing in their degree program and the Graduate School.
2. International students must meet admission requirements and may have select departmental requirements depending on the type of assistantship.
3. Graduate assistants must maintain active status and be registered for at least 9 credit hours during the fall and spring semesters. For PhD student, 1 credit hour is required during the summer semester. (See further discussion below on required enrollment.)
4. If selected as a graduate assistant, students must successfully pass a criminal background check. Passage requirements are determined by Human Resources and may be based on appointment type and expected duties.

Tuition Reduction
The following represents the University and Board of Regents’ policy for the Graduate Assistantship program.
Per Board of Regents Policy 5:22, graduate assistants receive partial tuition funding for all credits enrolled and they become eligible for a special tuition rate for their remaining tuition owed. Resident graduate assistants and resident graduate student fellows shall be assessed fifty-three percent (53%) of the resident graduate tuition rate for all on-campus courses, in addition to 100% of the general activity fee and discipline fees. Non-resident graduate assistants and non-resident graduate student fellows shall be assessed sixty-three percent (63%) of the resident graduate tuition rate for all on-campus courses, in addition to 100% of the general activity fee and discipline fees. Graduate students enrolled in USD’s online courses are eligible for a special discounted tuition rate. Graduate Assistants must be hired by the semester 100% refund deadline to receive a tuition discount. Further details of regarding the tuition and fees may be found at the link: http://www.usd.edu/financial-affairs/business-office/tuition-and-fees/graduate.

Required Enrollment
Graduate students at USD are required to enroll in a minimum of 9 credit hours for fall and spring terms. If the student is not receiving a summer assistantship (as outlined previously), there are no minimum summer enrollment requirements. Students who provide evidence that fewer than 9 credit hours remain for graduation will be granted exceptions by the Graduate Dean or designee. Students
requesting this exception may email their request to grad@usd.edu. A completed Program of Study should be included if the student has not already submitted one to the Graduate School.

Graduate Assistants need approval from the Graduate Dean to enroll in more than 12 credit hours unless a program's curriculum was approved by the Graduate Council to require more than 12 credit hours per term for degree progression.

If a graduate assistant resigns from his/her position before the last day to drop a course with a W in a given term, the assistantship will be terminated and the tuition charges re-billed for the semester at the non-reduced rate. If a graduate student falls below the required number of credit hours for the semester, a meeting with the Dean of the Graduate School or designee will be required to be eligible for an assistantship the next semester.

**Work Requirements**

Graduate students may not work more than 50% FTE. Graduate students on an assistantship are considered temporary employees of the University; again, a designation that confirms a work assignment. The primary purposes of a graduate assistantship are to provide students with professional experience and the necessary financial resources to attend a graduate program.

Graduate students are expected to work a full semester at their assigned percent of FTE (percent of 40 hours per week or equivalent for the term) in order to receive a semester’s worth of compensation.

**Academic Standing**

A graduate student must be fully admitted to both the Graduate School and an academic program. *Students admitted provisionally may not be graduate assistants. Contingent admittance for any other reason than receipt of official transcripts is not eligible. Moreover, a graduate assistant must make satisfactory academic progress each term toward completion of the graduate degree being sought. Students who fail to make satisfactory progress are subject to academic probation. If the cumulative GPA of graduate students receiving assistantships falls below a 3.0, the student will not continue to receive the assistantship without the expressed approval of the Graduate Dean.*

**Personnel Rules**

Graduate assistants are considered temporary employees and are not employed in a permanent classification. Graduate assistants are not required to work on official state employee holidays or during regular academic breaks. Any grievance arising from this employment relationship shall be brought under non-faculty exempt procedures (Policy 4.8). Graduate assistants are not eligible for benefits including sick and annual leave, health and life insurance, and retirement. Students are expected to work during the summer contract period (May 22 – August 21) to qualify for full assistantships.
For more information about Graduate Assistantships, contact the Graduate School at grad@usd.edu or 1-800-233-7937. The University of South Dakota is an equal employment opportunity employer. Accommodation for students with disabilities will be made per the University’s Disability Services Policy.

27. ACADEMIC STANDING, PROBATION, AND DISMISSAL
If a student has more than one course of unsatisfactory work and/or has not maintained a 3.0 term or cumulative graduate GPA, the academic program places the student on warning, or probation or dismisses him/her from the program in keeping with department and Graduate School policies. The students will lose their graduate assistantship for failing to meet the above standards. Degree programs and the Graduate School review the academic standing of all graduate students each term, and program leaders notify students directly of academic warning, probation or dismissal. The Graduate School is copied on all student communication. A graduate student may be dismissed from the program at any time for failure to meet the academic performance and progress standards of the degree program’s or Graduate School. The department is required to provide students a written notice of the issues and an opportunity to meet with the program director (face-to-face, teleconference, virtually) before dismissal action.

It is the policy of the Graduate School that the department, through due process, may deny a graduate student continued enrollment in a program in accordance with department policies. The reasons for dismissal include: (1) academic performance that does not meet the standards of the department and the Graduate School, or (2) conduct in violation or unfavorable of the ethical or professional standards of the degree program or discipline involved. Academic appeals are handled through the Graduate Academic Appeal Policy (BOR Policy 2:9). In addition, general campus rules and policies relating to student conduct are found in the Student Handbook available in the myUSD Portal.

