**Doctoral Degree (Ph.D.) Requirement Flowchart**

This guide provides an overview of the necessary steps and requirements towards your Ph.D. in the Graduate Student Handbook. Specific requirements/details and the complete set of policies and procedures can be found in the Graduate Student Handbook.

### ATTAINMENT EXAMS

Students are required to take entrance (attainment) exams to confirm their preparation in the fields of biochemistry, inorganic, organic, and physical chemistry. These exams are given at the start of each quarter. They are standardized ACS exams, written at an undergrad level. Students must pass 3 out of 4 exams by the end of Spring Qtr in their first year. Students who have no previous coursework in any of the one areas must take the corresponding upper division course for a "B" or better letter grade and will not be allowed to take the exam.

### COURSEWORK

- **15 units (3 courses) of "Core Courses" & 10 units (2 courses) of "Electives".**
  - The Grad Director will review your initial attainment exam scores at advising meetings during orientation week. The Grad director will work out a course of study for the first two years based on your scores.
  - **CHEM 291 and CHEM 292:** Students also enroll in CHEM 291 (weekly research seminars feature visiting researchers) until they advance to candidacy and CHEM 292 their first quarter in lieu of formal lab rotations. CHEM 292 introduces students to each faculty member's research interests.

### TEACHING REQ

- **Serve as a TA for a minimum of three quarters prior to advancing to candidacy.**
  - **CHEM 296:** All new grad students must complete CHEM 296 in their first Fall Qtr. CHEM 296 is a series of weekly seminars to explore and develop your teaching skills and to prepare you to TA for the department.
  - **handbook section for more details**

### JOINING A LAB

- **Graduate students must choose their Research Advisor and join a lab by May 1 of their first year.**
  - Students choose two additional faculty members to complete their Research Committee. All students without exception conduct lab research in the summer.
  - The first academic year ends with the formation of a three person Research Committee that includes: Research Advisor, Committee Chair, third member. This committee meets with the student annually. The Research Committee serves as the evaluation committee for the second year talk, oral exam, dissertation reading committee (DRC).

### SECOND YEAR TALK

- **When the DRC agrees that the research is ready to be submitted, the student writes the dissertation according to the guidelines prescribed by the University Library and the Graduate Division.**
  - The dissertation page is signed by all members of the DRC and by the Dean of the Graduate Division. Dissertations may be submitted electronically with the exception of the title page, which must show original signatures in hard copy.
  - All candidates for a degree must submit an Application for Doctor of Philosophy Degree or Application for Master’s Degree to the Graduate Studies by the date stated in the Academic and Administrative Calendar for the quarter you wish to receive the degree.
  - In some cases it may be advisable for a student in good standing to apply for Filing Fee Status (FFS) instead of registering as a full time student in the final quarter.

### ORAL QUALIFYING EXAM

- **Students must demonstrate an expertise in the area of discipline that has been specified for the exam and be able to produce an acceptable plan for their dissertation.**
  - **Required by the student's seventh quarter.**
    - 1. At least 4 weeks prior to the exam, submit a Committee Nomination for the PhD Qualifying Exam form to the department office. Research Committee plus one outside member.
    - 2. A 1 or 2 page abstract of the research proposal must be submitted 30 days prior to committee.
    - 3. The complete text of the research proposal must be distributed at least one week prior to the exam.
    - 4. Immediately after the exam, a Report on Qualifying Examination is submitted.

### ADVANCE TO CANDIDACY

- **Students are required to give a talk before their final submission on the principal results of their research.** This seminar is open to the public, should be scheduled at least one week prior to submitting the dissertation.
  - **Students must submit the doctoral thesis to the DRC for tentative approval at least one month before presenting a defense seminar.**
  - **Students must also complete and submit the Thesis Seminar Form (coming soon) so the department can schedule and advertise your talk.**

### DISSERTATION SEMINAR

- **Students are required to present a research proposal instead of their own research area with the understanding that their actual PhD research may be different and will be subject to the approval of their P.I.**

### FILE TESIS REPORT

- **When the DRC agrees that the research is ready to be submitted, the student writes the dissertation according to the guidelines prescribed by the University Library and the Graduate Division.**

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* Graduate Students are expected to enroll in at least 10 units each quarter to maintain full time status. By departmental policy, the standard enrollment load is 15 units each quarter. This can be accomplished by: CHEM 291 (weekly seminar speakers series), Courses, CHEM 274-290 Group Meetings, CHEM 299 Dissertation Research.