

INTRODUCTION & GOALS

Our Department occupies a unique niche as one of the smaller Ph.D.-granting programs in the country. This position enables us to accomplish nationally and internationally significant research and yet allows us to give individualized graduate education in the context of vibrant, externally-supported research. We also provide outstanding chemical education for a large fraction of the UND student body through service courses and for chemistry majors with a variety of emphases. Experiential learning through active participation in research by both undergraduate and graduate students will continue to be a hallmark of our Department.

We believe that the most important goal of graduate research is peer-reviewed publications and that all graduate students must work to advance this goal of the Department. As such, we believe that a graduate student's advancement toward a degree must depend on research accomplishments measured by the effort put toward research, the publication-quality of that research, and the number of publications attained.

We also believe that graduate students should play a pivotal role in the education of undergraduates and that all students supported as Teaching Assistants must work to advance the educational mission of the department. As such, we believe that a graduate student's continued support as a Teaching Assistant must depend on the effort put toward teaching and the quality of that teaching as measured by student and faculty evaluation.

The following sections outline policies and procedures which this department has implemented to help ensure that each graduate student meets each relevant program goal.

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I. ACADEMIC POLICIES & PROCEDURES

I-1 ADMISSIONS

General Admissions Procedure

Students apply for admission through the Graduate School. Once an application is received and reviewed by the Graduate School, it is forwarded to the Chemistry Department where it is evaluated by the Graduate Admission Committee. The Committee makes a recommendation to the Graduate Program Director, who then sends one of three responses back to the applicant based on the Committee's recommendation: (a) an offer for a position in the Ph.D. or M.S. program with support, (b) an offer for a position in the Ph.D. or M.S. program without support, or (c) a notification that the application is no longer under consideration.

Re-entering the Ph.D. Program

If a student has been reassigned to the M.S. program due to slow progress toward the Ph.D. degree, s/he can only re-enter to the Ph.D. program under the following conditions.

The student must first write and defend a Master's Thesis. Once the Thesis has been completed, the student must reapply to the Graduate School for admission to the Ph.D. program. The Graduate Admission Committee will only consider a student for re-admission if they have: (a) received A's for 50% or more of all research credits, (b) accrued at least 10 points from Cumulative Examinations (including at least two high passes), and (c) achieved a final cumulative GPA of 3.0 or better.

I-2 DIAGNOSTIC EXAMINATIONS

Upon entering the graduate program, all students must take American Chemical Society standardized examinations in the major fields of analytical, inorganic, organic and physical chemistry in order to determine particular areas of proficiency. These exams are given during the week preceding their first registration. Exam periods normally take place in August and January. The results of these examinations are used to recommend courses in which students should commence their graduate study. Repeating these exams is not allowed.

I-3 COURSES

Formal coursework is an important part of graduate study. Each major field (analytical, inorganic, organic and physical) offers a core group of graduate courses. If an entering student passes the diagnostic exam in a particular field, s/he is cleared to take any graduate course within that field. If a student does not pass a diagnostic exam, a remedial undergraduate course in that field may be recommended. Normally, undergraduate courses do not count toward the graduate degree. If a student has not filed a Program of Study (usually during the first two semesters in residence), the Research Advisor (if selected) or Graduate Director must approve all coursework.

To qualify for a graduate degree, each student must complete most if not all of the graduate courses offered in their major field of study. Besides these major courses, students must also complete elective courses offered in supporting fields, some of which can be from outside the department. Specific course requirements for each degree (M.S. non-thesis, M.S. thesis, and Ph.D.) are provided

in the Graduate section of the UND *Academic Catalog*, under Departmental Courses and Programs (currently at <http://www.und.nodak.edu/dept/registrar/catalogs/catalog/graddept/depts/chem.htm>).