28. GRADUATE ACADEMIC APPEAL AND GRIEVANCE PROCEDURES
A procedure has been established for impartial review and hearing of any academic grievance. The University’s graduate academic appeal procedures can be found at http://www.usd.edu/graduate-school/student-resources.cfm. A student pursuing an academic appeal may confer with the Graduate Dean before initiating the process. For other grievance proceedings, the student should contact the Director of Student Rights & Responsibilities (srr@usd.edu) or the Affirmative Action Director (equalopp@usd.edu).

29. GRADES
In addition to overall satisfactory performance, graduate students must maintain a cumulative GPA average of 3.0 or above in all work included in the program of study submitted for their degrees. Furthermore, no more than one-third of the credit hours with grades of “C” are permitted. A cumulative GPA of 3.0 or higher is required to progress in the Graduate School. No grade below a “C” is acceptable for graduate credit. All grades of “Incomplete” on the program of study must be removed
prior to graduation. Grades of “D”, “F”, or other unsatisfactory designations are not acceptable. This does not mean that grades of “D” and “F” may not be assigned to graduate students but that credit for courses in which such grades have been earned will not be counted toward a graduate degree although they are included in GPA calculations. For repeated courses at the undergraduate and graduate level, only the last grade is used in computing the grade point average. Repeated courses are marked with an “R” or “Repeated.” The candidate’s graduate committee, with approval of the Graduate Dean, may approve one course, not to exceed three credit hours, to be taken at the graduate level for a grade designation of S (satisfactory).

Students at the University of South Dakota who wish to audit a course may do so with the approval of the instructor and the dean of the school/college in which the course is offered, providing that there is space in the classroom after all registered students for credit have been accommodated. No USD credit is granted for courses that are audited. All auditors must submit a “Request for Audit” form to the Registrar’s Office found in the myUSD Portal. Regular tuition and fees are charged for audited courses. An auditor wishing to change registration from audit to credit must do so during the 100% refund/last day to add deadline. The auditing fee is non-refundable after the 100% refund period. Grade Policy (South Dakota Board of Regents, Policy Number 2.10) Graduate Grades will be assigned to the Graduate Academic Level and to all Courses and Sections with course numbers of 500 or greater. Plus and minus grades are not used.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Exceptional</td>
<td>4.00 grade points per semester hour</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.00 grade points per semester hour</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.00 grade points per semester hour</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1.00 grade points per semester hour</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.00 grade points per semester hour</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Does not calculate gpa, no credit granted</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>IP</td>
<td>in Progress</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>NG</td>
<td>No Grade</td>
<td>0 credit tracking course</td>
</tr>
<tr>
<td>NP</td>
<td>Normal Progress</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>NR</td>
<td>Grade not Reported by instructor</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>EX</td>
<td>Credit by Exam</td>
<td>Does not calculate into any gpa</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Does not calculate into any gpa</td>
</tr>
</tbody>
</table>

An audit (AU) grade may be granted only when the student has elected the AU option on or prior to the census date of the term.
A credit (CR) grade may be granted only for non-course credit that is not related to an examination or to equating transfer grades to the BOR grading system. This grade is not used for any Regental university course.

An examination for credit (EX) grade may be granted only for non-course credit validation obtained through a validation process. This grade is not used for any Regental university course.

An incomplete (I) grade may be granted only when all of the following conditions apply:
1) A student has encountered extenuating circumstances that do not permit him/her to complete the course.
2) The student must be earning a passing grade at the time the Incomplete is necessitated. Anticipated course failure is not a justification for an incomplete.
3) The student does not have to repeat the course to meet the requirements.
4) The instructor must agree to grant an incomplete grade.
5) The instructor and student must agree on a plan to complete the coursework.
6) The coursework must be completed within one calendar year; extensions may be granted by the Graduate Dean.
7) If the student completes the course within the specified time, the grades that may be assigned are A, B, C, D, F, S, or U.
8) If the student does not complete the course within the specified time, the Incomplete grade remains on the transcript.

An in progress (IP) grade may be granted only when all of the following conditions apply:
1) The requirements for the course (for every student enrolled in the course) extend beyond the current term.
2) The extension beyond the current term must be defined before the class begins.
3) The instructor must request permission to award IP grades for a course from their Department Chair and Dean, and then approval must be obtained from the Vice-President for Academic Affairs.
4) A definite date for completion of the course must be established in the course syllabus.

A grade of NG will be used only with those course sections that are designated as Tracking/Program Sustaining (Q) and those that are assigned the code for Master’s Research Problems/Projects Sustaining, Thesis Sustaining, or Dissertation Sustaining (U).

A normal progress (NP) grade may be granted by an instructor when the instructor determines that a graduate student is making normal progress in a graduate Thesis/Dissertation course. If a graduate student does not enroll for a period of one calendar year, the NP grade may change to I (Incomplete) upon approval by the Graduate Dean. The NP grade calculates into attempted credits but does not calculate into completed credits or grade point averages.

A Satisfactory/Unsatisfactory (S/U) grade may be granted only when the entire course requires the S/U grade or the student has elected the S/U option on or prior to the census date of the term.
30. LAST DATE OF ACADEMIC ACTIVITY
Each university must have in place a practice for determining and recording the Last Date of Academic Activity, whenever reporting a final grade of F, U, or RU.

