

UNIVERSITY OF NOTRE DAME

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

GUIDE TO GRADUATE STUDIES

2009 – 2010



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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 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 experimental inquiry as expressed through the original research described in the dissertation.

The general features and relevant specific details of the Master's of Science and Ph.D. degrees in Chemistry (first) and Biochemistry (following) are described below. Graduate students in the doctoral program will be required to demonstrate competence in preliminary candidacy examinations and in oral examinations strategically located in the program, culminating in satisfactory completion of an acceptable doctoral thesis.

2. CHEMISTRY DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

2.1. Course Work Requirement

The Department of Chemistry and Biochemistry requires no specified number of credit hours in course work. 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. In addition, all students must pass one 50000 or 60000 level out-of-area course (grade of C or higher if the course is taken for credit, or S if the course is taken for S/U). A student is not allowed to submit a Ph.D. thesis until the out-of-area course requirement is met. Individual thesis advisors may require a student to take additional courses that are considered appropriate.

All students must pass the following S/U courses, CHEM 63603: Research Perspectives in Chemistry and Biochemistry (first semester) and CHEM 63604: Effective Scientific Presentations (second semester).

2.2. Waiver of Course Work

The Department of Chemistry and Biochemistry may accept course work completed at another accredited university toward meeting the requirements for the doctoral degree. The Director of Graduate Studies should be consulted, and may agree to waive some of the course work requirements.

2.3. 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.

2.4. Residency

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (including the summer session).

2.5. Degree Eligibility

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of initial enrollment. 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.

2.6. Research Advisors and Dissertation Committees

Entering graduate students in the chemistry program 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 attendance at regular 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 of labs for the second and third rotations to the Graduate Student Coordinator prior to the end of each rotation.

The initial advisor for students entering the Department of Chemistry and Biochemistry is the Director of Graduate Studies. During the first semester of residency, students must formally interview at least four faculty members. At the conclusion of this process the student will list a minimum of three members of the teaching and research faculty who would be acceptable both as research advisors and thesis directors. The completed forms are forwarded to the Chairperson of the department who 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 first choice for a research advisor; however, circumstances can arise, such as funding, space, or other considerations, that will prevent a faculty member from accepting a student into his/her group. Students must be assigned to an advisor before the beginning of the first summer session.

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

The research/thesis advisor assists the student in identifying a suitable research problem that will be the focus of the dissertation. The advisor consults with the student on a regular basis concerning progress with research. In addition, the advisor will assist 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 three faculty members, as well as 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 the individual's tenure as a student in the department. They will serve on the student's oral board, 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 student's department or from outside the university. 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.

2.7. Diagnostic Examinations

All entering students will take three diagnostic examinations (usually organic, physical, and inorganic or biochemistry). The main purpose of the exam scores is to help the students and the graduate studies committee to make informed course selection decisions.

2.8. Seminars and Poster Presentations

- 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.
- All students must present at least one seminar in one of the department's sub-discipline seminar series, usually in the fall semester of their second year. Some sub-disciplines may require more than one seminar.
- All fourth year Ph.D. students will participate in the Annual Departmental Poster Day usually held in the fall semester.

2.9. Admission to Candidacy

Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must: 1) be in a doctoral program; 2) have been continuously enrolled in the program; 3) complete the course work with a cumulative average of 3.0 or better; 4) pass the written and oral parts of the doctoral candidacy examination. It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair. Consult the Graduate School Calendar for the appropriate deadline.

Candidacy Examinations: To become a Ph.D. candidate, a student must pass two exams, the original proposal exam and the university oral candidacy exam.

3. BIOCHEMISTRY DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

3.1. Course Work Requirement

The Department of Chemistry and Biochemistry requires no specified number of credit hours in course work. 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.

Students typically take a minimum of three core courses in their chosen sub-discipline. In addition, all students must pass one 50000 or 60000 level out-of-area course (grade of C or higher if the course is taken for credit, or S if the course is taken for S/U) upon advisement with their committee. A student is not allowed to submit a Ph.D. thesis until the out-of-area course requirement is met. Individual thesis advisors may require a student to take additional courses that are considered appropriate.

All students must pass the following S/U courses, CHEM 63603: Research Perspectives in Chemistry and Biochemistry (first semester) and CHEM 63604: Presenting Scientific Research (second semester).

