



**T S G**

**Ma Sc c C ca Sc c**

**P a**



**Tab C**

# T E c c S b

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!\$(10-+'/+D-, ,+(0+-, \$/,+(1,+<0)(,)(+., /, 61,-, "+F9+'/\*)'\*+(1,+.'<,)/, G+  
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(1,+.'<,)/, +!) ;+(1!(+(1,+/\$%&'//0)+;0, /+)0(+!)D-'\* ,+\$:0)+!)90) ,+., /, H/+  
<0:9-'\*1("+D+(1,+!\$(10+1!/+:-, 8'0\$/ .9+!//'\*), ;+<0:9-'\*1(+0+!+:\$%.'/1, -G+  
(1,+:\$%.'/1, -H/+:, -&'//0)+(0+<0)(-'%\$(,+(1,+60->+(0+(1,+2\*'(!.30&&0)/  
&&\$/(%,+0%(!) , ;+"E1,+2\*'(!.30&&0)/+&!)\*'\*)\*+, ;'(0+<!) +:-08'; ,+  
!//'/(!)<, +0)+\$/'\*)\*+!) ;+)(, -:-, (')\*+(1,+6, %+/(', "+A&!' +  
;\*'(!.<0&&0)/4>, ) , /!6", ;+\$D0+!//'/(!)<, "+D+!+60->')\*+: !: , -+/'+.!(, -+  
:\$%.'/1, ;+J, '(1,+)'(1,+/'!&,+0+-, 8'/, ;+D0-&KG+(1,+:\$%.'/1, -+&!9+-, L\$'-, +  
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&19+\*-) (+!) +, B<, : ('0)+D+(1,+!\$(10+-, L\$, /(/+'I(+/'(1,+ , /:0) /%'.'(9+0D+  
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, &%!-\*0')\*"+A&%!-\*0')\*"+D'. , +, /(-<(/+(1,+;06).0! ;+0D+(1,+D\$.+(, B("E1,+  
-, <0-;+0D+(1,+;0<\$&, ) (G+'<.\$;)'\*+(1,+('(. , G+!\$(10-G+!%/(-<(G+!);+0(1,+  
; , (!'./+!-, +8'/%., G+%\$(+1,+;06).0! ;+%\$(0+6'..+%, +-, : !<, ;+%9+!+)0(+,  
/!9')\*G+N=8!'!%., +D0+;06).0! ;+0)+0, &%!-\*0+, B: '-!(0)+; !(, P"Q+  
A&%!-\*0, /+<!) +%, +/, (+D0+R@S+9, !-/+!) ;+!-, +.'D(, ;+!\$(0&!('<!.9+0)+(1,+  
! : : -0: -'!(, +; !(, "+ID+D0+/0& , +-, !/0)+!+.0)\* , +, &%!-\*0+: , -'0; /+), , ; , ; G+  
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0\$(+1,+/\$%&'//0)+D0-&+6'(1+; , -(') , (+')D0-&'(0)"E1, '+)D0-&'(0)+90\$+  
:\$(')+(1' /+D0-&+6'..+1, .: +&!>, +90\$-(1, /' /+&0-, +; /<08, -!%, +!) ; +&0-, +  
6' ; , .9+-, ! ; "Z., !/, +<0) /\$. (+6'(1+90\$-(1, /' /+! ; 8'/0+D0+/\$\*\* , /('0)/0)+  
>, 960-; /"+Y0\$+<!) +\$ : .0! ;+!+ : ; D0+-" ; 0<G+%\$(+'(+6'..+<0)8, -(+'(0+ : ; D+'D+  
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(!>, /+!+&0&, ) (+0+ : -0<, //+(1,+D\$.+(, B(+0D+90\$+60->"+Y0\$+6'..+\*, (+!+  
/\$%&'//0)+<0&:., (, ;+)0('<, +61, )+'(+/'D')' /1, ;+"M-0&+(1, -, G+90\$+  
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D0+:\$%.'/1')\*+0)+(1,+2\*'(!.30&&0)/"+Y0\$+6'..+<, '8, +!) +, @&'! .+61, )+'(+  
' /+: \$%.'/1, ;+"E1' /+&\$/(%, +<0&:., (, ;+%9+\*-'! ; \$!(0)+!) ;+(1,+ , @&'! .+

