

**UNIVERSITY OF NOTRE DAME**

**DEPARTMENT OF CHEMISTRY AND  
BIOCHEMISTRY**

**GUIDE TO GRADUATE STUDIES**

2023 – 2024



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# 1 INTRODUCTION

The graduate degree programs in the Department of Chemistry and Biochemistry within the College of Science at the University of Notre Dame have as their immediate goal the development of individuals with the capability of initiating and conducting independent research in chemistry, biochemistry, and related fields. The granting of a graduate degree is a formal recognition of achievement in a variety of pursuits. It acknowledges that a student has satisfactorily completed a series of advanced courses, has displayed creative and original thinking in their candidacy examinations, and demonstrated a mastery of scientific inquiry as expressed through the original research described in the dissertation. The general features and relevant specific details of the graduate programs are described below. This document is updated each year as the rules and regulations of the program evolve.

## 2 DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

### 2.1 Degrees Offered

The department offers separate PhD degrees in Chemistry and in Biochemistry. Although the overall requirements are the same, the two degrees remain distinct. Students are admitted into either the Chemistry or the Biochemistry PhD program. Switching programs is permissible with approval of the Director of Graduate Studies or the Department Chair. The department does not admit students into a Master's degree program, although a terminal Master's degree is available as described in Section 7.

### 2.2 Coursework Requirements

In order to remain in good academic standing within the Department, all graduate students are required to complete 18 credits of graduate coursework by the end of their third semester. If a student fails to meet this requirement, he or she will be dismissed from the program at the end of the third semester. Graduate courses assigning letter grades and related to chemistry and biochemistry will count toward the requirement. English as a Second Language will not count toward the requirement, and directed readings and graduate coursework from other institutions will qualify only with explicit approval of the Director of Graduate Studies. Exceptions to this policy will be considered in the event of a documented extenuating circumstance, as determined by the Director of Graduate Studies. In light of this requirement, graduate students are strongly advised against dropping or withdrawing from graduate courses.

Beyond the minimum credit requirement noted above, the Department recommends 21 – 27 credits of graduate coursework for either PhD degree. A typical sequence is three courses in the first semester, two courses in the second semester, and one or two courses in each of the following two semesters (21-27 credits). Advanced students typically audit appropriate classes. Before reaching candidacy, students typically take a minimum of three core courses in their chosen sub-discipline. Individual thesis advisors may require a student to take additional courses that are considered appropriate. All students must pass the CHEM 63603: Research Perspectives in Chemistry and Biochemistry course in their first semester.

In addition to the requirements above, a combined total of 60 credits are required for the PhD degree in Chemistry or Biochemistry. This total includes instructional coursework, research credits, seminars, directed readings, etc. Students should ensure their total credit counts are on track to reach 60 by their anticipated date of graduation. In the first three semesters, the total credit count, including research, should be at least 12.

### 2.3 Waiver of Coursework

The Department of Chemistry and Biochemistry may accept course work completed at another accredited university toward meeting the requirements for either doctoral degree. The Director of Graduate Studies must be consulted, and may agree to waive some of the course work requirements. Official documentation of course completion, grades, and content is required.

### 2.4 Foreign Language Requirement

There is no departmental foreign language requirement. However, individual thesis advisors may require a specific language course if that language is deemed appropriate for a particular area of research.

### 2.5 Residency

The minimum residency requirement for either PhD degree is full-time status for four consecutive semesters (excluding summer sessions).

### 2.6 Degree Eligibility

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of initial enrollment. The department will generally dismiss a student if they have not completed their degree requirements within 8 years. Failure to complete any of the Graduate School or departmental requirements within the prescribed period may result in forfeiture of degree eligibility. In addition, each student, regardless of his/her source of financial support, must spend two semesters as a teaching assistant. To be in good academic standing and eligible for a degree, a cumulative GPA of  $\geq 3.0$  is required.

### 2.7 Research Advisors and Dissertation Committees

Entering graduate students in either degree program will participate in three, one-month laboratory rotations. These are designed to expose students to the research and culture of various laboratories and to provide an opportunity for new students to interact with senior graduate students and postdocs. Rotating students will learn about the research performed in each lab through interactions with lab members and attending group meetings. The primary goal of these rotations is to familiarize students with specific labs, not to accomplish research.

Laboratories for the rotations will be selected by the student, and may include any teaching and research faculty that have elected to participate in the program. Choices are not guaranteed but will be accommodated as best as possible according to space and parity issues. Students submit their choices to the Graduate Studies office prior to the end of each rotation.

The initial advisor for new students in either degree program is the Director of Graduate Studies. At the conclusion of the rotation process (typically in November for students entering in the Fall), the student will list three members of the teaching and research faculty, from those who are eligible to accept students, that would be acceptable as a research advisor. The completed forms are forwarded to the Department Chair who, with the Director of Graduate Studies, approves the assignment of students to individual faculty members (according to departmental policies regarding funding and student support).

Normally, it is possible to match a student with his/her choice for a research advisor. However, circumstances can arise that prevent a faculty member from accepting a student into his/her group. If a student cannot be assigned to their first choice, the process will be restarted, with the student choosing another potential faculty from those still eligible to accept students. All students are expected to be assigned to an advisor before the beginning of their second semester; in exceptional cases the Director of Graduate Studies or Department Chair may approve an extension of the advisor selection process into the second semester. However, all students must be assigned to an advisor before the end of their second semester. If approval for an extension into the second semester is not given or an advisor is not found by the end of the second semester, the student may be dismissed from the program.

Research advisors (also referred to as dissertation or thesis directors) are chosen from the regular Teaching and Research faculty of the Department of Chemistry and Biochemistry. There also may be one co-advisor chosen from affiliated faculty within or outside the department. In exceptional cases, a student may choose a research advisor from Notre Dame teaching and research faculty outside the department. Arrangements for outside advisors or co-advisors must be consistent with departmental policies and must be approved by the Director of Graduate Studies and the Department Chair.

The research advisor assists the student in identifying a suitable research problem that will be the focus of their dissertation. The advisor consults with the student on a regular basis concerning research progress. In addition, the advisor assists the student in designing a plan of study that will complement, but is not limited to, his/her area of research.

After the student has chosen a research advisor, a dissertation committee consisting of a minimum of three faculty members, including the research advisor, is appointed for each student. This committee reflects the student's research interests and the general area of the proposed dissertation. The committee need not be made up of members of a single sub-discipline. This committee will monitor the student's progress during their tenure in the department. They will serve on the student's oral examinations, and serve as readers of the dissertation. The Director of Graduate Studies must approve the appointment of a committee member from outside the Teaching and Research faculty of the department or from outside the university. In such cases a majority of the committee must be members of the Department. The appointment of committee members who are not Teaching and Research faculty must be approved by the Department Chair. It is the responsibility of the student to meet frequently with the advisor, as well as the rest of their thesis committee, keeping them abreast of progress with research, course work and candidacy examinations.

