

# Department of XXX

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## PhD Program in XXX Handbook

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## PhD Program in XXX Handbook

### Introduction

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### Relationship of the UNCG Catalog to Program Handbooks

The Academic Catalog is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all Graduate students and programs. The student's Catalog Year determines their curriculum requirements. Generally, students are subject to the University policies in effect when they first matriculate into your graduate program. Minor changes in policy that will not impact progress toward degree completion may be implemented immediately when it is determined to be in the best interest of students and/or the University, or if the changes are required by a legislative or regulatory body.

### Official Program Communication

Email is the official method of university communications. *Students must use their assigned UNCG email address at the uncg.edu domain or they will miss important program communications.* Please include your nine-digit UNCG ID# in all emailed communications with the Graduate School.

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### Roles and Responsibilities

#### The Student

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#### The Initial Advisor

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#### The Program Advisory Committee

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#### The Dissertation Committee

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#### The Graduate Program Director

## PhD Program in XXX Handbook

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### The Graduate Studies Committee (if you have one)

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### About

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### Program Goals/ Learning Outcomes

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### Curriculum

Add link to your page in CAT

<https://catalog.uncg.edu/arts-sciences/chemistry-biochemistry/chemistry-ms/>

Explain anything that is not obvious by looking at the Catalog. I strongly recommend the following for programs with multiple entry points.

#### Entering with a master's degree:

Describe your practices

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The PhD program is designed to be completed in **XXX** years when entering with a master's degree; this includes the final milestone of defending the dissertation and the requirements associated with this step.

#### Entering without a master's degree

Describe your practices

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## PhD Program in XXX Handbook

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The PhD program is designed to be completed in **XXX** years when entering without a master's degree; this includes the final milestone of defending the dissertation and the requirements associated with this step.

### **If you allow for any of these possibilities, add your descriptions to your handbook**

Changing from master's program into direct entry PhD program

Master's degree from UNCG, how do these students enter your doctoral program

Progression to doctoral status in doctoral track programs

**Certification for Research must be taken care of before any research can begin. Please require this as part of your orientation.**

### **Research Involving Human Participants**

<https://integrity.uncg.edu/institutional-review-board/>

### **Research Involving Animal Subjects**

<https://integrity.uncg.edu/institutional-animal-care-and-use-committee/>

#### **Selecting your Dissertation Advisor**

Describe your program's process and expectations

#### **Selecting your Advisory/Dissertation Committee**

Describe your program's process and expectations

[Link to Form](#)

#### **Changing Committee Members or Advisors.**

Describe your program's process and expectations

[Link to Form](#)

#### **Annual Committee Meeting**

Describe your program's process and expectations if you require an annual meeting

#### **Annual Report on Satisfactory Academic Progress**

Describe your program's process and expectations if you require an annual meeting,

Here is a good suggestion:

*Each year every student will complete a written report that details degree progress made during the preceding year and that proposes a plan of action for the following year. Students will be notified of the deadline to submit the annual report by the Graduate Program Director at least two weeks prior to the deadline. Submitted reports will be reviewed by the Graduate Studies Committee (if you have one, if not describe who will review it) and feedback on the student's progress and proposed future activities should be provided to the student. A student who fails to make satisfactory progress towards the degree may be dismissed from the Graduate School or may lose financial support from the department.*

I also recommend you develop a mechanism to meet with students who receive a B- or lower in any course to assess suitability to remain in the doctoral program.

Regardless of how your program handles the mandatory annual review of progress, **it is strongly recommended that you supply written documentation to the Graduate School for any student who show signs of struggle.** This is needed to support your case for dismissal in the future if things do not improve for that student; email will suffice.

## PhD Program in XXX Handbook

### Recommending Dismissal

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

Provide your performance standards on which a recommended dismissal could be based.

- These standards may be found in a variety of sources internal and external to the program.
- Internal program documents include course syllabi, evaluation criteria, program milestone deadlines, and comprehensive examination standards. (please provide your expectations!)
- Documents external to the program include university regulations concerning academic or scientific misconduct, and federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board.
- Documents external to the program, being subject to change at any time, always supersede internal program documents when there are discrepancies between them.

Below is a recommendation of how to handle dismissal recommendations. Remember, you recommend dismissal to the Graduate School, only the Graduate School can officially dismiss a student.

1. The dismissal discussion is confidential.
2. The student may, but is not required to, appear before the faculty, or provide the faculty with a written statement, or both. Any oral or written statement by the student is expected to focus solely on the behavior at issue. (Decide how you want to handle this)
3. The dismissal recommendation is made by the graduate faculty as a whole on a majority vote, based on examination of the evidence. (Decide what works for your program)
4. If the faculty's decision is in favor of dismissal, the recommendation to dismiss the student is communicated in writing to the student and to Graduate School. The Dean of the Graduate School makes the final determination.

### Appeals

It is strongly recommended that you have an appeals policy, process, and committee. General counsel is working on Graduate School policy and procedures. We will circulate that once we receive it.