31. PROGRAM OF STUDY
A Program of Study must be filed with the Graduate School as soon as feasible. The program of study is determined after a student has consulted with his/her advisor. The Program of Study presented for fulfillment of degree requirements must be comprised of all graduate work and at least 50% of the course work at the 700-course level or above. Any substitutions or exceptions to the catalog requirements must be noted on the program of study and require pre-approval of the Department Chair. If they are significant, Graduate Dean approval is required. Approved transfer credits should be indicated on the Program of Study. The transfer approval and official transcript must accompany the Program of Study, if not already on file in the Graduate School. Only nine credit hours may be transferred from other institutions as part of a Program of Study. Forms are available electronically in the myUSD Portal at http://link.usd.edu/3367. The Graduate School cannot accept the Program of Study until the student’s advisor has approved. Please contact the Program Director for details of courses that may be included in the Program of Study.

32. THESIS AND DISSERTATION COMMITTEE REQUIREMENTS
Thesis committees consist of at least three faculty members and shall include the thesis advisor, at least one additional faculty member from within the department, and one faculty member from outside of the department. Dissertation committees consist of at least four members and shall include the dissertation advisor, at least two additional members from within the department, and one faculty member from outside of the department. Departmental exceptions to the above may be approved by the Graduate Dean. All committee members must have graduate faculty status. In addition, thesis/dissertation advisors must have regular, tenure/tenure-track, graduate faculty status within the department offering the student’s degree program.

The faculty member identified “as outside of the department” may be from other Institutions/Agencies/Companies with a Ph.D. degree in chemistry and related disciplines. All committee members must be identified on the student’s Program of Study form. In order for a student to be eligible for graduation, all committee members must sign the student’s Approval of Degree form. In unusual situations, the Graduate Dean and the Chair of the Department may concur that there is a need and adequate justification for an alternate committee. The Department Chair and the Graduate Dean will also concur on the selection of committee members. A content expert, whether external or internal to the University, must be involved in the evaluation of the thesis or dissertation. The content
expert may or may not serve as a member of the committee. All degree requirements remain intact when an alternate committee is invoked.

33. PROFICIENCY EXAMINATIONS

I. Definition and Purpose
An individual holding an advanced chemistry degree will be knowledgeable in a wide range of topics in chemistry. Specifically, the department expects graduate students to demonstrate basic knowledge in analytical, organic, physical and inorganic chemistry. In order to assess proficiency in these areas, graduate students will complete American Chemical Society standardized examinations in each of these four areas of chemistry.

For the purposes of the chemistry department, proficiency in an area of chemistry requires that a student earn a score of ‘pass’ or ‘high pass’ on an ACS subject examination. The department has two requirements with regards to proficiency:

1) A graduate student must demonstrate proficiency in a subject area in order to take the 700 level course in that subject area (unless instructor approval is granted).

2) A graduate student must demonstrate proficiency in all subject areas in order to receive an advanced degree. A Ph.D. student must earn a ‘high pass’ on at least two of the proficiency exams.

II. Assessment procedure
All entering graduate students will complete ACS exams typically during their first week in the program. The first exam will coincide with the subject area of the 700 level course of the current semester. The second exam will coincide with the subject area of the 700 level course of the following semester, and so on. The results of the initial exams will be used for advising and planning purposes. If the student demonstrates proficiency in the subject area, they may enroll in the 700 level course; however, a student who does not demonstrate proficiency in a subject area (earns a ‘fail’) may not enroll in the 700 level course in that subject, and should enroll at an appropriate level course or engage in an alternate, faculty-approved remediation plan. Upon completion of that 500 level course, the student will have a second opportunity to complete the ACS exam. If in the second attempt, the student can demonstrate proficiency, then she/he may enroll in the 700 level course in that subject.

Note: an entering graduate student that is unable to pass the ACS exam in the subject area of the 700 level course of that semester may not complete their Master’s degree within the minimum two years. Graduate students must complete the second attempt at an ACS subject exam within 1.5 years of their entering semester. It is the student’s responsibility to communicate with their advisor and exam coordinator to ensure that all exam requirements are completed within the required time scale. If remediation is required, the exam coordinator will notify the student and their advisor of the deficiency, as well as notify the department’s faculty with specialization in that subject. The student will meet with those faculty members to discuss a remediation plan. Remediation will likely consist
of a large set of take home assignments, intensive study, and additional examination. Upon satisfactory completion of the remediation plan, the student may enroll in the 700 level course in that subject.

III. Incentive for Achievement

For graduate students, there are two incentives for passing ACS exams:

1) The student who can quickly demonstrate basic proficiency in four core areas of chemistry will be able to enroll immediately in the core 700 level courses, and complete their plan of study in two years. Completion of the proficiency examination requirement is one of the requirements for demonstrating adequate progress toward an advance degree in chemistry.

** Students who fail to pass the ACS exams in a timely manner may have their graduate assistantships discontinued.

34. RECOMMENDED TIMELINE FOR PROGRAM COMPLETION

M.S. Degree

- Students usually complete their M.S. program requirements in two years upon full-admission to the program. Financial assistance beyond two years is contingent upon department approval.

Ph.D. Degree

- Ph.D. candidates who have obtained a M.S. degree (equivalent to USD Chemistry M.S.) with Thesis will complete their Ph.D. program requirements in four years. Financial assistance beyond that is contingent upon department approval.
- Ph.D. candidates who will earn a USD Masters in Chemistry en route to the Ph.D. degree will complete their program requirements in five years of admittance to the graduate program in chemistry. Financial assistance beyond that is contingent upon department approval.