Although considerable effort will be made to avoid such instances, after consulting with the Department Chair and/or Director of Graduate Studies, an advisor may dismiss a student from

his/her laboratory for poor progression, poor relationships, or other reasons. In most cases the student will have been given written warning and sufficient time to address any concerns. In cases when an advisor dismisses a student, the student must find a new advisor as described in Section 7.

## 2.8 Diagnostic Examinations

Entering students may be asked to take diagnostic examinations. The purpose of the exams are to help the students and the graduate studies committee make informed course selection decisions.

## 2.9 Seminars

All students must enroll in Seminar in Chemistry (CHEM 63601 in the Fall, CHEM 63602 in Spring) and attend all lectures in this departmental series.

## 2.10 Admission to Candidacy

Admission to candidacy is a prerequisite to receiving a doctoral degree. To qualify for admission to candidacy, a student must: (1) complete 18 credits of instructional course work with a cumulative average of 3.0 or better (see Section 2.2); and (2) pass the University Oral Candidacy Exam (Section 3). It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School. Students must be admitted to Candidacy by the end of their eighth semester after admission.

## 2.11 Expectations for Professional and Personal Conduct

Graduate students, faculty, and staff in the Department of Chemistry and Biochemistry are required to adhere to the University's policies for professional and personal conduct. This includes:

- (i) Not behaving in any way that adversely affects the ability of other individuals in the Department to perform research or partake in University related activities, including social events. See Section 12 of this document for definitions of Harassment, Discriminatory Harassment and Sexual Harassment.
- (ii) Fabrication of data and plagiarism are considered serious lapses in research ethics, and can be grounds for dismissal from the program. Where appropriate, students are also required to follow guidelines for the ethical treatment of animals.
- (iii) Students, faculty and staff must follow Department policies on laboratory safety. Note that specific safety requirements vary for different laboratories. Students are responsible for knowing and abiding by the safety requirements for their research environment.
- (iv) Consumption of alcohol or other intoxicants is forbidden in laboratories. Students must not be impaired while performing research or teaching assistant duties.

## 2.12 Diversity, Equity, Inclusion and Respect

The Department of Chemistry and Biochemistry at the University of Notre Dame aspires to create, sustain, and celebrate an inclusive environment for all its citizens. Diversity is viewed in the broadest terms to include gender identity, race, ethnicity, religion, disabilities, socioeconomic background, sexual orientation, and other personal realities with which individuals may identify. The Department aims to prepare all its members for success in the global chemistry community, which is becoming increasingly diverse. This can only be realized by maintaining a culture of recruiting and retaining students, faculty and staff from diverse groups that are often underrepresented. In pursuing this goal, the Department emphasizes education, information and coaching on issues of diversity, and provides opportunities for its citizens to readily access these resources. The Department will promptly address all forms of harassment and the perpetuation of stereotypes and misconceptions.

# 3 UNIVERSITY ORAL CANDIDACY EXAMINATION

## 3.1 Overview

The University Oral Candidacy Exam (OCE) is required by the Graduate School, and all Ph. D. students in Chemistry and Biochemistry must pass the exam to continue in the Ph. D. program. The purpose of the OCE is for the student's committee to determine if the student is prepared for Ph. D. studies. This includes demonstration of fundamental knowledge in their field, awareness of the goals of their research project, and progress in their laboratory investigations. To be eligible for the exam, the student must be in good academic standing in the Department. The exam consists of a written document and an oral defense in front of the student's committee.

## 3.2 Timeline

### Fall admits

- Research summary paper is due the last Friday in September of the third semester
- Oral exams are scheduled in October and November, and any retakes must be scheduled within 60 days of the original exam date.

### Spring admits

- Research summary paper is due the last Friday in February of the third semester
- Oral exams are scheduled in March, and any retakes must be scheduled within 60 days of the original exam date.

## 3.3 Research Summary Paper

A paper summarizing the student's research project and research progress is due by 4 PM in the Graduate Studies office on the last Friday in September or February. This paper should be doubled spaced with 12 point font, a minimum of 8 pages in length (excluding references and title page), but no more than 10 pages. A suggested organization of the paper are as follows:

(1) Introduction, (2) Goals, (3) Results, (4) Future Directions and (5) References. Approximately equal weight should be devoted to sections (1) through (3), with a minimum of one page for future directions. If a student does not submit the research summary paper by the deadline they will be considered to have failed the exam (see section 3.6 below).

### 3.4 Oral Exam

The student will present a 20-30 minute seminar on his or her research project. The presentation should contain the following elements: (1) the broad scientific context/motivation for the research, (2) preliminary results and (3) a clear plan for future work. After the seminar each committee member is allowed two rounds of questions (totaling ~20 minutes each) that address specifics of the research project, as well as pertinent background knowledge.

After the questions have been completed, the student will leave the room and the chair of the committee (typically the student's research advisor) calls for a discussion followed by a vote. Deliberations will cover performance on the written and oral portions of the exam, performance in research and coursework, and performance as a TA. With a committee of three, two votes are required to pass. If the committee has four members, three votes are required to pass. The chair sends a written report of the overall quality of the OCE and the results of the voting immediately to the Graduate School. The Graduate School officially notifies the student of the results of the exam.

### 3.5 Supplemental Information

The committee will consider the following supplemental information during its deliberation:

- Coursework completed and grades
- TA performance
- Communications sent after the two prior semi-annual reviews of graduate students

### 3.6 Outcomes

The following outcomes are possible for the exam:

- Pass and continuation in the Ph. D. program
- Fail and movement into the Master's program
- Fail and removal from graduate studies with no degree

If fail and removal from graduate studies is the outcome, the student must depart at the end of the third semester. If fail and movement to the Master's program is the outcome, the Director of Graduate Studies, on the recommendation of a majority of the examiners, may authorize a retake of the examination. An authorization for retake must be approved by the Graduate School. A second failure results in forfeiture of degree eligibility and is recorded on the candidate's permanent record. Situations in which a retake is called for include mixed performance on different aspects of the exam, or poor exam performance together with outstanding performance in research and/or coursework. If the student chooses to retake the exam, it must be scheduled within 60 days of the original exam date. There is no option for a second retake.

A student who fails the exam and is moved into the Master's program will have the option of leaving with a non-thesis Master's at the end of their third semester or, provided the student is in good academic standing, remaining in the program as a TA for a final semester. In the latter case a non-thesis Master's degree will be conferred at the end of the fourth semester (summer for spring admits), contingent upon adequate performance as a TA (TA evaluations to be provided by the course instructor or laboratory director and judged by the Director of Graduate Studies and/or Chair). Any student leaving with a non-thesis Master's must have successfully completed all other programmatic requirements for the non-thesis Master's degree (see section 6 below). At the discretion of the advisor and only with the advisor's financial support, a student who fails the exam and is moved into the Master's program may have the option of completing a thesis Master's in the advisor's laboratory. In such a case the student may remain in the program until completion of the thesis or the end of the fifth year, although the student may choose to leave with a non-thesis Master's at any time.