3.2. Waiver of Course Work

The Department of Chemistry and Biochemistry may accept course work completed at another accredited university toward meeting the requirements for the doctoral degree. The Director of Graduate Studies should be consulted, and may agree to waive some of the course work requirements.

3.3. 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.

3.4. Residency

The minimum residency requirement for the Ph.D. degree is full-time status for four consecutive semesters (including the summer session).

3.5. Degree Eligibility

The student must fulfill all doctoral requirements, including the dissertation and its defense, within eight years from the time of initial enrollment. 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.

3.6. Rotations, Research Advisors and Dissertation Committees

Entering graduate students in the biochemistry program 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 attendance at regular group meetings. The primary goal of these rotations is to familiarize students with specific labs, not to accomplish research; participation in research during the rotation is not mandated, and will depend upon the individual student and the PI. Similarly, the advisor may also request that the student submit a short report (2-3 pages) addressing the questions and problems the lab is interested in and the techniques used to study them.

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 of labs for the second and third rotations to the Graduate Student Coordinator prior to the end of each rotation.

The initial advisor for students entering the Department of Chemistry and Biochemistry is the biochemistry representative of the Graduate Studies Committee. During the first semester of residency, students should formally interview at least four faculty members. At the conclusion of this process the student will list a minimum of three members of the teaching and research faculty who would be acceptable both as research advisors and thesis directors. The completed forms are forwarded to the Chairperson of the department who 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 first choice for a research advisor; however, circumstances can arise, such as funding, space, or other considerations, that will prevent a faculty member from accepting a student into his/her group. Students must be assigned to an advisor before the beginning of the first summer session.

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

Dissertation directors (research advisors) are chosen from the regular teaching and research faculty of the Department of Chemistry and Biochemistry. There also may be one co-director chosen from the faculty outside (or within) the department. In exceptional cases, a student may choose a thesis/dissertation director from the Notre Dame teaching and research faculty outside the student's department. Arrangements for extra-departmental directors or co-directors must be consistent with departmental policies and must be approved by the Graduate School.

After the student has chosen a research advisor, a dissertation committee consisting of three faculty members, as well as 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 the individual's tenure as a student in the department. They will serve on the student's oral board, 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 student's department or from outside the university. It is the responsibility of the student to meet frequently with the advisor and committee, keeping them abreast of progress with research, course work, and candidacy examinations.

3.7. Diagnostic Examinations

All entering students will take three diagnostic examinations (usually biochemistry, organic, and physical or inorganic). The main purpose of the exam scores is to help the students and the graduate studies committee make informed course selection decisions. The diagnostic exams are also used to determine transfer of course work credit (see section 2 above). There are no formal course work deficiencies.

3.8. Seminars and Poster Presentations

- 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.

- During the second year, all biochemistry students must present at least one seminar in both the Fall and Spring seminar series
- All fourth year Ph.D. students will participate in the Annual Departmental Poster Day usually held in the Fall semester.

3.9. Admission to Candidacy

Admission to candidacy is a prerequisite to receiving any graduate degree. To qualify for admission to doctoral candidacy, a student must: 1) be in a doctoral program; 2) have been continuously enrolled in the program; 3) complete the course work with a cumulative average of 3.0 or better; 4) pass the written and oral parts of the doctoral candidacy examination. It is the responsibility of the student to apply for candidacy admission by submitting the appropriate form to the Graduate School office through the department chair. Consult the Graduate School Calendar for the appropriate deadline.

Candidacy Examinations: To become a Ph.D. candidate, a student must pass two exams, the original proposal exam and the university oral candidacy exam. Biochemistry students must also pass an additional written exam.

3.10. Biochemistry Written Examination

All biochemistry students must take a written examination that is scheduled before the end of the third semester and is written by the dissertation committee of the student. The examination will cover specialized topics of biochemistry, primarily those areas related to the general research interests of the student and the courses taken by the student.