35. M.S. DEGREE REQUIREMENTS

Program Description:

Completion of requirements for the Master of Science degree in Chemistry generally takes two years for students who enter with the equivalent of an ACS approved B.S. in Chemistry. M.S. candidates will have earned an ACS approved B.S. or B.A. in Chemistry prior to starting the M.S. program or will complete any missing requirements en route to the degree. There is a substantial research component to the program culminating in oral defense of a thesis whose basis is an original contribution to the discipline.

Admission Requirements:

Full acceptance into this program requires an acceptable major in chemistry with an undergraduate GPA of 2.7 or higher, and satisfaction of such additional requirements as may be stipulated in order to provide a course background equivalent to that of an ACS-approved undergraduate major. While
most students entering the graduate program in the Department of Chemistry have an undergraduate
degree in chemistry, admission on a provisional basis may be extended to students with other
backgrounds, provided their records indicate the ability to complete the program successfully.

Financial Support:
Graduate assistantships are available ($11,000 or more) on a competitive basis. Applications for
assistantships are available from the Department of Chemistry. Awarding of assistantships is based on:

- Availability
- Ability to communicate well in oral/written English
- Satisfactory performance in course work and research
- Assistantships are normally awarded for a maximum of two years assuming satisfactory progress

Application Deadline:
Priority: February 15 for admission to fall semesters
October 15 for admission to spring semesters

Getting Started:
Prospective graduate students may apply through the Graduate School at
https://apps.usd.edu/academic/gradapp/login.cfm
The Graduate School forwards completed applications to the appropriate academic department for
review. The department will then recommend the admission status of the applicant to the Dean of the
Graduate School, who will make the final decision as to admission status. Students may be accepted
to the University of South Dakota Graduate School with full admission or provisional admission.

Special Student Status:
To experience the University of South Dakota as a non-degree pursuant student, the University offers
graduate students the option of learning under a special student classification. Up to twelve credit
hours earned as a special student may be applied to a graduate degree from USD at the discretion of
the department.

Please note: Enrollment in a course does not guarantee acceptance into the program.
Enrolling as a special student is easy. Simply complete the online registration form at the link,
Registration.

Program of Study for M.S. in Chemistry:
Estimated average time to degree is two years beyond the Bachelors assuming ACS approved degree
in Chemistry.

A. The candidate is required to pass comprehensive (ACS proficiency) written examinations.
B. Required core course work (14 credit hours) includes:
   1. CHEM 726 Advanced Organic Chemistry (4 credit hours)
   2. CHEM 730 Advanced Analytical Chemistry (3 credit hours)
   3. CHEM 744 Advanced Physical Chemistry (4 credit hours)
4. CHEM 752 Advanced Inorganic Chemistry (3 credit hours)
These courses are offered every other year and you are strongly encouraged to contact your advisor regarding the course schedules. An equivalent course in lieu of any of the above courses may be approved by the faculty on a case-by-case basis.

C. Two elective courses (6 credit hours) at the graduate level (500 level and beyond) in Chemistry.

D. Participation in Graduate Seminar (CHEM 790, 4 credit hours) is required during the first two years. Participation will include attendance at weekly research seminars (given by visiting speakers and by USD faculty and students). Students generally give one presentation. The presentation will generally be given in the first year and will be a literature review.

E. Thesis Research (CHEM 798, 6 credit hours). The M.S. candidate will be required to write and defend a research-based thesis.

A maximum of twelve credit hours of transfer work will be accepted. Students submit and complete the form, “APPROVAL OF GRADUATE TRANSFER CREDIT” to the Graduate School through the Chemistry Department for approval.

An official transcript must be sent directly to the Graduate School to verify all requests for approval of transfer credit, unless such transcript is on file with the Graduate School. Requests for approval of transfer credit should be made during the first semester of study in order to avoid any misunderstanding regarding acceptance of such credit. Final approval of all transfer credit rests with the Graduate Dean and any exceptions to this policy must be approved by the Graduate Dean. The following conditions must be met before credit can be accepted:

1. The student must have been in good standing in the institution from where the credit is transferred.
2. The grades in courses transferred are “B” or better; “N”, “P”, “S” or similar designations are acceptable for up to three credit hours with approval. (Note, only three credit hours of “N”, “P”, or “S” may be on the program of study, whether these are from transferred or USD courses).
3. The institution is accredited by a recognized, regional accrediting body.

Transfer credit from another institution will be recorded on a USD transcript only if the transfer work is accepted as part of a USD graduate degree.

Progress Reports
Masters students are required to submit two progress reports annually (beginning of fall and spring semesters). Progress report forms are available in the department. Feedback will be provided to the students by the department.
36. PH.D. DEGREE REQUIREMENTS

Program Description:
Estimated average time to complete the Ph.D. in Materials Chemistry is five years beyond the bachelor’s (assuming ACS-approved degree in chemistry) or three years beyond a master’s (assuming equivalent to M.S. in Chemistry at USD). The heart of the Graduate Program lies in laboratory research leading to the publication of a thesis or dissertation. Graduate students have the opportunity to pursue collaborative research at other universities and national laboratories and also present their research findings at a variety of regional and national meetings.