### 3.7 Feedback and Expectations

The student will be provided written feedback for the written document, performance in the exam. Scores will be entered on the following scale: Excellent (5), Good (4), Satisfactory (3), Substantial Weakness (2), and Poor (1).

In scoring the written proposal the committee will consider:

- Organization and correct use of grammar and style
- Appropriate and adequate use of references
- Adequate introduction and motivation for the project
- Clear articulation of project objectives
- Description of techniques and methods to be used to achieve project objectives
- Description of future plans

In scoring the oral performance the committee will consider:

- Organization and clarity
- Quality of the research effort
- Appropriate interpretation of data presented
- Ability to explain the relevance and context of the work
- Ability to explain and defend the project aims and investigative approach
- Knowledge of techniques and equipment used
- Understanding of fundamental principles and concepts
- Ability to articulate clearly and defend a plan for future work

## 4 RESEARCH PROGRESS REPORT

### 4.1 Overview

The Research Progress Report must be completed by the end of the 4th year of studies. This requirement consists of a written document that describes the research performed since the OCE exam, and a plan for completing the Ph.D. The student will also give a 30 - 40 minute oral presentation of the completed and planned research to their committee. The purpose of the report is: (i) to provide the thesis committee with an update on the student's progress, (ii) give a clear path to graduation, and (iii) to provide practice for the thesis defense.

### 4.2 Scheduling and Format

When ready to schedule, the student is responsible for finding an available date and time with their committee (When2Meet poll is standard). Once a date and time are determined, the student will submit a brief written summary of the proposed thesis research to the Graduate Program Coordinator (15 page max, excluding references, double spaced, 1 inch margins, 12 point font). This report should include a description of the thesis problem and its significance with a review of the relevant scientific literature, a discussion of the methods to be used in attacking the problem, a description of the research work already accomplished, and a plan for completing the project. The Graduate Program Coordinator will schedule a room for the presentation, and disseminate the Research Progress Report document to the student's committee.

## 5 DOCTORAL DISSERTATION

### 5.1 Reader Approval of Dissertation

The candidate delivers paper or electronic copies of the finished dissertation, to the Graduate Program Coordinator for distribution to the other members of the dissertation committee. The dissertation should follow the guidelines in the Graduate School's Guide for Formatting and Submitting Dissertations and Theses, even if the candidate has previously published the substance of the dissertation in scholarly journals. The Guide is available at the Graduate School website: <http://graduateschool.nd.edu>.

Committee members will be given no less than two weeks, and generally no more than four weeks, to read and evaluate the dissertation, and decide whether it is ready to be defended. Reader approval of the dissertation for defense does not imply reader agreement or support; it implies reader acknowledgment that the dissertation is an academically sound and defensible scholarly product. Only a dissertation which has been unanimously approved for defense by the committee may be scheduled for defense. When students are ready to defend their thesis they should poll their committee for an available date and time using When2Meet.

Even though a dissertation has been approved for defense, revisions may be required. If defects in the dissertation come to light at the defense, the candidate may be asked to revise the dissertation before it is accepted by the Graduate School and the degree is conferred. In that case, it will be the responsibility of the dissertation director, or such person as the

committee may appoint, to report to the Graduate School that such revisions have been completed satisfactorily.

## 5.2 Dissertation Defense

In defending the dissertation, the doctoral candidate supports its claims, procedures and results. The defense is the traditional instrument that enables the candidate to explore with the dissertation committee the dissertation's substantive and methodological force. In this way, the candidate and the committee confirm the candidate's scholarly grasp of their chosen research area. The defense of the dissertation begins with a 40-50 minute public presentation that addresses the major results of the thesis research. Immediately following questions from the general audience, the examination committee meets with the candidate in a closed session. This provides the opportunity for clarification and, if necessary, rectification of potential problems in the dissertation. After the examination is completed, the advisor calls for a discussion followed by a vote of the dissertation committee. A majority vote is required to pass a candidate. The advisor sends a written report of the voting results immediately to the Graduate School.

## 5.3 Formal Submission of the Final Dissertation

To receive the degree at the next commencement, the doctoral student who has successfully defended his or her dissertation must complete the requirements for submission of their thesis, including a format check by the Graduate School. The formatting check and submission deadline for a given commencement date is published in the Graduate School Calendar.

# 6 NON-THESIS AND THESIS MASTER'S DEGREE

## 6.1 Entering the Master's Program

The Department of Chemistry and Biochemistry does not admit students directly into a Master's program. However, the department does offer a terminal Master's degree option for students who are either required to or elect to leave the program without a Ph. D. Students may be placed into the Master's program by failing the OCE exam as described in Section 3, or because of poor progress towards the Ph. D. degree. This decision is made by the faculty at large at a faculty meeting, or the semi-annual review of graduate students. In the former case, students will receive written notification following the OCE exam. In the latter case, students will receive written notification from the Director of Graduate Studies following the decision to place the student into the Master's program. Students who have passed the OCE exam may also elect to discontinue their work towards the Ph. D. and enter the Master's program. In this case, students will receive written confirmation of their decision.

## 6.2 Non-Thesis Master's

A non-thesis Master's degree is available for students who have failed the OCE as described in Section 3. In this case, the completed research and coursework serve as the body of work required for a Master's, with the OCE serving as the comprehensive Master's examination (required by the Graduate School). A non-thesis Master's is also available for those students

who, having passed the OCE exam, either elect to leave the graduate program with a Master's degree or are placed into the Master's program due to poor progression. In these cases, provided the student meets the eligibility requirements, the student will normally leave the program with a Master's degree the semester the decision is made. For students who have not attempted the OCE exam, and wish to receive a non-thesis Master's degree, the Director of Graduate Studies will arrange a Master's Comprehensive exam. Typically this will consist of a written document that reviews recent literature in the student's research area, and has a proposal for future experiments. This document is evaluated by the student's committee to ensure that the student has the knowledge required for an advanced degree in Chemistry or Biochemistry.

### 6.3 Thesis Master's

At the discretion of the advisor, a student who fails the OCE exam and is placed into the Master's program may have the option of completing a thesis Master's degree in their advisor's laboratory. In such a case, provided the advisor is willing and able to provide funding and the student remains eligible, the student may remain in the program until completion of the thesis, although the student may choose to leave with a non-thesis Master's at any time. Likewise, at the advisor's discretion, a student who has passed the OCE exam and is either placed in, or elects to enter the Master's program may complete a thesis Master's provided he or she remains eligible. With the exception of those students in their fourth semester as described in Section 3, the advisor must be willing and able to provide funding for any student working towards a thesis Master's degree.

Upon electing to earn a thesis Master's, the student proposes a research topic for approval by his or her committee. The approved topic is researched and the thesis written under the supervision of the advisor. The advisor indicates final approval of the thesis and its readiness for the readers by signing the thesis. The student then delivers signed copies of the completed thesis to the Graduate Studies office. These copies are distributed to the student's committee (excluding the advisor), who serve as the official readers. Unanimous approval is required to earn a degree. To receive the degree at the next commencement, the student must complete the requirements for submission of their thesis. The Graduate School will check the thesis to ensure that it conforms to all formatting guidelines.