While planning the classes to be taken, students should consider tuition costs. Usually, tuition is waived for graduate students supported as RAs and TAs. However, be aware of the following:

- Tuition waivers are competitive and, thus, are not granted automatically; the student's Advisory Committee makes recommendations on tuition waivers at its annual meetings (Oral Progress Reports) and then the decision is made by the Department's Chair based on the Committee's recommendation and availability. Thus, tuition waivers are available only to those students who are making significant progress toward achieving their degree, particularly in research.
- A cap (maximum number of credits) has been instituted by the UND Graduate School for tuition waivers. Currently, the cap is 90 credits for PhD and 30 credits for MS (check with the UND Graduate School for updates). It is the student's responsibility to plan taking classes and research credits accordingly. Extra credits are to be covered by the students.
- Only the classes included in the approved Program of Study are eligible for tuition waivers.
- Graduate tuition waivers cannot be applied to undergraduate classes unless they are specifically required by the Program of Study.

I-4 RESEARCH ADVISOR

All students entering the Chemistry graduate program must select a research advisor within the first semester in residence. This selection should be done by interviewing at least four faculty members who are also members of the Graduate faculty. Students must complete a department form (see I-9.1 below) that permits a first and second choice for research advisor and requests initials from each faculty member who was interviewed. First choices for research advisor will be honored whenever possible.

I-5 FACULTY ADVISORY COMMITTEE

Students must apply to form a Faculty Advisory Committee early within the second semester of residence and then meet with this committee as soon as it is approved. Applications are available from the Graduate School (see I-9.2 below). For M.S. students, the Committee should consist of the research advisor and two other Chemistry faculty members from the same field (if available). For Ph.D. students, the Committee should consist of the research advisor, two other Chemistry faculty members from the same field (if available), an additional Chemistry faculty to bring the number of departmental faculty to four, and one other faculty member from outside the department. For students wishing to double major, the two other Chemistry faculty members should be from the two major fields.

The Committee meets with the student on a regular basis to determine a Program of Study, to evaluate progress in research and coursework, to recommend the level of Teaching Assistantship support for the next year (if needed), to administer the Comprehensive Examination (for Ph.D. students), and/or to administer the Final Examination. Details of these Committee meetings,

including their usual number and topics, are provided below. Additional Committee meetings can be requested at the discretion of the research advisor and the Committee.

Note that the main criterion to be used by the Committee is whether a student is making adequate progress in research, particularly in producing its *final* product, technically sound and well-presented accomplishments (ultimately leading to peer-reviewed publications). Summer support and tuition waivers are also considered, primarily, in terms of research productivity.

1. The first Committee meeting should take place soon after the Committee has been approved by the Graduate School. This meeting should occur no later than the second semester of residence. The main purpose of this short meeting is to approve the Program of Study. Forms for M.S. and Ph.D. students are available from the Graduate School (see I-9.3 and I-9.4 below, respectively) and must be signed by the entire Committee. The research advisor may also ask the student to outline the topic of future research if this topic has been agreed upon; however, this is not an essential part of this meeting. Summer support during the first year is usually not discussed at this meeting because it is guaranteed within the limits of the Department's budget.
2. The second Committee meeting should take place soon after the first year of residence; in September (October under some special circumstances) for those starting in the summer or fall and in January (February under some special circumstances) for those starting in the spring. For M.S. students, this second Committee meeting is the last until the Final Examination and thesis defense (see #5 below). The purpose of this meeting is to assess the student's progress during the first year. One week prior to the meeting, the student should submit a paper draft to each member of the Committee. This paper should describe, in publication format, the research accomplished during the first year. The student should also prepare a short (15-30 min) oral presentation of the research for the Committee. The main task for the Committee will be to evaluate the student's progress toward submission of a publication (or thesis for M.S. students) within the *second* year in residence. Under exceptional circumstances (e.g., equipment failure, change of the advisor due to his/her departure or inability to lead the student toward publishing, etc.) the Committee can request that the Department Chair (or Graduate Director) extend the student's evaluation period by one semester. Other tasks for the Committee will be to recommend the level of Teaching Assistantship support for the next year (if needed) and (for Ph.D. students) to determine whether the student should remain on the Ph.D. track. The level of Teaching Assistantship support (summer and academic year) will depend on the results of prior TA evaluations. Normally, one unsatisfactory evaluation may result in a recommendation for reduced support and two consecutive unsatisfactory evaluations will result in a recommendation for termination of support. Details regarding TA evaluations are given in the department's Teaching Assistant Guidelines (see II-4.1 below). To remain on track, Ph.D. students must show adequate progress toward publication and have earned at least three points on Cumulative Examinations (see I-7 below) within the first year in residence. If the Committee decides to remove a student from the Ph.D. track, no further support by the Department is guaranteed after the second academic year (ending in May) and the student is automatically enrolled in the M.S. program. Students wishing to re-apply for the Ph.D. program must first write and defend a Master's Thesis. Consult the Graduate Program Admission procedures for additional details (see I-1 above).