Admission Requirements:
Applicants must meet the admission requirements of the Graduate School and specific requirements of the Chemistry program. Graduate School requirements can be accessed online at www.usd.edu/grad. Full acceptance into this program requires an acceptable degree in chemistry with a GPA of 3.0 or higher, and satisfaction of such additional requirements as may be stipulated in order to provide a course background equivalent to that of an ACS approved undergraduate major. While most students entering the graduate program in the Department of Chemistry have an undergraduate degree in chemistry, admission on a provisional basis may be extended to students with other backgrounds, provided their records indicate the ability to complete the program successfully.

Financial Support:
Graduate assistantships are available ($24,000 or more) on a competitive basis. Applications for assistantships are available from the Department of Chemistry. Awarding of assistantships is based on:

- Availability
- Ability to communicate well in oral/written English
- Satisfactory performance in course work and research

Application Deadline:
Priority: February 15 for admission to fall semesters
October 15 for admission to spring semesters

Getting Started:
Prospective graduate students may apply through the Graduate School at https://apps.usd.edu/academic/gradapp/login.cfm

The Graduate School forwards completed applications to the appropriate academic department for review. The department will then recommend the admission status of the applicant to the Dean of the Graduate School, who will make the final decision as to admission status. Students may be accepted to the University of South Dakota Graduate School with full admission or provisional admission.

Ph.D. Program Requirements:
• Ph.D. candidates must have a research-based Masters in Chemistry with Thesis prior to starting the Materials Chemistry Ph.D. program or will earn a USD Masters in Chemistry en route to the Ph.D. degree. Students admitted to the program with M.S. degree with Thesis must submit a copy of the M.S. Thesis to the Department within one semester of the start of their program to remain in good standing.

1. Students who have obtained a Masters degree with Thesis in any language other than English will need to submit a Masters Thesis prior to their Ph.D. Dissertation.

2. Students who have obtained a Masters degree from Institutions outside United States and have submitted their Masters Thesis in English will have their Masters Thesis evaluated by faculty in the Chemistry Department. The student will be informed if he/she needs to submit a M.S. Thesis prior to submission of Ph.D. Dissertation.

• Required coursework (see next page)

• Participation in Graduate Seminar (CHEM 790, 6 credit hours additionally above the Masters) is required, and will include attendance at weekly research seminars and a minimum of two presentations made by the Ph.D. candidate.

• The Ph.D. candidate must pass four cumulative examinations.

• The Ph.D. candidate is required to publish (or have been accepted for publication) the results of his or her dissertation research in a peer-reviewed scientific journal with international circulation. This must be accomplished before scheduling a defense of the dissertation and must be in a journal deemed relevant to Chemistry by the student’s entire committee.

• The Ph.D. candidate will be required to write and defend a dissertation.

Doctor of Philosophy in Materials Chemistry: Total credit hours: 82*

* Students who enter the Ph.D. program with a baccalaureate degree will need to complete 82 credits and will earn M.S. degree en route to the Ph.D. degree. See requirements for M.S. degree indicated previously.

* The requirements listed below are those beyond the Masters except that courses from elective coursework may be counted toward both the M.S. and the Ph.D.

Before receiving a M.S. in Chemistry at USD, students are required to pass four sub-discipline standardized exams in Chemistry. Passage of these exams satisfies the requirement for passing “background exams (also called proficiency examinations or ACS exams).”

* Students who have a Masters (assuming equivalent to USD) will need to obtain suitable credits to complete their elective coursework, graduate seminar, and dissertation research as indicated on previously.

Required core course work (24 credit hours) includes:

1. CHEM 726 Advanced Organic Chemistry (4 credit hours)
2. CHEM 730 Advanced Analytical Chemistry (3 credit hours)
3. CHEM 744 Advanced Physical Chemistry (4 credit hours)
4. CHEM 752 Advanced Inorganic Chemistry (3 credit hours)
5. CHEM 790 Graduate Seminar in Chemistry (4 credit hours)
6. CHEM 798 Thesis Research in Chemistry (6 credit hours)

Elective Coursework*:

1. CHEM 521 Spectroscopic Analysis (3 credit hours)
2. CHEM 720 Synthesis and Characterization of Nano-Structured Materials (3 credit hours)
3. CHEM 721 Solid State Chemistry and Crystallography (3 credit hours)
4. CHEM 723 Luminescence Spectroscopy of Materials (3 credit hours)
5. CHEM 727 Electrochemistry (3 credit hours)
6. CHEM 729 Applications of Nano-Structured Materials (3 credit hours)
7. PHYS 539 Solid State Physics (C) (3-4 credit hours)

Total Credit Hours: 12

*12 credit hours from courses above are required of all doctoral students. Note: students must choose Solid State Physics or Solid State Chemistry, but may not count both toward their program of study.

* Students may substitute appropriate courses in lieu of the courses listed above in their program of study.

In addition, students must complete the following requirements for their Ph.D. program:

1. CHEM 790 Graduate Seminar in Chemistry (6 credit hours)
2. CHEM 898D Dissertation Research (40 credit hours)

Progress Reports

Doctoral students are required to submit two progress reports annually (April 1 and October 1) up until their Ph.D. proposal defense. Following successful completion of their proposal defense, progress will be monitored on an annual basis through a brief (20 – 30 min.) oral presentation of research progress and a written progress report presented to the student’s Dissertation committee. The committee may be convened earlier at the request of the research advisor or the student. The annual progress report form is available from the department. Feedback will be provided to the students by the department.