### 6.4 Coursework and Minimum GPA Requirement

The minimum instructional coursework requirement for a Master's degree, either thesis or non-thesis, is the same as for the PhD (18 credits over three semesters). A minimum cumulative GPA of 3.0 is required for a degree. A total of 30 credits are required for a Master's degree (including instructional courses, research credit, seminars, directed readings, etc.)

### 6.5 Five Year Limit

The Graduate School maintains a five-year limit for Master's degree eligibility. Students past their fifth year in graduate school are ineligible to enter the Master's program.

## 6.6 Re-Entry into the PhD Program

Following the recommendation of the student's advisor and committee, it may be possible for a student who has completed a Master's thesis to re-enter the PhD program, pending approval by the Director of Graduate Studies or the Department Chair. A student who has re-entered the PhD program will receive written confirmation from the Director of Graduate Studies.

# 7 ACADEMIC POLICIES

## 7.1 Enrollment

Once admitted into the department, all graduate students must enroll before each semester at the times and locations announced by the University Registrar. Enrollment dates are published in the Graduate School Calendar. Any admitted student who fails to enroll for one semester or more must apply for readmission upon return. (See section 7.2 Continuous Enrollment below.) A late charge may be assessed to any student enrolling after the date set forth on the Graduate School Calendar.

All degree-seeking students are expected to maintain full-time status and to devote full time to graduate study. No degree student may hold a job, on or off campus, without the expressed permission of his or her department and the Graduate School. A student may also not be concurrently enrolled in a professional Master's degree program without explicit permission of the Director of Graduate Studies or the Department Chair.

## 7.2 Continuous Enrollment

All students must enroll each semester in the academic year in order to maintain student status. Continuous enrollment is met normally by enrollment in the University and registration in a graduate-level course relevant to the student's program. A student who is concurrently pursuing degrees in the Graduate School and in another school in the University meets the continuous enrollment requirement by registering for a course in either program. Any exception to this rule, including a leave of absence, must be approved by the Graduate School.

Degree students who have completed the credit hour requirement for their degree must register for at least one credit hour per semester, including the final semester or Summer Session in which they receive their degree. These students may be considered full-time students whether or not they are in residence. Students not in residence and taking one credit hour pursuant to continuous enrollment requirements are charged a special registration fee. Note that one credit is the minimum to maintain enrollment; more is recommended in order to meet the 90 credit hours needed for the PhD degree or 30 for the Master's degree.

A student who fails to enroll for one semester or more without taking an approved leave of absence must apply for readmission upon return. Continuing degree-seeking students (i.e., degree students who are eligible to continue their studies in the fall semester) may have access to University facilities and services from May through August without registering and enrolling for academic credit in the Summer Session.

### 7.3 Residency Requirement

Enrolled students are required to be in residence. Requests to waive the residency requirement must be approved on a semester-by-semester basis by the DGS or Chair. Approved requests will generally fall into the category of non-resident scholarship (e.g. research internships, dissertation preparation, etc.). Requests for non-resident dissertation preparation will usually only be approved for one semester, after which the student may be dismissed from the program with the possibility to re-enroll, if eligible per Department and Graduate School guidelines.

### 7.4 Leave of Absence

A student who is in academic good standing and wishes to voluntarily interrupt his or her program of study must request a leave of absence or withdrawal. Resources are provided at the website of the Registrar. This process should begin by discussions with the student's advisor. Approval by the Director of Graduate Studies or the Department Chair will be required.

A student may request a leave of absence for a maximum of two consecutive semesters. A request for a leave of absence must be made before the semester in which the leave is taken; otherwise the student must withdraw from the University.

### 7.5 Medical Separation from Academic Duties for Graduate Students

Students enrolled in the Notre Dame Graduate School who wish to temporarily interrupt their programs for medical reasons must apply to the Graduate School. Students are eligible under this policy if they have a "serious medical condition." For purposes of this policy, "serious medical condition" means a medical condition that: 1) requires multiple day hospitalization or 2) renders the student unable to engage in coursework and all other Graduate School-related duties for a period of at least ten calendar days. Certification by a physician that the student has a serious medical condition as defined in this policy must be submitted to the Graduate School no less than three months prior to the separation period (for childbirth and other predictable requests) or as soon as the need is foreseen (for emergency requests). In situations involving childbirth, the separation period will generally begin on the actual date of childbirth; in all cases, regardless of the nature of the medical condition, the duration of the separation will be as certified by the physician up to a maximum of 6 weeks. Students may utilize this medical separation policy two non-consecutive times during their graduate studies. Should students need more than 6 weeks at any one time, they must withdraw from the University. Leaves of absence for one semester or more for medical or other reasons are governed by the Graduate School Leave of Absence policy.

Full-time degree-seeking students in their 5th year of study or less who are receiving financial aid from the Graduate School or external funds will receive a stipend equal to their normal stipend during their period of separation, for a maximum of 6 weeks paid by the Graduate School. Students will retain their tuition scholarships, access to on-campus medical facilities, and all other resources available to students during the entire separation period (up to 6 weeks). Students also will be deemed "continuously enrolled" at the University during the entire period of separation.

Teaching Assistant and Research Assistant duties will cease during the period of separation. Students are responsible for making arrangements, through their departments, to cover their duties. Students taking classes will be required to make arrangements with individual course instructors for completion of any courses in progress during the leave. Students will be granted the option to reschedule exams, extend candidacy deadlines or other relevant deadlines. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work. Unlike a regular one-semester leave, time off in conjunction with this policy will count towards the students' degree time limit of 8 years and university-sponsored funding cap of 5 years.

## 7.6 Childbirth and Adoption Accommodation Policy

The Graduate School offers an accommodation policy to assist graduate students who are new parents. This is a supplement to the six-week medical separation policy described above. Unlike the medical separation policy that covers any medical condition, this accommodation policy addresses a single set of circumstances: new parenthood. It is not a leave of absence; it is an accommodation. Students maintain their standing as students and are eligible for financial support. The policy is governed by the Graduate School regulations as described at: [Notre Dame Graduate School Accommodation Policy](#). Graduate students in the department who wish to take advantage of the policy should begin discussions with their advisor and the Director of Graduate Studies. Approval by the Director of Graduate Studies is required.

## 7.7 Withdrawal from the Program

To withdraw from the University before the end of the semester, a student must inform the department and the Graduate School as well as complete the notice of withdrawal in the Office of Residence Life, 315 Main Building. For information on refunds, refer to "Tuition and Expenses" in the Graduate School's Bulletin of Information.

Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described above, a grade of "F" is recorded for each course.

The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more. The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct may be judged clearly detrimental to the best interests of either the student or the University community.