4. ORIGINAL PROPOSAL EXAMINATION

All Ph.D. candidates must possess the ability to develop an original research plan, write a formal research proposal, and present and defend his/her ideas before a committee. The goal of the original research proposal exam is to help the student develop and demonstrate these skills. The original research proposal exam is taken during the student's fourth semester. The proposal topic must not be too closely related to the research being conducted in the student's group. If there is any doubt, then a ruling will be made by the student's committee of three faculty members. Generally, the student will have delivered at least one departmental seminar in the second or third semester. This seminar topic can be used again in the original proposal exam.

TIMELINE:

1. An outline or abstract of the proposal idea, approved and signed by three committee members, must be turned in to the Graduate Studies Office by the Friday one week before Thanksgiving in November. It is the student's responsibility to obtain the faculty signatures. Spring admits must have their abstracts approved by the first Friday in February of their third semester. To meet these deadlines students should discuss proposal ideas with their committee several weeks or preferably months prior to the deadline.
2. Upon committee approval of the abstract, a defense date is schedule typically two months from the approval date. A full proposal must be submitted through the graduate studies

office for distribution to their committee at least two weeks prior to the defense date. Although no formal approval is required for the full proposal it is highly advisable that each committee member has an opportunity to review the full proposal in order to provide feedback prior to the formal submission deadline.

3. Failure to meet these deadlines will result in a *first-attempt failure* for the exam. A second deadline two weeks later is then automatically scheduled. Failure to meet this deadline will result in a formal failure of the examination.

The full proposal document will be no longer than ten pages of 12 pt Times font with 1.5 spacing and 1 inch margins. This length requirement includes all document items such as the text, references, figures, structures, and tables. The format of the document should follow the order: Specific aims, Background, Research plan, References. While formulating the written proposal, the student should consult regularly with the committee. The student may also consult with his/her advisor, although the advisor should play a limited role. The advisor may read over the document and assist in the preparation of the defense.

- The oral exam is conducted by the thesis committee with one member acting as the chair. The student's advisor is allowed to be present but only as an observer. The oral exam begins with a short presentation (twenty minute maximum) by the student who assumes that the proposal has been read by all present. Each committee member is allowed 15 minutes of first round questions primarily based on the proposal topic but this will likely be expanded to include basic concepts underlying the related science. This may then be followed by a shorter second round. Questions can cover a broader range of topics including material that tests the student's general preparedness for advanced study in the subdiscipline.
- At the conclusion of the exam, the student and advisor leave the room and the committee considers four options: (i) unconditional pass, (ii) conditional pass requiring additional work, (iii) fail with second attempt expectation, (iv) fail with suggestion to move to the Masters program. The committee may decide to consult with the advisor before reaching a final decision. A majority vote is required to pass the exam. In the case of a fail, the student has the option of a second attempt, which generally should be taken within one month. The scope and guidelines for the second exam are set by the committee. If the student fails the second exam then the result is communicated to the faculty who then meet as a group and decide on a suitable course of action (generally movement to the Masters program).

5. UNIVERSITY ORAL CANDIDACY EXAMINATION

- This exam is administered by the Graduate School. The purpose of the oral candidacy examination is for a Board of Examiners to make the final determination regarding a given graduate student's scientific preparedness for admission to candidacy. At this examination, the graduate student will be examined on research capabilities as revealed by the presentation of an oral report and discussion of the student's thesis work and plans.

- Prior to the oral candidacy examination, the graduate student will submit to the chairperson of the Department of Chemistry and Biochemistry a brief (less than ten pages) written summary of the proposed thesis research, including a description of the thesis problem and its significance, a review of the relevant scientific literature with bibliography, a discussion of the methods to be used in attacking the problem, and a resume of the research work already accomplished.
- The oral candidacy examination must normally be completed before the end of the student's fifth semester of residence, with the date of the examination being set by the chairperson of the department on recommendation of the student's research advisor. The University oral examining board will consist of five members including the thesis advisor and a non-voting chairman assigned by the Graduate School. At least two members of this committee, excluding the advisor, must be chemistry and biochemistry faculty. Students who do not complete their Graduate School Oral requirement by the end of their eighth semester are NOT eligible for Departmental or University Funding (including tuition support).
- A faculty member appointed by the Graduate School from a department other than the candidate's department chairs the examination board. This chair represents the Graduate School and does not vote. After completion of the examination, the chair calls for a discussion followed by a vote of the examiners. On a board of four, three votes are required to pass. If a department chooses to have five members, four votes are required to pass. The chair should, before the examination begins, ask the candidate's adviser to confirm departmental regulations for conduct of the examination and voting procedures. The chair sends a written report of the overall quality of the oral examination and the results of the voting immediately to the Graduate School. The Graduate School officially notifies the student of the results of the candidacy examination.
- In case of failure in candidacy examinations, the department chair, 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.