3. For Ph.D. students, a third Committee meeting must take place within the third year of residence. This meeting must focus on the Oral Proposal Examination. Prior approval is required from the Committee and the Graduate School in order to take this examination (see I-9.5 below). Students should consult the Oral Proposal Examination policies below and meet all necessary prerequisites. If a student does not qualify to take the Oral Proposal Examination or does not pass the Oral Proposal Exam within the third year of residence, the student is automatically enrolled in the M.S. program and no further support by the Department is guaranteed after the third year in residence. Students wishing to re-apply for the Ph.D. program must first write and defend a Master's Thesis. Consult the Graduate Program Admission procedures for additional details (see I-1 above). In addition to administering the Oral Proposal Examination, the Committee will recommend the level of Teaching Assistantship support for the next year (if needed). The same criteria described for the second Committee meeting (see #2 above) will apply.
4. For Ph.D. students, a Committee meeting normally takes place each year following the Comprehensive exam. The only exception is the final year of residence in which the student is expected to complete the Final Examination (see #5 below). The purpose of these 'post-comp' meetings is to assess the student's research progress and to recommend the level of Teaching Assistantship support for the next year (if needed). The post-comp meeting format is the same as the second Committee meeting (see #2 above). Ph.D. students in good standing can expect to be supported as Teaching Assistants for up to 5 years in residence as long as their TA evaluations remain satisfactory. Normally, the criteria for recommending termination of TA support are 2 unsatisfactory evaluations in 3 years or 3 in 5 years. Details regarding TA evaluations are given in the department's Teaching Assistant Guidelines (see II-4.1 below). For students in their fifth (5th) year of residence or beyond, the Committee must decide on the next year's support based on both research progress and the results of prior TA evaluations. The minimum research expectations for support beyond the 5th year are two peer-reviewed publications within 5 years and 1 publication per year for each additional year.
5. The last Committee meeting for all students is the Final Examination required by the Graduate School. The exam consists of an oral defense of the student's thesis or dissertation, as well as a seminar presentation to the Department of dissertation material by Ph.D. students. Students must obtain Preliminary Approval of their thesis or dissertation before the Final Examination can take place. A form for M.S. and Ph.D. students is available from the Graduate School (see I-8.6 below) and must be signed by the entire Committee. *Pay close attention to all procedural guidelines and notification requirements of the Graduate School.* The seminar presentation should be given prior to the oral examination and all members of the student's Committee must approve its date. One week prior to this seminar, the title should be announced to all faculty and graduate students.

I-6 SEMINAR PROGRAM

All seminars and invited lectures presented in the department are considered part of the seminar program. Attendance by all graduate students is expected; this will be regularly assessed at annual OPR/Advisory Committee Meetings as a part of the professional growth package. Failure to attend seminars on a regular basis may result in the reduction of summer support, academic year TA/RA

support, or even in student dismissal. In addition, graduate students are expected to present one or two non-thesis seminars as part of the program. Ph.D. students are required to present two non-thesis seminars while M.S. students are only required to present one. These seminars are normally given in the second (Ph.D. and M.S. students) and the third (Ph.D. students only) years of residence. The first seminar of M.S. and Ph.D. students is a subject review that is not related to thesis research. The second seminar of Ph.D. students is a subject review that is related to the Oral Proposal Examination (see I-7 below).