## 7.8 Movement to the Master's Program or Dismissal

A student who is not making satisfactory progress towards their degree may be moved to the Master's program or dismissed from the department altogether. Such action follows the recommendation of the advisor and/or committee, and is made at a meeting of the faculty, typically the semi-annual review of graduate students. In most cases the student should have received warning from their advisor and/or committee and given sufficient time to correct deficiencies, as judged by the advisor. In extreme cases, including but not limited to violations

of academic integrity, a student may be moved to the Master's program or dismissed without receiving such action. In all cases, the decision of the faculty will be communicated to the student formally by the Director of Graduate Studies and/or the Department Chair. The decision of the faculty may be appealed as described in Section 10.

## 7.9 Change of Research Advisor

If a situation occurs where a student seeks to formally move between research groups, or an advisor no longer wishes to retain the student within their research group, this must be discussed with the Director of Graduate Studies. A change of advisor form is available upon request and is required to be completed prior to the student changing research groups. This form should include information on the reason for the change of advisor; any changes in the timeline for the student passing the formal course requirements and dissertation research; the funding available to support the student, and other relevant information. The student and new advisor sign the form and pass it to the graduate studies office for formal approval by the Director of Graduate Studies and the Department Chair.

If a student elects to leave a research group or an advisor has elected not to retain a student within their group, identification of a new advisor and research group must occur promptly, generally by the end of the current academic semester (although the Director of Graduate Studies or the Chair can extend this timeline). Graduate students who are without an advisor at the end of a semester (or summer) may be dismissed with a non-thesis Master's degree. Students without an advisor at the end of a semester (or summer) who have not passed the OCE may be dismissed with no degree. Except under exigent circumstances, as determined by the Director of Graduate Studies or the Chair, changing laboratories is not generally cause for a delay in the timeline of the OCE exam.

# 8 ACADEMIC REGULATIONS

## 8.1 Full-Time and Part-Time Students

A full-time student is one who is registered for a minimum of 1 credit hours of course work and/or thesis research, is pursuing degree requirements such as candidacy examinations and/or course work, and is making satisfactory progress as determined at the faculty's semi-annual review of graduate students. Students not meeting these criteria or who are currently employed outside their departmental teaching and research responsibilities may be considered part-time.

## 8.2 Maximal Registration

During the academic year, a graduate student may not register for more than 12 credit hours of graduate courses, i.e., the 50000-, 60000- and 70000-level courses, each semester. In the Summer Session, a graduate student may not register for more than 10 credit hours.

## 8.3 Changes in Student Class Schedules

A student may add courses only during the first seven class days of the semester. Students may add courses after this time only on recommendation of the department and with approval of the

## Graduate School.

A student may drop courses during the first seven class days of the semester. To drop a course after this period and up to the mid-semester point (see the Graduate School Calendar for the exact date), a student must have the approval of the chair of the department offering the course, the student's adviser and the Graduate School. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after this date will be posted on the student's permanent record with the grade of "W." A course taken for credit can be changed to an audit course after the mid-semester point only in cases of serious physical or mental illness.

### 8.4 Course Numbers

No graduate credit is allowed for courses below the 40000 level. The advanced undergraduate courses numbered 40000 through 49999 may, with the approval of the Director of Graduate Studies or the Chair and the Graduate School, be taken to satisfy up to 6 hours of graduate credit requirements. Courses numbered 50000 through 59999 are first-level graduate courses into which qualified advanced undergraduates may be admitted with the permission of the instructor and the approval of the chair. Courses numbered 60000 and above are advanced graduate courses open only to those who have completed the undergraduate and graduate prerequisites.

### 8.5 Grading

Listed below are graduate grades and the corresponding number of quality points per credit hour.

A	4.000	D	1.000
A-	3.667	F	0.000
B+	3.333	I	0.000 (until incomplete is removed)
B	3.000	NR	Not reported
B-	2.667	S	Satisfactory
C+	2.333	U	Unsatisfactory
C	2.000	V	Auditor
C-	1.667	W	Discontinued with permission

Quality point values are used to compute the student's grade point average (G.P.A.). The G.P.A. is the ratio of accumulated earned quality points to the accumulated earned semester credit hours.

G.P.A. computation takes into account only those grades earned in Notre Dame graduate courses by students with graduate status at Notre Dame. For courses taken in a department or college in the University but outside the Graduate School, or taken outside the University, the grade will not be included in the G.P.A. computation.

If a grade of "C-" or "D" is given to a graduate student for a course taken in any department or college in the University, the grade will be considered equivalent to an "F" for purposes of calculating the GPA.

Students should complete the work of graduate courses at the 60000-90000 level during the regular academic term in which they are taken. This expectation of students should also guide faculty members who teach graduate courses. That is, faculty are obligated to evaluate and grade graduate work by the end of the term in which the course is offered.

A grade of "Incomplete" (I) should be given *only in exceptional circumstances* when there are compelling reasons. When a student receives a grade of I, he or she has 30 days from when grades were due (for the semester in which the I was given) to complete the coursework for a grade. If the coursework is not completed by this date, the grade of I will be changed permanently to a grade of F. Extensions for Incompletes require formal approval from the associate dean of students in the Graduate School.

The University temporarily computes this grade as the equivalent of an "F" in calculating the G.P.A. When the student fulfills the above requirements, the "I" is replaced by the new grade. If the student fails to complete the work for an incomplete by the last class day of the following semester, the incomplete grade will be changed to an F.

The grades of "S" and "U" are used in courses without semester credit hours, as well as in research courses, departmental seminars, colloquia, workshops, directed studies, field education and skill courses. These courses, if given the grade of "S," do figure in a student's earned semester credit-hour total but do not figure in the computation of the G.P.A. A grade of "U" will not count toward the student's earned semester credit-hour total, nor will it figure in the computation of the G.P.A.

The grade of "V" has neither quality-point nor credit-hour values. It is the only grade available to the registered auditor who requests at the beginning of the semester that it be made part of his or her permanent record and who attends the course throughout the entire semester. The grade of "V" cannot be changed to a credit-earning grade. The grade of "W" is given for a course that a student is allowed to drop after the mid-semester point.

## 8.6 Examinations

Unexcused absence from a scheduled final examination results in an "F." An absence excused in advance results in an "I" (incomplete).

## 8.7 Academic Good Standing

Continuation in a graduate degree program, admission to degree candidacy, and graduation require maintenance of at least a 3.0 (B) cumulative GPA. A student may be dismissed from the graduate program in Chemistry and Biochemistry if the GPA in any one semester is below 2.5 or if the cumulative GPA is below 3.0 in any two semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's standing and qualifications for an advanced degree. In the Department of Chemistry and Biochemistry a student must make continuous progress in their thesis research as a condition of being in good standing. Additionally, all graduate students are expected to attend departmental seminars (designated as CHEM 63601, 63602) and the seminar programs of their particular sub-discipline. Students must follow the designated timetable for candidacy

examinations to remain in good standing.