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2, : !-(& , )(!+ , <0- ; /"Y0\$+6' ..+ , < , '8, +&0)(1.9+\$: ; ! (, /+0)+106+&! )9+  
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F') ; ') \*+)'<.\$ ; , /+!+D\$.+(1, /' /+(' , +!) ; +!\$(10-H/+D\$.+ ) !& , +') \*+0. ; +/(!& : +0)+  
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(1,+ / : ') , "+ = .+%') ; ') \*+<08, - /+! - , +% . ! < > "+  
%" b) , +<0:9+6' ..+% , + ; / : .!9 , ; +')+(1,+2 , : !-(& , )+(0DD'< , G+0) , +<0:9+6' ..+% , +/ , )(+  
(0+(1,+1, /' /+! ; 8' /0-G+!) ; +0) , +<0:9+6' ..+% , +/ , )+(0+(1,+ / (\$ ; , , )(" = ; ; ' ( '0) ! .+  
<0: ', /+! - , +!8' ! .!% . , +D0+ : , -/0) ! .+\$/ , +! (+!<0 / (+0D+cRa" S \ , < ! "Z!9& , )+D0-+  
!(+ , , ! / (+d+<0: ', /+ /+ ; \$ , +\$ : 0) + / \$ % & ' / / '0) + % 9+ : , -/0) ! .+<1 , < > +0-+< - , ; '(+< ! - ; +  
)\$&% , -"Z. , ! / , +! ..06+\$ : +(0+ ` +6 , , > /+ (0+<0& : . , ( , +90\$-+0- ; , -" +

**T S G**

!" E1 , +( , B(+ /10\$. ;+% , + ; 0\$% . , + / : !< , ; +')-E' & , /+ ? , 6+e0&! )+!) ; +R[+ : 0')+(D0)( "+  
%" E1 , +( , B(+ /10\$. ;+<0& : . , ( , 9-D' ..+!+f@')<1+%9+a@')<1+! - , !+0) , +!<1+ : !\* , +6'(1+  
(1,+D0..06')\*+ , B< , : ('0) / T+  
" E1 , +D' - / (+ : !\* , +0D+ , !<1+<1! : ( , -+J')<.\$ ; ') \*+(1 , + : - , . ' & ') !-9+ : !\* , /G+  
!) ; +(1 , +D' - / (+ : !\* , +0D+(1 , + , D , - , )< , + . ' / (+!) ; +(1 , +D' - / (+ : !\* , +0D+ , !<1+  
! : : , ) ; 'BK+1 ! /+!+(0 : +& ! - \*') +0D+ [ + ] <1 , /+  
"" E!% . , /+!) ; + ..\$ / (-!('0) / +& ! 9+% , + / & ! .. , -+J%\$(+ )0(+ .! - \* , -K+(1 , )+(1 , +f@  
' )<1+%9+a@')<1+! - , !"+  
<" g !') (!') +<0- , < (+& ! - \*') / +61 , )+ : - , : !-') \*+(1 , +(1 , /' /+E1 , + , D(+& ! - \*') +0D+  
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&\$ / (+% , +R+')<1+6' ; , +J , B< , : (+! /+ ; , /<- '% , ; +!%08 , K"+  
;" ID+!+ / \$ % 1 , ! ; ') \*+! : : , !- /+ (0+% , +!+(1 , +%0((0&+0)+!+ : !\* , G+' (+ /10\$. ;+% , +&08 , ; +  
(0+(1 , +) , B(+ : !\* , +(0+% , +6'(1+' /+!<0& : ! )9') \*+( , B("A!<1+<1! : ( , -+% , \*') /+0)+  
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," h 0- ; + : -0< , /' ) \*+ / 0D(6 !- , + /10\$. ;+% , + / , +(0+!80' ; +N6' ; 06 / Q+!) ; +N0- : 1!) / "Q+  
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)\$&% , - , ; "+E1 , +) , B(+ : !\* , G+ , '(1 , -+!+% .!) > : !\* , +0-+!+<0:9- \*1(+ : !\* , G+' /+  
) , '(1 , +)\$&% , - , ; +)0+<0\$) ( , ; "+E1 , +) , B(+ : !\* , G+ / \$ ! ..9+(1 , +  
!< >)06 . , ; \* , & , ) / G+ /+%0(1+<0\$) ( , ; +J'K+!) ; +)\$&% , - , ; +!+(1 , +%0((0&+< , ) ( , -+  
0D+(1 , + : !\* , "+ = ..+ : - , . ' & ') !-9+ : !\* , /+ (1 !+D0..06+JE!% . , +0D+30) ( , ) / G+ , (<"K+!- , +  
<0\$) ( , ; +!) ; +)\$&% , - , ; +!+(1 , +%0((0&+6'(1+06 , -< ! / , +e0&! )+)\$& , - ! . / "+  
1" 7 / , + = - ! % ! < + ) \$ & , - ! . / + % , \*') ) \*+ 6 '(1+) \$ & % , - + NRQ+0) + (1 , +D' - / (+ : !\* , +0D+(1 , +  
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 (9: , ;+')(1,+ \$: , -+!);+.06 , -+<!/,+!);+/10\$. ;+% , +<0)/'/(, )(+')/(9. , +  
 (1-0\$\*10\$(+1,+ (1,/'"#\$\$1, !;')\*/+&!9+0+&!9+)0(+% ,+.'/(, ;+')(1,+E!% .,+  
 0D+30)(, )/'"+=)+! ; ; '(0)!+.'), +/: !<,+&!9+% ,+)' /,-(, ;+% ,D0-,+1, !;')\*/+  
 i" =..+'..\$ /(-!(, ;+&!(, -'!./+J(!% ., /G+D'\*\$-, /G+\*-! : 1/G+, (<"K+&\$/(+% ,+)'<0-:0-!(, ;+  
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**P a a E**