37. SEMINARS FOR PH.D. CANDIDATES

Schedule

The first presentation will generally be given in the first year and will be a literature review from a field significantly different than the student’s dissertation research. The second seminar will generally be given in the second or third year and will be based on the dissertation research. Ph.D. students who entered the program with a thesis-based Masters in Chemistry will generally present their second
seminar in their second year of study. The second seminar presentation must be attended by the student’s entire committee and will be followed by an oral examination.

Other students will need to complete a Masters at USD before proceeding to the Ph.D. Their first seminar will be presented in their first year of study. The next seminar will be a defense of the MS thesis. The next seminar, which will be considered the second seminar for the Ph.D. program, will generally be presented in the first year of study following defense of the M.S. The later time (3rd year) applies if the student is defending a M.S. thesis in the second year.

The purpose of the second seminar is to present your intended research project and defend your research proposal. The written proposal and seminar presentation should have the following format:

I. Introduction
What is the motivation for the project? What are the central hypotheses? Be explicit.

II. Literature Review and Background
Explain how your proposal fits into the current state of knowledge. Make sure you know all of the important references. Choose five seminal papers that span the breadth of the relevant background and at least two others that relate most closely to your project. Provide copies of these to your committee along with your proposal.

III. Experimental Method
Describe your experimental approach to the problem

IV. Preliminary Results and Discussion
Give an analysis of any preliminary data.

V. What still needs to be done

VI. Conclusion

VII. Summary and prospects for ultimate success

Your committee should receive a copy of your proposal two weeks before the scheduled seminar date. Keep within a 15-page limit (double spaced, 1 inch margins, 12 point font) not including references. The reference format should include the article title. Your entire committee must attend your seminar and oral defense and provide their evaluation to the committee chair (your advisor), the departmental chair, and the seminar coordinator. You must receive a passing grade (A or B) on the proposal and the seminar presentation for continued support.

Second Seminar Procedure

a. Student submits an electronic copy a copy of the proposal at least two weeks before the scheduled seminar date. Also, the five seminal papers will be sent to the committee members.

b. The entire committee must attend the seminar.

c. An abstract of the talk with title must be given to the seminar coordinator at least one week in advance of the scheduled seminar date.

d. Student presents a talk for ~ 45 min. to the general audience.
e. The talk is open to questions from the members of the audience and from the committee members.

f. The audience is dismissed and questions are directed towards the student from the committee members in closed session. Questions from the papers shared with the committee members and from the proposal may also be directed towards the student.

g. The committee members will provide suggestions and edits regarding the proposal to the student. The student will be excused after this and the committee will evaluate the strengths and weaknesses of the proposal submitted and the seminar.

h. The committee will collectively make a recommendation to the research advisor and a letter grade assigned. Students must receive a passing grade “A” or “B” for continued support. (If a student fails, an additional opportunity will be given for obtaining a pass).

i. The grade assigned by this committee will be reflected in the seminar course taken by the student during that particular semester. This information will be communicated by the committee chair with the seminar coordinator and the graduate program director.

j. A corrected electronic copy of the proposal (if applicable) will be returned to all committee members within ten days.

k. Committee members will decide and report to the research advisor if the corrected version satisfies their concerns.

l. An electronic copy of the corrected proposal will be then be sent to the graduate program director by the research advisor. The graduate program director will keep an electronic copy of the final corrected version of the proposal for documentation purposes.

m. The student will be officially deemed “Pass” only after receipt of the final corrected copy (electronic) of the proposal by the graduate program director.

n. An Incomplete grade (I) may be assigned by the seminar coordinator if the corrected version of the proposal is not sent to the graduate program director before the final day of reporting the grades for that particular semester.

38. **THESIS OR DISSERTATION GUIDELINES**

**Recommended Style Guides:**

Your dissertation or thesis should be neat, and technically perfect in its final form. Use the style appropriate for your discipline. Follow the most recent edition of the guideline from the Graduate School website. Please see following style guides for your reference.

**Submission.**


- Click “Submit” for Student
- Students will need to create an account if they have not already done so.
- Students will receive an email asking to verify their account. This link will take students to their new homepage.
- Students should submit their final product, including all supplementary files such as signed signature pages, abstracts, and appendices, as ONE file. Separate attachments are not included in the final bound copy.

**CHECKLIST - FINAL COPIES OF DOCUMENT**

**Margins:** All margins = one inch (1”)

**Format and Page Numbers:** Every page except the title page contains a page number. Page numbers must not be placed in the margins. The text must be double-spaced. See the appropriate pagination guidelines below for preliminary pages, text and references.

**Preliminary Pages:** (Lower case Roman numerals, center bottom, except title page.)

**Title Page:** (No page number; one extra copy with dissertation only.) Follow format (see attached sample). Date must be month and year of degree confirmation.

**Copyright page** (optional—dissertation only; no page number) The form of the notice follows:

Copyright by
YOUR NAME IN CAPITAL LETTERS
Year
All Rights Reserved

**Committee signature page (sample page shown)** – signature page may be scanned into the document or members can submit their electronic signature. Please note: The committee signature page should be signed, scanned and put in the thesis/dissertation before it is converted into a pdf file. Each student must pay for 2 copies that go to the library. The student can choose if they want any additional copies for themselves and their advisor(s).