Shortly after the completion of the fall and spring semesters, the faculty of the department meet collectively to evaluate the progress of all graduate students with regard to individual performances in the classroom, the teaching laboratories, the research laboratory, and candidacy examinations. Outstanding efforts as well as unsatisfactory performances are noted. In cases where a student has not maintained sufficient progress, he/she will receive a letter from the Director of Graduate Studies or the chair addressing the specific problems, possible ways to resolve them, and warnings of possible disciplinary actions including termination from the program. In some cases, a PhD student may be moved to the Master's program or a student dismissed from the department (as described in Section 7) for insufficient progress. A student must be in academic good standing to be eligible for new or continued financial support.

## 8.8 Probation Initiated by the Graduate School

In addition to the requirements to remain in good academic standing in the graduate program in Chemistry and Biochemistry, there are three ways in which a student may be placed on probation by the Graduate School. These are:

1. A cumulative grade point average below 3.0 in any two semesters
2. A failure to pass the OCE candidacy exam by the end of the eighth semester
3. Earning a U in research for two consecutive semesters

## 8.9 Co-Enrollment in Other Degree Granting Programs

Students are prohibited from co-enrolling in other degree granting programs both within and external to the University.

## 8.10 Removal of University Property from Campus

Any allegations that laboratory equipment, reagents, chemicals, or other university property have been removed from campus without prior written permission will be referred to the proper authorities and fully investigated. Theft of University property constitutes grounds for dismissal from the program.

## 8.11 Coursework External to the Program

Students may enroll, on a limited basis, in courses external to the Ph.D. program in Chemistry and Biochemistry. Courses external to the program are those which would generally not satisfy the 18 credit coursework requirement (Section 2.2). An exception is foreign language courses. Foreign language courses approved by the student's thesis advisor do not count toward the 18 credit coursework requirement, but are not considered external to the program. To qualify for external coursework a student must (1) have completed the 18 credit coursework requirement (Section 2.2) and (2) have successfully passed the OCE exam (Section 3). In addition, the student must also obtain written permission from his/her thesis advisor and the Director of Graduate Studies to participate in external coursework. External coursework is generally limited

to 3 credits per academic semester, although this limit can be raised with permission of the Director of Graduate Studies, if there are demonstrated extenuating circumstances. The Department will not be responsible for any tuition costs associated with external coursework.

## 9 FINANCIAL SUPPORT

### 9.1 Graduate School Financial Support Policy

Full-time, degree-seeking graduate students who are in good academic standing or who have met the admission requirements of the department are eligible for financial support supplied by the University. Continuing financial support requires that the student remain in good academic standing and that no outstanding deficiencies have been noted, typically during the faculty's semi-annual review of graduate students. This evaluation includes performance in the teaching laboratories, and progress with candidacy examinations and thesis research.

Financial support allotted by the Graduate School for distribution by the department includes: academic year tuition scholarships, graduate assistantships, and departmental fellowships. The Graduate School directly awards summer session tuition scholarships and University fellowships. With the exception of some special awards made by the Graduate School, the department expects that a student receiving aid will be actively engaged in teaching and/or research as a condition of the award. All students in good standing are eligible for tuition scholarships and/or graduate assistantships.

Graduate teaching assistants and research assistants are restricted to a maximum load of nine credit hours in formal course work per semester. Exceptions require approval by the chairperson of the department. A graduate student who has remained in good standing is not eligible to receive more than eight years of financial support from the Graduate School or funds allotted by the Graduate School to departments.

### 9.2 Graduate Teaching Assistantship

The duties required of graduate teaching assistants to earn their stipends should not exceed more than 17.5 hours on average per week. Graduate assistants and fellows who receive a full stipend cannot be employed elsewhere. The Department of Chemistry and Biochemistry views teaching as an important component of graduate education. This experience is especially important for developing communication skills. Therefore, the department requires each student, regardless of their source of financial support, to spend two semesters as a teaching assistant. Students who have completed the required two semesters of teaching may be required to teach if there is a shortage of teaching assistants. In this case, the DGS or Chair shall first call for volunteers and then proceed to a drafting system.

Graduate students serving as teaching assistants will receive formal evaluations at the end of each semester. Evaluations are designed to provide feedback useful for improving teaching skills. In cases of very poor or repeatedly weak evaluations, a graduate student may be prohibited from serving further as a teaching assistant.

TA assignments begin one week before the first day of classes to accommodate training and

end on the date that grades are due. These dates are set in advance by the Office of the Registrar. Missing TA duties within this time period requires approval of both the TA supervisor and the DGS. Personal, non-emergency travel is unlikely to be approved. Unexcused absences can result in punitive measures, including the loss of one week of pay (first offense) or dismissal from the program (multiple offenses).

### 9.3 Compliance with Federal Aid Regulations

Recipients of federal financial aid must comply with the standards of progress set forth in this document. In addition, some granting agencies may require specific assurances as part of the conditions of the award. The director of financial aid will notify students in writing when failure to maintain progress will result in the loss of financial aid. Appeals indicating mitigating circumstances must be made in writing to the director of financial aid.

### 9.4 External Employment

Full-time graduate students may not be employed beyond their teaching or research responsibilities without approval from their research advisor, the Director of Graduate Studies, and the Department Chair.

### 9.5 Support for Master's Students

With the exception of students in the fourth semester as described in Section 4, students in the Master's program may not receive stipends from teaching assistantships or departmental fellowships. Students who enter a Master's program while currently serving as a teaching assistant will continue to receive this support until the end of the semester. Exceptions to this policy may be made by the Director of Graduate Studies and the Chair when insufficient students are available to serve as teaching assistants.

## 10 GRADUATE STUDENT GRIEVANCE PROCESS

### 10.1 Routine Student Evaluations and the Department Grievance Policy

Students often deal with complex personal and/or professional issues during their studies and it is thus important to have a support structure in place for advice. Graduate students should seek to develop strong professional relationships with their peers, with faculty in the department and most importantly, with their thesis advisor. If a conflict arises between a student and his or her advisor, the student is encouraged to seek the advice of any departmental faculty with whom they feel comfortable. Formal grievances should be made through the Director of Graduate Studies (DGS), or if the DGS is personally involved, through the Department Chair.

The Departmental Faculty meets on a semi-annual basis to discuss the progress of every graduate student. The discussion of student progress centers on course work and research progress. Performance as a teaching assistant, if applicable, general professional development and maturity are also considered during this review. Both exceptional performance and concerns about a particular student's progress are recorded. Notable performance or concerns are reported to the student in the form of a formal letter from the Department Chair. In cases of

significant concern, the assembled faculty may elect through faculty vote to move a student from the PhD program to the Master's program or dismiss a student from the graduate program altogether. For grievances that the student feels have not been adequately addressed by the Department, they should follow the appeals procedure below.

## 10.2 Appeal Process

The purpose of this procedure is to afford graduate students at Notre Dame the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other departmental decisions that terminate or impede progress toward the degree.

This procedure is not to be used to address issues of sexual or discriminatory harassment (see Graduate and Professional Student Handbook), of academic fraud (see 'Academic Integrity' section of the Graduate School Bulletin), or for disability-related grievances (see the grievance procedure for students with disabilities in the Graduate and Professional Student Handbook). This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission.