Students enroll in Chemistry 509 (for credit) in the semester(s) in which they wish to give a non-thesis seminar. Students will normally give their non-thesis seminars at the regular departmental seminar time (noon on Fridays). Specific guidelines for setting the date and topic of a seminar are described in the *Student Seminar Guide* (see I-10.1 below). In general, the student must sign up for a seminar date before the semester in which it is to be given. *Once a date has been selected it can only be changed at the forfeit of one letter grade.* A faculty committee appointed each year will be in charge of grading non-thesis seminars. Requirements and grading criteria are described in detail in the *Student Seminar Guide*. A grade lower than B for a Ph.D. candidate or lower than C for a Master's candidate will be deemed unsatisfactory and an incomplete will be recorded. The student must present an additional seminar on a different subject during the next semester to remove the incomplete.

I-7 COMPREHENSIVE EXAMINATION

The Comprehensive Examination required by the Graduate School for all Ph.D. students consists of a series of written Cumulative Examinations taken during the first two and a half years of residence and an Oral Proposal Examination taken sometime during the third year of residence. Advancement to Ph.D. candidacy is not possible until these requirements for the Comprehensive Examination have been completed.

Cumulative Examinations

Cumulative examinations will be offered eight times per academic year (September to May) in each major field (analytical, inorganic, organic and physical), except that examinations will not be written for fields in which no majors are enrolled. Students should begin taking these examinations during their first semester in residence. Scoring is based on the following grading scale: fail = 0 points, low pass = 1 point, and full pass = 2 points. To remain on the Ph.D. track, students are expected to show early progress by earning at least three (3) total points within the first year in residence. To complete the cumulative examination requirement, students must attain a score of at least sixteen (16) total points, with at least 8 points from high passes, by the end of the fifth (5th) semester of residence. Twelve (12) of these points must be in the student's major field. Thus students have 20 attempts to pass the cumulative examination requirement as long as first year progress was adequate. Student who do not pass the Cumulative Examination requirement by the end of the fifth (5th) full semester of residence are automatically enrolled in the M.S. program and no further support by the Department is guaranteed after the third academic year (ending in May). Students wishing to re-apply for the Ph.D. program must first write and defend a Master's Thesis. Consult the Graduate Program Admission procedures for additional details (see I.1 above).

Students are allowed one additional semester to pass the Cumulative Exam requirement if they have been re-admitted to the Ph.D. program (having written and defended a Master's thesis).

Cumulative examinations for all fields will be offered at the same time on the first Saturday morning of each month during the normal academic year (September to May). Exam duration is usually limited to two hours. Only one examination may be turned in per student during a Saturday testing period. During their first semester, students may take examinations from fields other than their declared major. However, after the end of their first semester, students may only take examinations from their major field. For students involved in interfacial research fields, changes in the above requirements may be made on an individual basis by vote of the entire faculty.

Similar to courses, students must initiate any grievance related to a Cumulative examination within 120 calendar days from the recording of the grade. Consult the Academic Grievance procedures (I-8 below) for additional details.

Oral Proposal Examination

The Oral Proposal Examination can only be scheduled after a student has fulfilled the following prerequisites: (1) passed the Cumulative Examination requirement, (2) published a peer-reviewed research paper (or had one accepted), and (3) received a certification of eligibility from the Graduate School to take the Comprehensive Examination (form provided by the Graduate School, see section I-9.5). The student's committee may decide that just the *submission* of a peer-reviewed paper rather than its acceptance is enough to fulfill the prerequisite, depending on the quality and amount of research, the detailed nature of the manuscript, the prolonged nature of the review process, etc.