**Abstract:**
No more than 350 words
Single-spaced on one page
Two-spaced paragraph indentation
Advisors approval signature

**Table of Contents**

**List of Tables** (titles and page references)

**List of Figures** (titles and page references)

**List of Schemes** (titles and page references)

**Text:** (Use Arabic numerals, center bottom OR upper right. Double-space your text; lengthy quotations, abstract, footnotes, tables and bibliography may be single-spaced. Use a readable font size: 10 or 12 point.)

**References:** (Use Arabic numerals, continued from text.)

**Appendices**
Bibliography: Observe the format in the standard in your discipline (ACS style).

Footnotes: Observe the format in the standard in your discipline. Notes may be placed at the bottom of each page, at the end of chapters, or at the end of your paper.

Maps, Graphs, and Photos: Any graphics should be clear, of high contrast and conform to margins. Use graphics only when necessary to convey information.

Authors:

Survey of Earned Doctorate: Authors of dissertations must also complete a doctoral survey form, available in the Graduate School. This is a dated form and should be picked up only if finishing the degree.

Final submission:
Prepare the final version according to the guidelines above. Submission is done online using ProQuest at http://www.etdadmin.com/sdakota. Please refer to the ProQuest Process Document for more information on how to use ProQuest.

Questions? Contact the Graduate School at:
The University of South Dakota
414 E Clark, McKusick 202
Vermillion, SD 57069
Phone: 605-658-6140
E-mail: grad@usd.edu
THESIS TITLE CENTERED
IN CAPITAL LETTERS

By
Betty Boo

B.S., Northern State College, 1975
M.A., University of South Dakota, 1981

A Dissertation Submitted in Partial Fulfillment of
The Requirements for the Degree of
Doctor of Philosophy

___________________________________________
___________________________________________
Department of Chemistry
College of Arts and Sciences
The University of South Dakota

Date of Graduation

26
The members of the Committee appointed to examine the Thesis/Dissertation of Betty Boo find it satisfactory and recommend that it be accepted.

__________________________________
Chairperson, Billy Bob

__________________________________
Jane Doe

__________________________________
Sally Sue

__________________________________
John Doe

__________________________________
Sam Sledge
39. FREQUENTLY ASKED QUESTIONS (FAQ)

Family Educational Rights and Privacy Act (FERPA)

The University of South Dakota recognizes the importance of confidentiality of student information and complies with the Family Educational Rights and Privacy Act of 1974. The current policies of USD regarding the release of information and the rights of students with respect to information maintained on their records are included in the Student Handbook available in the myUSD Portal.

Q: To whose records does FERPA apply?
A: FERPA applies to the education records of persons who are or have been in attendance, including students in cooperative programs, study abroad, or study elsewhere.

Q: To what records does FERPA apply?
A: FERPA applies to all educational records in whatever medium which are 1) maintained by the University of South Dakota or by a party acting for the University, and 2) directly related to a student.

Q: Is prior consent always necessary before releasing information from a student’s education record?
A: Prior consent is not necessary to release or confirm “Directory Information” from a student’s education record unless the student has placed a non-disclosure request (privacy hold) on his/her records. In addition, prior consent is not necessary under certain other conditions stated in FERPA, such as by court order or subpoena. Complete details are available in the USD Student Records Policy, found online at http://www.usd.edu/registrar/FERPA.cfm.

Q: May a faculty member discuss a student’s grades and academic progress with a student’s parent?
A: No, a parent is not automatically enabled to see his child’s college grades. The rights that a parent had in the elementary and secondary school context are automatically transferred to the student once the student turns eighteen years of age or attends a postsecondary education institution. USD may exercise its own discretion and provide access to a parent of a college student if the parent claimed the student as a dependent on their most recent income tax return and provides documentation of that in writing; however, USD is not required to disclose information from the student’s educational record to the parents of a dependent student. To avoid determining dependency, it is better for the student to complete a consent form authorizing the release of this information to his/her parent.

Q: What should a faculty member do if a student asks for a reference to be provided to an employer or another institution?
A: The faculty member will need a release from the student if the faculty member is going to give an oral or written reference on behalf of a student that includes information derived from education records protected by FERPA. Material that is often addressed in letters of recommendations (e.g., GPA, courses, class performance) are considered part of a student’s educational records. In such cases, written consent from the student should be obtained before providing a reference. If the faculty

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member provides a generic written reference based only on their personal knowledge of the student or directly to the student for the student to disseminate, no release is required.

Q: Final exams are over, and you have assigned the students’ grades for the semester. To expedite the disclosure of these grades you decide to post a list with student ID numbers and grades outside your office. Have you violated any laws by doing this?
A: Yes. FERPA and USD policy prohibits posting of grades anywhere other than to D2L/WebAdvisor, or a similar site, where the site is password protected and the student only has access to his/her own grade(s).

Q: You just completed grading midterms. Can you leave them in a bin outside your office?
A: No. Exams are considered confidential student records. Therefore, you must first obtain the students’ written authorization in order to leave graded exams in a public area. Exams can also be left under the control of another ‘educational official,’ such as the secretary of a department (never a student worker!). Students would have to ask this education official for their exam(s). The education official would need student verification (i.e., student ID card), pull the exam, and hand it to the student. The education official would be the ONLY one who could search the bin and retrieve that student’s exam. The bin would need to be locked in a secure area at the end of the work day.