6. DOCTORAL DISSERTATION

The candidate delivers paper copies of the finished dissertation, signed by the director, to the Director of Graduate Studies for distribution to the three 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>.

Readers normally have two to four weeks to read the dissertation, decide whether it is ready to be defended, and so indicate on the appropriate form to the Graduate School. 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 three readers may be defended.

Even though the 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.

6.1. 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 the chosen research area.

The defense is chaired by a faculty member who is appointed by the Graduate School from a department other than the candidate's department. This chair represents the Graduate School and does not vote. The Graduate School requires ten working days to schedule the defense. The defense of the dissertation begins with a 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 chair calls for a discussion followed by a vote of the dissertation committee. At least three votes out of four are required to pass a candidate. The chair sends a written report of the overall quality of the defense and the voting results immediately to the Graduate School.

6.2. 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. Beginning with students graduating in January 2008, the Graduate School will check theses and dissertations to ensure that they conform to the University Microfilms International guidelines for formatting. (See graduateschool.nd.edu/pdf/forms.student_microfilm.phd.pdf). In the past, students have also had to conform their work to additional Graduate School guidelines. While these guidelines will no longer be required, The Graduate School will continue to post them on the website for students who would like to use them. (See graduateschool.nd.edu/pdf/forms.student_guidelines.formatting.pdf). The delivery deadline is published in the Graduate School Calendar.

7. THESIS MASTER'S DEGREE REQUIREMENTS

7.1. Course Work Requirement

The Department of Chemistry and Biochemistry requires no specified number of credit hours in course work. The course work for the master's degree is the same as the first year

requirements outlined above for the different doctoral degree programs. Any additional course work will be at the recommendation of the student's thesis advisor.

7.2. Transfer Credits

The Department of Chemistry and Biochemistry may accept course work completed at another accredited university toward meeting the requirements for the master's degree. A transfer of credits will be considered only after a student has taken the diagnostic examinations administered to all entering graduate students. On the basis of a student's performance on these examinations, the Graduate Studies Committee may agree to waive some or all of the course work requirements.

7.3. Residency

The minimum residency requirement for the master's degree is registration in full-time status for one semester during the academic year or for one summer session.

7.4. Degree Eligibility

Failure to complete all requirements for the master's degree within five years results in forfeiture of degree eligibility. A master's program that is pursued during the summer and the academic year must also be completed within five years.

7.5. Advisors and Thesis Directors

The procedure for choosing a research and thesis advisor is identical to that described above for the doctoral degree program.

7.6. Admission to Candidacy

To qualify for admission to candidacy, a student must be in a master's degree program. He or she must have enrolled in the program without interruption and maintained a minimum cumulative GPA of 3.0 in approved course work. A student in a master's degree program is allowed to take up to a maximum of 6 credit hours of CHEM-78599R (M.S. research) for grade.

Biochemistry students must also have passed their written examination (section 3.10) to be eligible for the Masters degree.

A student who seeks admission to candidacy in the master's program must also demonstrate research capability and receive departmental approval of his or her thesis proposal (Masters Plan of Study).

Admission to candidacy is a prerequisite to receiving any graduate degree. It is the student's responsibility to apply for admission by submitting the appropriate form to the Graduate School office through the department chair. The applicable deadline is published in the Graduate School Calendar.

7.7. Master's Plan of Study

Upon decision to enter the Master's program, but not prior to the student's third semester, the student and their thesis advisor must draft a written document (1-2 pages) outlining the proposed research and a timeline for completion of the research requirements. Within two months, a draft of the plan must be submitted to the Graduate Studies Office for dissemination to the student's committee and scheduling of a full thesis committee meeting. At this meeting, the student will present the plan to their thesis committee (including thesis

advisor) as a group. The ensuing discussion should seek to amend the plan of study and set the expectations for the research and Masters thesis document. If the proposed timeline is greater than one year then the student and committee must meet as a group after six months to evaluate progress and amend the timeline, if necessary.