Students are also eligible to take the Oral Proposal Exam if they have been re-admitted to the Ph.D. program (having written and defended a Master's thesis) and passed the Cumulative Exam requirement. These students must take the Oral Proposal Examination within their first semester after re-entering the Ph.D. program.

The Oral Proposal Examination consists of a departmental seminar detailing background information of an original research proposal, and a rigorous oral defense of the proposal to the Faculty Advisory Committee. The oral defense may also involve responses to questions that probe chemical knowledge more distantly related to the proposal. The proposal seminar and oral defense must both be completed within in the third year in residence and within the same semester.

The Oral Proposal Examination should demonstrate the student's ability to combine knowledge and creative thinking in developing original research. *The proposal topic must not be a direct extension of the student's own thesis research, the student's research for a prior degree, or research being conducted in the student's research group.* The scope of the proposed work should be such that the student, working by him or herself, could complete the work within approximately two years, using facilities available within the department. Faculty will not discuss the proposal with the student prior to the seminar and oral defense. A preliminary proposal topic consisting of a title and a one page abstract must be submitted for approval to the student's Faculty Advisory Committee (Chemistry faculty only) at least one month prior to the seminar or exam date, whichever comes first. The student must register for Chemistry 509 and arrange for a seminar time at the beginning of the semester in which proposal topic is to be approved (see *Student Seminar Guide* for scheduling details, I-10.1 below).

The research proposal seminar should cover the *background* information in the area of chemistry to which the research proposal is relevant. The student must distribute a 1-2 page abstract and

bibliography to all faculty and graduate students at least one week prior to the seminar. A faculty committee appointed each year will grade this seminar portion of the oral proposal examination.

Within the *same* semester of the research proposal seminar and as part of his/her regular Faculty Advisory Committee meetings, the student will undergo an oral examination and defense of the research proposal. A 5-15 page written version of the research proposal must be submitted to each Committee member at least one week prior to the examination. The written proposal should include a background of the problem (including references to the literature), the significance of the proposed research, the design of experiments, and an outline of the expected results. The Committee will evaluate the proposal on originality, significance, method of attack, the conclusions drawn, and oral presentation and defense. Students may find it helpful to follow the format of a federal agency, e.g. NSF or NIH; however, this is not required.

If a student fails the Oral Proposal Examination, s/he may repeat the exam *once* more as long as (1) it can be completed within three years of residence, (2) the Faculty Advisory Committee has approved the repeated attempt, and (3) the student has once again applied to take the Comprehensive Examination. Students who do not pass the Oral Proposal Examination requirement by the end of the third year of residence are automatically enrolled in the M.S. program and no further support by the Department is guaranteed after the third academic year (ending in May). Students wishing to re-apply for the Ph.D. program must first write and defend a Master's Thesis. Consult the Graduate Program Admission procedures for additional details (see I.1 above).

I-8 ACADEMIC GRIEVANCES AND DISMISSAL

A student may initiate a grievance based on either *academic* (i.e., related to his/her status as students) or *employment* issues. An academic grievance is a process that applies to any complaint, resentment, or accusation lodged by a student about an academic circumstance (including grading, testing, quality of instruction, but not limited to these items) which is thought by the student to be unfair. *A student must initiate an academic grievance within 120 calendar days from the recording of the pertinent course or examination grade.* Additional details regarding the academic grievance process can be found in Section 3 of the *UND Code of Student Life* (currently at <http://sos.und.edu/csl/3-2.php>) and in the Graduate section of the *UND Academic Catalog*, under Academic Grievance.

Students considering any grievance related to *employment* as a Graduate Assistant should consult the relevant Employment-Related Policies & Procedures below (section II).