### Sequence & Timeline (program trajectory)

Supply full-time and part-time if you allow both options

[Link to Sample](#)

**Milestones** (include any program milestones I have not listed here, e.g. language requirement)

Diagnostic Exams

- If you require these, describe them

Qualifying Exams

- If you require these, describe them

Comprehensive Exam (Written & Oral)

[Link to an interesting Chronicle article on this subject.](#)

- Required of all Programs, Describe what you do!  
These are intended to assess mastery of general disciplinary knowledge, methods of research, and any fields of specialization. The oral exam should be based on the written portion of the exam, and students should be expected to be able to articulate and clarify the content of the written component. The oral exam is also an assessment of whether a student is ready to participate in scholarly discussions, to proceed towards candidacy, and to submit a dissertation proposal. (yes, some programs defend the proposal at this point)
- You may find a rubric helpful to ensure all students are treated similarly.  
[Link to Comprehensive Written Exam Form](#)

## PhD Program in XXX Handbook

[Link to Comprehensive Oral Exam Form](#)

### Dissertation Proposal Approval

[Link to Dissertation Proposal Approval Form](#)

Required of all Programs. (Describe what you expect) sample: *Before a student can advance to candidacy and proceed to the dissertation, they must write and defend a proposal which states the goals and aims of the dissertation research, justifies the research, and provides a detailed plan to carry out the objectives of the research. Upon successful defense of the proposal, the student may apply for candidacy with the Graduate School.*

- Multi-authored dissertations must file the form as part of the proposal
- [Link to Multiple Authors Form](#)
- Students must be lead author on every chapter (This has always been the policy)
- Do you allow 'stapled' dissertations?
- This is handled in multiple ways and is sometimes part of the comprehensive exams. Describe your program's practice.
- Format and Guidelines. Describe what you expect in your proposals.

### Apply for Candidacy

[Link to Form](#)

### Schedule Dissertation Defense

[Link to Scheduling Form](#)

- How is this accomplished in your program?

### Dissertation Defense

[Link to Defense Form](#)

- Required of all Programs
- Open/Public presentation is required (Scheduled with Graduate School 2 weeks prior)
- Describe your practices (what style guide do you require? APA, Chicago, etc.)

### Final Approved dissertation submitted to the Graduate School

- Required of all Programs

### **Recommended grading scale for all Milestones:**

Pass and fail are not the only options; however, students are no longer guaranteed a second chance (that is up to any given doctoral program). If you adopt this grading scale, it will take care of the Graduate School's concerns about students not being treated equitably or not understanding what is expected.

- *Pass*
- *Conditional (Put conditions in writing and be clear on a due date)*
- *Fail*

### **Planning in advance for major milestones in the program**

- Allow 10 working days for committee chair(s) and members to read and respond to submitted materials.
- Most faculty members are employed from August until May. Students preparing for their directed research, preliminary exam, proposal defense, or dissertation defense should plan accordingly.

### **Teaching Experience**

How do you handle this in your program, if you do.

### **Department Funding Opportunities**

If you have funding for students, how do students apply for it?

### **Establishing In-State Residency for Tuition Purposes.**

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As a state supported institution, the tuition rate for legal residents of North Carolina is less than the tuition rate for nonresidents. After 12 months of continuous residence in NC, out-of-state students are expected to apply for NC residency in order to qualify for in-state tuition and to be considered for continued support by the Department. All students wishing to claim North Carolina residency must file through the State's Residency Determination Service ([RDS](#)).

In order to qualify as a resident of North Carolina for tuition purposes you must have established legal residence ("domicile") in North Carolina and maintained that legal residence for at least twelve months before you apply for classification as a North Carolina resident. In addition to this twelve-month physical presence requirement, there are numerous other factors that must be considered in determining whether or not an individual is a resident for tuition purposes.

Domicile is a legal term defined as a place where a person intends to remain and live permanently, and the place a person intends to return to after any absence. Permanency is the key. Thus, a person who lives in a place for a temporary purpose, for a vacation or to attend college and who intends to live elsewhere when that purpose is accomplished, is not considered to be a legal resident for tuition purposes.

In order to obtain an in-state residency status for tuition purposes, State Administrators must be able to conclude from the information you provide them that your intent is to make North Carolina your permanent dwelling place. Rather than a single action, it is a cluster of events that must produce a preponderance of circumstantial evidence suggesting your intent to remain in North Carolina permanently. In other words, have you done the kinds of things that a permanent resident would do, or have you been acting like a temporary visitor? Each case has its own set of facts and there is no set checklist of items that will guarantee that you will be classified as a resident for tuition purposes.

However, some important information that you are likely to be asked to supply is the following:

- When did you sign your lease, or purchase a home?
- Have you lived there for 365 days? (or somewhere in NC for that length of time)
- When did you obtain North Carolina Driver's License?
- When did you register your vehicle in North Carolina?
- When did you register to vote in North Carolina?
- Where and when did you last vote?
- Where do you keep your personal property?
- Have you filed a North Carolina Income Tax return indicating that you were a resident during the last tax year?
- Which community or volunteer activities are you involved with off-campus?
- Where did you live before moving to North Carolina?
- How much do others provide for you financially and how much do you provide on your own, either through savings, loans, scholarships, tuition support, stipends, etc?
- Were you recruited to work as a graduate assistant through our highly-competitive process and are you currently working as a graduate assistant?

There will likely be other questions, but these should give you an indication of the types of questions that will be asked on your residency application.

### **Extension Status.**

Permission to enroll in extension courses requires verification by the committee chair that the student is making satisfactory progress. Students in extension status are ineligible for state-funded support.

### **Policy on Length of Departmental Stipend and In-State/Out-Of-State Waiver Support.**

*If your practice is less than that of the graduate school (most programs are) you must state your policy.*

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### **Policies/Rules for your particular Department/Program**

Policy on Professional Impairment

Dispositional / Professional Requirements

Lab Safety

Office Spaces, Computers, Social Spaces, Keys, etc.

Guidelines for Authorship and Ownership of Research Data

Data and Safety Monitoring

Intellectual Property Rights. [https://policy.uncg.edu/university-policies/research\\_data/](https://policy.uncg.edu/university-policies/research_data/)

### **Grading:**

I noted that many handbooks include a section on grading. Please [link](#) to the Catalog instead.

If your Grading Scale is further nuanced than that in the Catalog, you should describe that, but do not repeat what is in the Catalog.

*For example:*

*Although the Graduate Schools allows + and – grades, they are not used in the XXX program.*