The chair of the student's committee has the responsibility to report the outcome of the meeting to the graduate studies office. This report will be kept in the student's file. Upon committee approval of the final amended document, the *Masters Plan of Study*, the department will submit an Application to Masters Candidacy form to the Graduate School.

7.8. Thesis Requirement

The thesis is the distinctive requirement of the research master's program. With the approval of his or her adviser, the student proposes a thesis topic for departmental approval. The approved topic is researched and the results presented under the supervision of a thesis director.

The thesis director indicates final approval of the thesis and its readiness for the readers by signing the thesis. The candidate then delivers three signed copies of the completed thesis to the department chair. Students should be cognizant of deadlines for graduation established by the Graduate School and the department. These copies are distributed to the three official readers from the student's thesis committee. The thesis director may not be one of the official readers. Each reader must unconditionally approve the thesis and the department should promptly report the results to the Graduate School.

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. Beginning with students graduating in January 2008, the Graduate School will check theses and dissertations to ensure that they conform to the University Microfilms International guidelines for formatting. (See graduateschool.nd.edu/pdf/forms.student_microfilm.phd.pdf). In the past, students have also had to conform their work to additional Graduate School guidelines. While these guidelines will no longer be required, The Graduate School will continue to post them on the website for students who would like to use them. (See graduateschool.nd.edu/pdf/forms.student_guidelines.formatting.pdf). The delivery deadline is published in the Graduate School Calendar.

8. ACADEMIC POLICIES

8.1. Enrollment

Once admitted into the department, all degree and nondegree 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 8.2 Continuous Enrollment below.)

A late charge of \$25 will 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.

8.2. 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. (See section 8.3 below.)

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.

A student who fails to enroll for one semester or more 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.

8.3. 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 course work and all other Graduate School-related duties for a period of at least ten (10) 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 6th 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 at least 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 re-schedule exams, extend candidacy deadlines or other deadlines not discussed herein. Students are responsible for making arrangements to reschedule exams, extend deadlines and to make up other work not discussed herein. 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 6 years.

8.4. 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.

8.5. Termination from Program

A student who is not making satisfactory progress in his/her program of study will receive an appropriate written warning after the semi-annual review of graduate students. This letter will contain specific goals that will have to be met by the student during the current semester. Alternatively, or in addition, the student may also receive a written warning from his/her advisor. Failure to satisfy the objectives outlined for the student can result in termination. In this instance the student will meet with the thesis committee to review the case; the committee will then forward its recommendation to the chairperson of the department who will decide whether termination from the program is appropriate.

8.6. 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 any 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.

9. ACADEMIC REGULATIONS

9.1. 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 semiannual 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.

9.2. 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.

9.3. 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.

9.4. 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 department 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.

9.5. Grading

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

| | | | |
|----|-------|----|--------------------------|
| A | 4 | C | 2 |
| A- | 3.667 | F | 0 |
| B+ | 3.333 | I | 0 |
| B | 3 | NR | None (No grade reported) |
| B- | 2.667 | P | None (Pass) |
| C+ | 2.333 | S | None (Satisfactory) |

| | | | |
|---|-----------------------|---|-----------------|
| U | None (Unsatisfactory) | W | None (Withdraw) |
| V | None (Auditor) | | |

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."

A student receives the temporary grade of "I" when, for acceptable reasons, he or she has not completed the requirements for a 50000 or higher level graduate course within the semester or Summer Session. No grade of "I" can be given for courses below the 50000 level or to graduating students in the final semester or final Summer Session. The student then must complete the course work for a grade prior to the beginning of the final examination period of the next semester in which the student is enrolled. If a student receives an "I" for a Summer Session course, he or she must complete the course work for a grade before the final examination period begins for the next semester or Summer Session (whichever comes first) in which the student is enrolled.

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 department and the Graduate School will review a student who receives more than one "I" in a semester or an "I" in two or more consecutive semesters, to determine his or her eligibility for continued support and enrollment.

The grade of "P" or pass is awarded only on foreign language reading examinations, comprehensive examinations, candidacy examinations and dissertation defense examinations.

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 midsemester point.