## 10.3 Departmental Resolution Process

To hear a student's appeal, the Department Chair will convene an ad hoc committee of at least three faculty and one graduate student not directly involved in the student's case. The Director of Graduate Studies may be included on the committee, and at the Department Chair's discretion may be appointed the committee's chair. The student's advisor and committee members will be excluded from the committee, although their input may be solicited. If the Department Chair has been involved in the case, the appropriate associate dean of the college should appoint the committee and designate the person to serve as its chair.

If the appeal involves a departmental decision impacting the student's progression towards degree or status in the program (for example, dismissal from the program or movement to the Master's program), the student must provide a written description of his or her complaint within **14** days from the time when the student is informed of the decision. The description should indicate details on the nature and timing of the problem, the grounds on which the appeal is based, any background information the student considers important, and the relief requested. The student may request to present his or her case to the committee in person, although the committee is not required to honor such a request.

The appeals committee will promptly and thoroughly investigate the appeal to determine whether the relief requested is warranted. The investigation may include interviews and/or written statements from the student, any student witnesses, faculty, or staff members who may be able to provide pertinent information about the facts, as well as a review of any pertinent documents.

In most situations, the appeals committee will complete the investigation within 30 business days of complete receipt of the appeal request (excluding employee holidays recognized by the

University). There may be some reports that cannot be investigated within 30 business days. In such cases, the chair of the appeals committee will communicate to the student that the investigation is going to take longer and will also include a statement indicating when the committee anticipates completing the investigation.

The decision of the committee will be determined by voting. The student member of the committee does not vote and may not be present for the vote. The Department Chair will notify the student in writing of his/her decision. If the chair has been involved in the case, the decision will be made by the designated chair of the ad hoc committee.

#### 10.4 Formal Appeal Procedure to the Dean of the Graduate School

##### **A. Preamble**

The purpose of this procedure is to afford graduate students at the University of Notre Dame the opportunity to resolve complaints dealing with academic issues and other program decisions that terminate or impede progress toward the degree, such as dismissal from graduate standing, placement on probationary status, and denial of readmission to the same program (if the student was previously in good standing).

This procedure is not to be used to address issues of sexual or discriminatory harassment (see grievance procedure available through the Office of Institutional Equity), of academic fraud (see the ‘Grievance and Appeal Procedures’ section of the Graduate School Bulletin of Information), or for disability-related grievances (see grievance procedure available through the Office of Disability Services).

This procedure is provided for continuing and returning graduate students in the Graduate School. It is not to be used by applicants for admission or by students in the Mendoza College of Business, the Law School, or the School of Architecture.

##### **B. Program Resolution Process**

Programs are required to develop a formal grievance procedure approved by the Graduate School. Graduate students must first attempt to resolve complaints at the lowest level, i.e., within the student’s program, according to grievance procedures specified in the program’s graduate student guide. If a graduate student believes that the program reached its decision resolving the student’s grievance in error, the student may appeal the decision to the Dean of the Graduate School, subject to and in accordance with Section 10.4.C below.

##### **C. Formal Appeal Procedure to the Dean of the Graduate School**

If a graduate student decides to formally appeal a program’s decision involving the student’s grievance, the student must submit a written request for appeal to the Graduate School’s Associate Dean for Academic Affairs as set forth below. Dissatisfaction or disagreement with a decision is not grounds for appeal. The only grounds upon which an appeal may be based are:

1. A procedural error within the program’s stated grievance procedure which may have substantially affected the fairness or outcome of the grievance procedure.
2. New evidence that becomes available only after the conclusion of the program’s grievance procedure which reasonably may have impacted the fairness or outcome of

- the grievance procedure.
3. An inappropriate sanction which is grossly disproportionate to the conduct initiating the sanction, considering the relevant aggravating and/or mitigating factors.

The request for appeal must include the following information: (1) the graduate student's name, address, email address, and phone number; (2) relevant information from the program's grievance process (date of hearing, any written decision(s) from the program, and sanction(s); (3) the ground(s) upon which the request for appeal is based; and (4) for each ground stated, an explanation of why the student's appeal meets that ground (e.g., identify specific procedures that were not followed during the grievance procedure, identify any evidence discovered following the conclusion of the grievance process, or explain why the sanction is not commensurate with the underlying conduct).

The request for appeal must be submitted to the Graduate School's Associate Dean for Academic Affairs within 30 calendar days of the program's decision. Only the Graduate School's Associate Dean for Academic Affairs may extend this deadline, at his or her sole discretion, in extenuating circumstances. If no request for appeal is submitted within the 30-day appeal period, and no extension has been granted by the Associate Dean for Academic Affairs, then the program's decision becomes final and is not subject to appeal.

For appeals that move forward, the Associate Dean for Academic Affairs will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the Associate Dean for Academic Affairs, all of whom will be current members of their respective College Council. Two of the three faculty members on the appeals committee shall be from the appellant's college, and one shall be from outside the appellant's college, unless an appellant is enrolled in a trans-college program, in which case each college will be represented on this committee. The committee will also include one non-voting graduate student. This student may be either one of the current Graduate Student Union representatives or a substitute from the appellant's college selected by the Associate Dean for Academic Affairs from a pool of students identified by the Graduate Student Union. The Associate Dean for Academic Affairs, who does not vote, will chair the committee. At the appellant's request or by request of the committee, this appeals committee will also meet with the appellant. The committee may also meet with other individuals involved.

The appeals committee will make a written recommendation to the Dean of the Graduate School within 30 calendar days of receipt of the appeal. The Dean may or may not accept the committee's recommendation, but in either case, the Dean will issue a written decision to the appellant within 30 calendar days of receipt of the committee's recommendation. The Dean, at his or her sole discretion, in extenuating circumstances, may extend these 30-day deadlines. The Dean will send a copy of this decision letter to the department chair or the director of the program. The judgment of the Dean of the Graduate School is final. Students who have been dismissed from their program cannot register or complete the ND Roll Call process for subsequent semesters, including the summer session, during the appeal process.

## 11 ACADEMIC INTEGRITY

### 11.1 Overview

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge besmirches the intellectual effort and undermines confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors, and this should be continuously emphasized to students, research assistants, associates and colleagues by mentors and academic leaders. The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

### 11.2 Definition/Violations

Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-type misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research/scholarship is deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research or other deliberate misrepresentation in proposing, conducting, reporting or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinions involving interpretation, nor conduct unrelated to the research process.