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 "' Z!\*')!(0)+&\$/(+% ,+<1, <> , ;+0)+!..+;0<\$&,) (/+\$%&'((, ;+  
 "" E1,+60-;')\*+0D+(1,+E!% .,+0D+30)(, )(/G+C'/(+0D+E!% ., /G+!);+C'/(+0D+  
 M\*\$-\$, /+ /10\$. ;+% , +<0)/'/(, )+6'(1+(1,+1, !;')\*/G+(!% .,+('(. , /G+!);+  
 D\*\$-\$, +'(. , /G+-, /: , <'8, .9G+')+(1,+ (B(+  
 "" 20\$% .,+<1, <>+ : !\* ,+)\$&% , -/+')(1,+E!% .,+0D+30)(, )(/+(0+&!>, +/\$-, +  
 (1,9+!\*-, ,+6'(1+(B(+  
 '8" =..+-,D,-, )<, /+')(1,+ (B(+ /10\$. ;+D0..06+=3#+#(9. ,+^\$'; ,"+  
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% " E1,+; ,D,)/,+'/:0/(, ;+!/+!+: \$%.'<+1, !-'\*)+!); +&!9+% ,+!(, ,); ,; +%9+0(1,+& ,&%,+/'0D+(1,+7)'8,-/'(9+<0&&\$)'(9+!); G+!/+-, !/0)!%.,+)(1,+i\$; \*& ,)(+ 0D+(1,+30&&'((,+,31!' -G+%9+0(1,-/+D-0&+0\$(/'; ,+(1,+7)'8,-/'(9+"E1,+31!' -+ ,/(!%.'/1,/'&!(,,-/+0D+:-0(0<0,+:-'0+-(0+(1,+!<(\$!+; ,D,)/,"M!<\$.(9+!); +! )9+ 0(1,-/+610+/'(+)'!/+!)+!\$; ', )<,+D0+(1,+; ,D,)/,+!-+,-,L\$'-,+; +0+; ,D,-+(0+(1,+ 31!' -H/i\$; \*& ,)(+<0)<,-)' \*+&!((,-/+0D+:-0(0<0." h 1'. ,+!\$; ', )<,+ & ,&%,+/'!-,+6, .<0& ,+0+!(, ,); +(1,+<!); ; ; !(,H/+:-,/, )(!'0)+:-, < ,; ) \*+(1,+ ; ,D,)/,G+'(+10\$; +% ,+ )0(, ; +(1!+(1,9+!-,+ )0(+; ,-&'((, ; +')+(1,+00&+61'. ,+ (1,+<!); ; ; !(,+/'+% ,') \*+L\$, /('0); ,+%9+(1,+<0&&'((, ,"+E1,+; ,D,)/,+&\$/(+% ,+ <0&: , (, ; +R`+; !9/+:-'0+-(0+\*-'! ; \$!'0)"++

<" E1,+; \$%.'<+; ,D,)/,+:-08'; ,/+!+D0-&!+.0: :0-(\$)'(9+D0+(1,+<!); ; ; !(,+0+ :-,/, )+(1'+0+1,+-+, /, !-<1+L\$, /('0)/G+; ,/'\*)G+& ,(10;/G+D') ; )\*/G+!); + <0)<.\$/'0)/+(0+(10/,+)'!((, ,); !)<,"+^ , ) , -!..9G+(1'+/-,/, )(!'0)+%9+(1,+ <!); ; ; !(,+!/(/+%, (6, , )+d\@`S+&')\$(, /G+)'<.\$; ') \*+('& ,+D0+L\$, /('0)/+D-0&+ (1,+\* , ) , -!+!\$; ', )<,"+=D(,-6!-;/G+(1,+<0&&'((, ,+6'..+D0-&!..9+L\$, /('0)+ (1,+<!); ; ; !(,+!%0\$(+1,+60->+1,U/1,+1!/+<0&:.,(, ; G+')+: -'8!(, "+