9.6. Examinations

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

9.7. 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 G.P.A. A student may be dismissed from the department or program if the G.P.A. in any one semester is below 2.5 or if the G.P.A. is below 3.0 for two consecutive semesters.

An adequate G.P.A. is only one factor taken into consideration in determining a student's 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 chairperson addressing the specific problems, possible ways to resolve them, and warnings of possible disciplinary actions including termination from the program. The department and the Graduate School annually evaluate each graduate student's overall performance on the basis of these criteria.

A student must be in academic good standing to be eligible for new or continued financial support.

10. FINANCIAL SUPPORT

10.1. 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 may be 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 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. Students who have passed the Graduate School candidacy examination and who have displayed outstanding performance in graduate studies are eligible for departmental fellowships. Recipients of these latter awards are determined by the Graduate Studies Committee of the department with the approval of the chairperson. Awardees are announced late in the spring of the preceding academic year.

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.

10.2. 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 in developing communication skills. Therefore, the department requires each student, regardless of his/her source of financial support, to spend two semesters as a teaching assistant. If there is a shortage of teaching assistants, the department chair shall first call for volunteers, then proceed to a drafting system.

10.3. 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.

10.4. 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.

11. GRADUATE STUDENT GRIEVANCE PROCESS

11.1. 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 and generally reported to the student in the form of a formal letter from the Department Chairperson.

For grievances that the student feels have not been adequately addressed by the Department, he/she should following the appeals procedure below.

11.2. 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 or by students in the Law School or the Business School.

11.3. Departmental Resolution Process

Conflicts should be resolved at the lowest level in the first instance. For the Department of Chemistry and Biochemistry this is through the Director of Graduate Studies or alternatively the department Chair. If a mutually satisfactory resolution cannot be reached at the department level, the complaint may be brought to the Graduate School according to the following procedure.

11.4. Formal Appeal Procedure to the Dean of the Graduate School

Complaints must be initiated by a written statement from the student to the associate dean of the Graduate School responsible for academic policy, indicating the nature of the problem, the date(s) the problem occurred, the grounds upon which the appeal is based, background information that the student considers important and the relief requested. The associate dean will request from the department chair (or chair of the departmental appeal committee) a description of the results of the departmental resolution process.

Grounds for formal appeal include procedural error, violation of official policy by academic or administrative personnel, or special mitigating circumstances beyond the student's control that were not properly taken into account in a decision affecting the student's academic progress.

The complaint should be sent to the Graduate School's associate dean for academic policy within 30 days of the department's resolution. The associate dean will then convene a meeting of an *ad hoc* academic appeals committee, composed of three faculty members chosen by the associate dean, two of whom will be current members of the Graduate Council (one from the student's college and one from outside the student's college) and one of whom will be from the student's college but not a member of the Graduate Council. The committee will also include one non-voting graduate student. This student may either be one of the current GSU representatives to the Graduate Council or a substitute from the student's college selected by the associate dean from a pool of students identified by the GSU. The committee will be chaired by the associate dean, who does not vote. At the student's request or by request of the committee, the appeals

committee will also meet with the student. 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 working days of receipt of the appeal. The dean may or may not accept this recommendation, but in either case, he or she will respond to the appeal in writing within 30 working days of receipt of the committee's recommendation. (All deadlines set forth here may be extended in extenuating circumstances.) The dean will send a copy of this letter to the department chair. The judgment of the dean of the Graduate School is final.

12. ACADEMIC INTEGRITY

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.

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 appropriate director. 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 any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final 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 vice president. 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 Vice President for Graduate Studies and Research within 10 days. The student has the right to appear before the vice president or his or her delegate. The vice president may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

13. POLICIES ON HARASSMENT AND OTHER ASPECTS OF STUDENT LIFE

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 mailed to all continuing students at the beginning of the fall semester, and may be obtained from the Office of Residence Life, 315 Main Building.

Discriminatory Harassment

13.1. Policy

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.

13.2. Definition

For 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).

13.3. Prohibition

All discriminatory harassment is prohibited.

13.4. Administration of Policy

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.

13.5. Existing University Rules and Regulations

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.

Sexual Harassment

13.6. Policy

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.

13.7. Definition

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.

13.8 Administration of Policy

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) In cases under III(B.) or III(C.) 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.

13.9. 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.