If an individual suspects that a violation of academic integrity has occurred, he or she should discuss the matter confidentially with the department chair or the Director of Graduate Studies. If there appears to be a reasonable basis for further inquiry, the chair will select an impartial panel consisting of three members, one of whom may be a graduate student, to investigate the matter. The chair will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing, to further investigate the case, or to dismiss the charges. If the panel decides to proceed directly to a hearing, the hearing will be held within 10 days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the chair. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a judgment, recommend appropriate disciplinary action, and report to the chair in writing. The report will include all of the pertinent documentation and will be presented within 30 days after meeting with the accused. Copies of the report are to be made available to the accused, the chair, and the Dean of the Graduate School. If a violation is judged to have occurred, this might be grounds for dismissal from the University; research/scholarship violations might be reported to the sponsor of the research effort (e.g., NSF, NIH, Lilly Foundation, etc.), if appropriate. If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 business days. The student has the right to appear before the Dean or their delegate. The Dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

## 12 POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE

### 12.1 OVERVIEW

Sexual and discriminatory harassment are prohibited by the University. Definitions and policies regarding sexual harassment, discriminatory harassment and other aspects of student life and behavior are described in du Lac, which is the University's description of student life policies and procedures. Students in the Graduate School must abide by those portions of du Lac which explicitly refer to graduate students or to the Graduate School. Copies of du Lac are provided to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 315 Main Building.

### 12.2 Policy - Discriminatory Harassment

The University of Notre Dame believes in the intrinsic value of all human beings. It is, moreover, committed to the full peaceable participation of all its members in the educational endeavor it fosters. This is the reason that the University prohibits discriminatory harassment as defined below. The University is also committed to the free expression and advocacy of ideas; it wishes to maintain the integrity of this commitment as well. For this reason, cases of verbal harassment are defined here with great caution. Harassment in general is prohibited elsewhere in the University's regulations.

### 12.3 Definition - Discriminatory Harassment

For the purposes of this policy:

**A: Harassment**

Harassment is any physical conduct intentionally inflicting injury on the person or property of another, or any intentional threat of such conduct, or any hostile intentional, and persistent badgering, addressed directly at another, or small group of others, that is intended to intimidate its victim(s) from any University activity, or any verbal attack, intended to provoke the victim to immediate physical retaliation.

**B: Discriminatory Harassment**

Conduct as described in A., above, constitutes discriminatory harassment, if, in addition, it is accompanied by intentionally demeaning expressions concerning the race, gender, religion, sexual orientation, or national origin of the victim(s).

### 12.4 Prohibition - Discriminatory Harassment

All discriminatory harassment is prohibited and grounds for dismissal from the program.

### 12.5 Administration of Policy - Discriminatory Harassment

It is appropriate to report any allegation of discriminatory harassment to the authorities of the University. The ways available for doing this are as follows:

**A. Students**

An alleged incident of discriminatory harassment by a student toward another student that

occurs outside a residence hall is to be reported to the Office of Residence Life and shall be handled in the same manner as other violations of University rules and regulations. (See section of du Lac entitled University Disciplinary Procedures.) Likewise, any alleged incident of discriminatory harassment by a student toward a faculty member or staff member is to be reported to the Office of Residence Life. Any alleged incident of discriminatory harassment by a student toward any other student that occurs in a residence hall is to be reported first to the Rector and in consultation with the Office of Residence Life, a determination shall be made as to whether the allegation should be handled at the hall level or whether the matter should be referred to the Office of Residence Life.

**B. Faculty**

An alleged incident of discriminatory harassment by a faculty member is to be reported to the chair of the academic department, or, in cases involving the chair, to the dean of the college. If the matter cannot be resolved at the department or college level, it is to be referred to the Provost's Office.

**C. Staff**

An alleged incident of discriminatory harassment by a staff member is to be reported to the Director of Human Resources, and shall be handled by the Office of Human Resources in the same manner as any other violation of University rules and regulations as outlined in the University Human Resource Manual.

**D. Administration**

An alleged incident of discriminatory harassment by an administrator is to be reported to the appropriate superior officer of the person involved.

**E. Ombudsperson**

Notwithstanding the above, a person alleging discriminatory harassment may choose to report the incident to the University ombudsperson. This is to be a member of the University community selected by the President, in consultation with the other officers of the University, for that task. The ombudsperson, after taking information of the incident, is to help the complainant handle the matter, either by informal conciliation, or by helping the complainant proceed with the reporting procedure described above. A student may contact the Graduate School to obtain the name and office of the current University ombudsperson

## 12.6 Existing University Rules and Regulations - Discriminatory Harassment

This policy is intended to be an addition to existing University rules and regulations and does not alter or modify any existing University rule or regulation.

## 12.7 Policy – Sexual Harassment

The University of Notre Dame prohibits sexual harassment by all faculty, staff and students. Sexual harassment by any faculty, staff or student is a barrier to the educational, scholarly and research purposes of the University of Notre Dame and is a violation of law and University policy. The University of Notre Dame affirms its commitment to maintaining a learning and working environment which is fair, respectful and free from sexual harassment. To these ends, the following sexual harassment policy has been adopted.

## 12.8 Definition – Sexual Harassment

The determination of what constitutes sexual harassment will vary with the particular circumstances, but may be described generally as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: 1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other University activity; 2) submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive University environment.

## 12.9 Administration of Policy – Sexual Harassment

### **A. Students**

An alleged incident of sexual harassment by a student toward any other student or faculty or staff member, should be reported to the Vice President for Student Affairs and shall be handled by the Office of Residence Life in the same manner as any other violations of University rules and regulations.

### **B. Faculty**

Any incident of sexual harassment by a faculty member toward any student, staff personnel or other faculty member shall be reported to the Provost's Office, and shall be handled by the Provost's Office. If a formal charge is to be filed, it shall be administered in the same manner as a charge for Serious Cause for Dismissal as outlined in the Academic Articles.

### **C. Staff**

Any incident of sexual harassment by a staff member toward a student, faculty member or other staff member, shall be reported to the Director of Human Resources, and shall be handled by the Human Resources Office in the same manner as any other violation of University rules and regulations as outlined in the University Human Resources Manual.

### **D. Confidentiality**

Sexual harassment is a particularly sensitive issue which may affect any member of the University community. The right to confidentiality of all parties involved in a sexual harassment charge shall be strictly adhered to insofar as it does not interfere with the University's legal obligation to investigate allegations of sexual harassment when brought to the University's attention, and to take corrective action.

### **E. Resolution**

A sexual harassment charge may result in a finding that no action is warranted, or may be handled through; 1) informal resolution, 2) reprimand, 3) disciplinary sanction, or 4) termination or expulsion.

### **F. Non-Retaliation**

Any attempt by a member of the student body, staff or faculty to penalize in any way, a person

bringing a sexual harassment charge, or any other form of retaliation, is prohibited and will be treated as a separate incident to be reviewed in its own right.

**G. Protection of the accused**

(a) During the investigation and before formal charges, the accused will be informed of the allegations, the identity of the complainant, the facts surrounding the allegations, and given the opportunity to respond.

(b) In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it was damaged by the proceeding.

(c) A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to the full range of the University's disciplinary procedures from official reprimand to dismissal.

### 12.10 Consensual Relationships

Because of the unique relationships between student and faculty members, with the faculty member serving as educator, counselor and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the University views it as unacceptable if faculty members (including all those who teach at the University, graduate students with teaching responsibilities and other instructional personnel) engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the University, if charges of sexual harassment are made, it shall not be a defense to allege that the relationship was consensual.