To avoid academic probation and/or dismissal, a student must maintain a cumulative grade point average (GPA) of at least 3.00. However, additional standards must be met in order to maintain satisfactory academic performance or progress. These standards include satisfactory progress in research (including publications), satisfactory performance on examinations (such as the Comprehensive Examination, see I-7 above), and/or other specific program requirements. The academic standing and progress of a student will be reviewed regularly by the Faculty Advisory Committee (see I-5 above) to ensure that adequate progress is being made toward the degree. Students may be placed on probation with conditions or dismissed as a result of unsatisfactory academic performance or progress. Additional policies concerning academic probation and dismissal are addressed in the Graduate section of the *UND Academic Catalog*, under Academic Standards.

I-9 REQUIRED ACADEMIC FORMS

1. Chemistry Department: *Request to Choose a Chemistry Research Advisor*;
request this form from the Chemistry office
2. Graduate School: *Request for New Committee Advisor or Committee Appointment*;
currently at http://www.und.edu/dept/grad/docs/Advisor_Appointment_9_05-2.doc
3. Graduate School: *Program of Study – Master’s Degree*;
currently at http://www.und.edu/dept/grad/docs/Master_POS_rev_5_06.doc
4. Graduate School: *Program of Study – Doctoral Degree or Specialists Diploma*;
currently at http://www.und.edu/dept/grad/docs/Doctoral_program_of_study_9_05-2.doc
5. Graduate School: *Doctoral Comprehensive Examinations*;
currently at http://www.und.edu/dept/grad/docs/Doctoral_Comprehensive_Examination.doc
6. Graduate School: *Preliminary Approval and Notice of Defense of Thesis or Dissertation*;
currently at http://www.und.edu/dept/grad/docs/Preliminary_Approval_9_05-3.doc

I-10 ADDITIONAL ACADEMIC GUIDELINES

1. Chemistry Department: *Student Seminar Guide*;
request this guide from the Chemistry office

II. EMPLOYMENT-RELATED POLICIES & PROCEDURES

The Graduate School has developed a set of policies and guidelines regarding the various awards available to financially support graduate students, including assistantships, fellowships, scholarships and prizes. Consult the Graduate section of the UND *Academic Catalog*, under Graduate School Awards (currently at <http://www.und.edu/dept/registrar/catalogs/catalog/graddept/awards.htm>) for additional details. The most common source of financial support for Chemistry students are Assistantships and Fellowships. Policies regarding these type of employment contracts are described below.

II-1 GRADUATE ASSISTANTSHIPS

A Graduate Assistant (GA) is both a university student and an employee. There are usually two types of appointments available to students in the Department of Chemistry: as a Graduate Teaching Assistant (GTA) and as a Graduate Research Assistant (GRA). Although GA's are typically appointed on a half-time basis, some are appointed as quarter-time assistants. See the UND *Graduate Assistant Handbook* (II-4.3 below) for detailed information on these positions.

GTA appointments are initiated by the Department Chairperson and are normally based on a yearly recommendation from the student's Faculty Advisory Committee (see I-5 above). GTA appointments require the approval of the Dean of the college and Dean of the Graduate School. *It should be understood that reappointment as a GTA is contingent on satisfactory teaching evaluations during prior appointments and satisfactory academic progress toward the degree.* In general, M.S. students beyond their second (2nd) academic year and Ph.D. students beyond their fifth (5th) year in residence are given lowest priority for GTA support. For Ph.D. students beyond the fifth year, there are also minimum research expectations of two peer-reviewed publications within 5 years and 1 publication per year for each additional year. Normally, one unsatisfactory evaluation may result in a recommendation for reduced support and two consecutive unsatisfactory evaluations will result in a recommendation for termination of support. Details regarding GTA expectations and evaluations are given in the department's Teaching Assistant Guidelines (see II-4.1 below).

GRA appointments are initiated by the research supervisor and require approval of the Department Chairperson and the Dean of the Graduate School. All appointments will indicate the person to whom the student is responsible for the performance of the GA duties. Additional details regarding GRA appointments and expectations are given in the department's Research Assistant Guidelines (see II-4.2 below).