Q: You receive a telephone call from the parent of a student. “My daughter is majoring in Biology. I want to know what courses she took, the grades she received, her GPA, and her current academic status. Can you please help me?” You have access to the student’s academic records. How would you respond to the parent?
A: Under no circumstances should you release to parents, or any other third party, a student’s course work, grades, GPA or academic standing. This information is confidential and requires a written authorization from the student to release. The best approach is for the parent to talk directly with the student. Parent-child communication isn’t always easy, and young adults are not always as forthcoming as parents would like. However, parent-child conversation is the most effective and certainly the preferred method for a parent to learn about his or her child’s performance.

Q: A parent telephones your office in desperation. “I need to contact my son. His sister was seriously injured in a car accident. I need his class schedule right now!” You have access to the student’s schedule. How would you respond?
A: While you may be emotionally tempted to provide the student’s schedule, class schedules are not public information and cannot be released to a third party. You can release the student’s local telephone number (unless they’ve requested a non-release of public information). You can also refer the call or person to USD Public Safety, if the student lives on campus, or to the local police department, if they live off-campus. Those offices can provide assistance that educational personnel are not authorized to provide. You could also contact the student yourself via a note in their mail box or on their residence hall door, if possible.
Q: A parent comes to your office demanding access to his daughter’s class schedule. “After all she is a minor [17 years of age] and I pay all the bills.”

A: You cannot release the requested information without written proof that the student was claimed as a dependent on the parent’s most recent tax return. When a student becomes an eligible student, the rights of parents transfer to the student. An “eligible student” is defined as a student who has reached eighteen years of age OR who is attending an institution of post-secondary education. USD is a postsecondary institution, therefore all of our students--regardless of age--are eligible students covered by FERPA.

Q: If a student asks a faculty member or a teaching assistant for an explanation regarding his or her performance, can a faculty member compare the work of the student asking for the explanation with the work of other students?

A: No. Although a faculty member or teaching assistant can, of course, explain why a particular student performed well or poorly on a given examination or other assignment, in so doing the faculty member or teaching assistant should not discuss or make reference to the performance of other students. Disclosing information regarding Student A to Student B jeopardizes the privacy rights of Student A.

Q: What if a faculty or staff member receives a request for student information from a licensing or accrediting organization such as a medical licensing board or a state bar authority?

A: Prior to providing any information in response to such a request, the faculty or staff member should ensure that the licensing or accrediting organization has provided proof of the student’s express written consent to disclose the information requested. Without the student’s express written consent, no information should be disclosed.

Q: How is compliance monitored?

A: The Family Policy Compliance Office (FPCO) of the U.S. Department of Education monitors schools for compliance. Students have the right to file complaints with the FPCO alleging failure by USD to comply with the requirements of the Act. Failure to comply may result in a loss of federal funding for financial aid and educational grants and/or civil litigation.

Q: Where can I find out more information about FERPA?

A: FERPA is enforced by the U.S. Department of Education and more information can be found at its FERPA website (http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html). The USD Student Records Policy and forms for use by students and faculty are all available online at http://www.usd.edu/registrar/FERPA.cfm. You may also contact the Office of the Registrar at 605-677-5339 or registrar@usd.edu.
Frequently Asked Questions (FAQ) International Students

Q: Can a department at USD hire a non-immigrant student with an F-1 visa to work as an employee?
A: Yes, but the employment must be an integral part of the student’s educational program and must not exceed 20 hours a week while school is in session. An F-1 student may, however work full time when school is not in session or during the annual vacation. (8 CFR 214.2 (f)(9)(i)).

Q: Are there limits on the duration of employment when a department hires a non-immigrant F-1 visa student?
A: Yes, upon initial entry to begin a new course of study, an F-1 student may not begin employment more than 30 days prior to the actual start of classes. Also, an F-1 student may not engage in employment after completing a course of study, except employment for practical training. (8 CFR 214.2 (f)(9)(i)).

Q: Can I hire an F-1 student on a full time basis?
A: Not under an F-1 visa alone, however the F-1 visa student can apply for and be granted authorization to work off-campus via a Severe Economic Hardship, or may work Part Time or Full Time for Curricular Practical Training, if it is approved. Also an F-1 visa student, only after graduation may work Full Time or Part Time if approved for Optional Practical Training. (8 CFR 214.2 (f)(10)).

Q: What are Curricular Practical Training and Optional Practical Training?
A: Curricular Practical Training is training that is part of an established curriculum and is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring the employers through cooperative agreements with the school. Optional Practical Training is employment after graduation, directly related to the student’s major area of study that does not exceed a maximum of 12 months. If the F-1 student participated in one year or more of Curricular Practical Training they are ineligible for Optional Practical Training. (8 CFR 214.2 (f)(10)).

Q: Is it hard for an F-1 visa student to secure Curricular Practical Training or Optional Practical Training?
A: The process for securing authorization for Curricular Practical Training is much easier and faster than Optional Practical Training. Approval for Curricular Practical Training can be secured here at USD while approval for Optional Practical Training comes from the Federal Government.

Q: Who is the contact person for securing Curricular Practical Training and/or Optional Practical Training and questions concerning the work requirements of F-1 student visas?
A: For more questions, please schedule an appointment with the International Compliance Officer by emailing isso@usd.edu or calling 605-677-6338