All GA appointments specify a fixed term of appointment and a stipend. The maximum period for a single contract is 12 months. Reappointment is possible, but not guaranteed, and requires satisfactory job performance and at least a 3.00 GPA.

The following is a list of Graduate School eligibility requirements that are applicable to the award of and continued holding of any Graduate Assistantship at UND:

1. Students admitted to the Graduate School and notified that they have been granted an appointment or award before they have actually received a bachelor's degree may neither

register nor hold an appointment or award until they have received the bachelor's degree and fulfilled all requirements for admission to the Graduate School as a degree student.

2. Only degree students in Approved Status with a 3.00 GPA may hold awards or appointments.
3. In order to hold a GTA appointment, international students whose first language is not English must have a passing score (as defined by the Graduate School) on the Test of Spoken English (TSE) or other such spoken English assessment as the Graduate School designates.
4. Assistantship appointments will not exceed one-half time in all combinations.
5. Students must maintain the credit load requirements defined in the appointment letter to retain appointments or awards.
6. Students must maintain a 3.00 GPA to retain awards or appointments.
7. A student may be removed from an appointment due to unsatisfactory job performance. Gross dereliction of duties may result in immediate removal of support.
8. Students in good academic standing (i.e., a GPA of 3.00 or higher), and who are performing their assigned duties satisfactorily, are eligible for reappointment.
9. Students who withdraw from, or are dismissed from, the Graduate School become immediately ineligible for and may not continue to hold an appointment or award.

The UND Graduate School and Chemistry Department discourage outside employment for Graduate Assistants. Such employment may limit the ability of the student to make satisfactory progress toward a degree. Graduate students who insist on holding outside employment may have their university appointments reduced.

II.2 GRADUATE FELLOWSHIPS

Fellowships are usually grant-based awards from agencies outside UND, although some (such as the Doctoral Dissertation Fellowship) are awarded through the Graduate School. Students usually apply for these Fellowships themselves. Each Fellowship has its own eligibility requirements and application deadline. Most Fellowships are targeted for certain fields of study, types of study (e.g., education or research), or minorities.

Policies regarding eligibility for Fellowship awards or appointments can be varied and are usually dictated by the sponsoring agency. Students holding a Fellowship award or appointment are expected to know these policies and to ensure they comply with them.

II.3 EMPLOYMENT-RELATED GRIEVANCES AND DISMISSAL

Dismissal, as applied to graduate students, may mean either the removal from school before earning a degree or removal from a GTA or GRA appointment before the end of the contract period. The former, along with academic grievances and other related issues, is considered separately under the Academic Grievances and Dismissal section above (see I-8). The present section only deals with dismissal from employment and employment-related grievances (which are often related).

Graduate Assistant Rights and Responsibilities

“All GAs are responsible for abiding by all policies as outlined in the *Code of Student Life*. Additionally, they are subject to the ethical precepts and code of their academic profession, through the laws of the State of North Dakota regarding its employees, and through the University of North Dakota policies, which govern their institutional obligations. Violation of these constitutes a basis for disciplinary action in accordance with the procedures set forth herein.” (Section 1-9, *Code of Student Life*, currently at <http://www.und.edu/dept/csl>.)

GAs are first and foremost graduate *students*, and they must meet the demands of that role. In their role as teachers, GTAs are also members of the academic staff (but not faculty) of the University, and are accorded the rights and responsibilities of academic freedom as set forth in the “Regulations on Academic Freedom, Tenure, and Due Process” (see the *ND State Board of Higher Education Policy Manual*, section 605.1 currently at http://www.ndus.nodak.edu/policies_procedures.)

Academic Grievances Brought Against a GTA

If an academic grievance is filed *against* a student in his/her role as a GTA, the appointment is treated as a Special Appointment and the student is treated as an academic staff member (without faculty rank or status) and is accorded the rights and responsibilities of that position. Regulations governing this type of position are described in Section II-8.1 of the *UND Faculty Handbook* (currently at http://www.und.edu/dept/registrar/senate/FacultyHandbook/Section2.htm#B8_1_1). The process for responding to such a grievance is described in Section 3 of the *UND Code of Student Life* (currently at <http://sos.und.edu/csl/3-2.php>)

Grievances Brought By a Student Employee

If a student employee feels s/he has been treated unfairly or has a justifiable complaint that could not be resolved through a frank discussion with the immediate employment supervisor (the research advisor for GRAs or the instructor of record for GTAs), the student employee should contact the Chemistry Department Chair. The Chair, through informal discussion with the student employee and/or the supervisor, will try to resolve the grievance.

Formal Grievances

If, after these informal discussions, the aggrieved student employee is still not satisfied, the student employee may pursue a formal grievance. The Vice President for Student and Outreach Services or a designee shall act as a facilitator to assist in the formal grievance. The student employee's first step shall be to submit a written grievance to the Vice President for Student and Outreach Services or an appropriate designee within five school days after the contact with the Chemistry Department Chair relative to the informal grievance discussion. For further detail, consult Appendix II of the *UND Code of Student Life* (currently at <http://www.und.edu/dept/csl/appendix-ii.htm>).

Dismissal from Employment

If a student employee's performance proves unsatisfactory (to the point that dismissal may be warranted), the employment supervisor (the research advisor for GRAs or the instructor of record for GTAs) must advise the student employee in writing of the dissatisfaction and indicate what improvements are necessary. In the case of a major dereliction, the advisory document will serve as an official reprimand that must be copied to the Chair and placed in the student's permanent file. If the problem is not resolved (usually, within a week, although it may take more time), termination procedures may be initiated and the student employee notified of the dismissal by the department Chair.

Two weeks notice must be given in the event a student employee is dismissed for inefficiency, inability to perform an assigned task, etc. In the Chemistry Department, such causes are *habitual and unremedied* deficiencies in meeting the expectations of the course instructor (for GTAs) or the research advisor (for GRAs). These expectations include (but are not limited to):

- (For GTAs) Meeting scheduled classes, laboratory sessions, proctoring sessions, and/or TA meetings (or making accommodations for an occasional absence in advance); preparing for and conducting classes or laboratory sessions in a professional manner; advising students of proper safety rules, modeling these safety rules and enforcing them at all times; grading student assignments or exams promptly, fairly and in a manner that is legible; maintaining and submitting grades and/or attendance in a clear and prompt manner; using and maintaining laboratory equipment or facilities in a proper manner.
- (For GRAs) Performing assigned duties; using and maintaining laboratory equipment or facilities in a proper manner; conducting research in an ethical and professional manner.

During the two-week notice period, the student employee may be assigned to other duties which contribute to the goals and responsibilities of the unit.

A student employee may be dismissed immediately from employment without prior notice or two weeks pay for just cause including dishonesty, insubordination, gross negligence or conduct unbecoming an employee in which the health, welfare, or safety of another employee/employer, person or the workplace is negatively affected.

If a tuition waiver has been granted for a GTA or GRA appointment which is terminated, the waiver is lost for all subsequent semesters unless the student signs a new appointment.

For additional details regarding termination of student employment, consult Appendix II of the *UND Code of Student Life* (currently at <http://www.und.edu/dept/csl/appendix-ii.htm>).

II-4 ADDITIONAL EMPLOYMENT GUIDELINES

1. Chemistry Department: *Chemistry Teaching Assistant Guidelines*; request these guidelines from the Chemistry office
2. Chemistry Department: *Chemistry Research Assistant Guidelines*; request these guidelines from the Chemistry office
3. Graduate School: *Graduate Assistant Handbook*; currently at <http://www.und.edu/dept/grad/docs/GA%20Handbook.pdf>