;" ^ , ) , -!..9G+(1,+ , )('-,+; ,D,)/,+6'..+ )0(+,B<, , ; +(60+10\$-/'b)<,+ (1,+ <!); ; ; !(,+1!/+<0&:.,(, ; +(1,+:-,/, )(!'0)+!); +(1,+<0&&'((, ,+1!/+1!; + !&:.,+0: :0-(\$)'(9+(0+L\$, /('0)+1,+<!); ; ; !(,G+(1,+31!' -+6'..+; !/&'//+(1,+ <!); ; ; !(,+')+0-; ,+-(0+<0); \$<(+!+: -'8!(,+D')!.+; '/<\$//0)+0D+(1,+60->+!); +(0+ 1,+0\$(<0& ,"+E1!+(+G+(1,+<0&&'((, ,H/+D')!.+; ,. '%,-!'0)/+6'..+(!>,+ :. !<,+')+AB, <\$('8,+#, //0)G+6'(1+0).9+(1,+<0&&'((, ,+& ,&%,+/':-,/, )("b).9+<0&&'((, ,+& ,&%,+/'&+1,+0\$(<0& ,+0D+ 1,+-(1,+<!); ; ; !(,+ :!//, ; +0+D!'. , ; +(1,+D')!.+; ,D,)/,+\$/') \*+(1,+

), <, //!-9+(0+<0&: , (,+1,+1,/'/"b )<, +!..+, ;'(/+!-, +<0&: , (, G+(1, +  
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-, @; , D, ) ; +6 '(1')/'B+&0)(1/'+=+<!) ;' ; !(+, +1!/ +0).9+0), +! ; ; '(0)!..!((, &:(+  
(0+; , D, ) ; +!) ; +: !//+(1, +0-!., B!&' )!'(0)"M!'. \$-, +(0+, @; , D, ) ; +6 '(1')/'B+  
&0)(1/+0+D)!'. \$-, +(0+ : !//+0)+(1, +/, <0) ; +!((, &:(+ , /\$.(/+)+(1, +<!) ;' ; !(+, H/+  
; '/&'//!.+D-0&+(1, +: -0\*-!&"+

**D C**

E1, +g #+; , \*-, , +'/+<0) /' ; , -, ; +<0&:., (,+61, )T+  
!" E1, +(1, /'/'+'+D')!.+D0-&G+!..+, 8/'0)+!-, +<0&:., (, ; G+!) ; +(1, +; 0<\$&, )(+  
1!/% , , )+! : :-08, ; +%9+(1, +<0&&'((, , "+  
%" E1, +D')!.+<0: 9+0D+(1, +(1, /'/'+'+/\$%&'((, ;+(0+(1, +2 '\*!'(!.30&&0) /"+  
<" 30: ', /+0D+(1, +D')!.+; 0<\$&, )(+!.0)\*+6 '(1+ : !9&, )(+!-, +/\$%&'((, ;+(0+(1, +  
2, : !-(&, )(+D0-+%') ;')\*"+  
;" #'\*) , ; +<0: ', /+0D+(1, +  
D0-&+0)+D'. , +  
6 '(1+(1, +2, : !-(&, )(+!) ; +^ -! ; \$!(, +30.. , \* , "+







!"#\$%&'()\*+,-.#:;./"0#







significant personal responsibility for:

Determining the direction of their graduate studies

Making critical assessments of their own progress and achievement

Understanding requirements to complete their degree objectives and for developing a plan to satisfy these requirements within an acceptable timeline

Initiating discussions with the Supervising Professor (and other members of the committee if necessary) concerning thesis research, coursework, and committee appointments and meetings

Maintaining a healthy work / life balance

- ! **Developing Professional Identity:** In addition to developing skills and competence within a field, a professional displays responsibility, develops cultural and social sensitivity and etiquettes, and adheres to ethical standards. Graduate students should:

Participate in professional activities, such as departmental and college seminars and scientific conferences pertaining to their discipline.

Immerse themselves in the scientific literature appropriate to their studies.

A good practice is to read at least one article each day.

Participate at an appropriate level in university, departmental, or program governance.

Develop a collegial and professional network with faculty, fellow students, and other professional within their field.

Conduct oneself in a mature and civil manner.

Work with diverse faculty and peers regardless of their race, gender, religion, sexual orientation, or national origin.

- ! **Upholding a High Standard of Research and Academic Integrity:** Relative to undergraduates, graduate students are granted greater access, given more responsibility, and allowed greater independence in directing their studies. Because of this, graduate students are expected to exercise the highest levels of academic integrity. Failure to do so can lead to suspension or dismissal.

publication, in accordance with existing practices and policies of the discipline.

- ! **Upholding a High Standard of Laboratory Safety:** Graduate students are expected to create and maintain a safe laboratory working environment as described by the College of Science and Mathematics handbook and individual laboratory safety standards.

The responsibilities and duties associated with being a graduate student can be daunting at times. You should feel free to keep an open dialogue with your professors and supervisors about concerns and problems that arise. The MSCB Program Coordinator and Department Chair are also available if you are unable to find adequate solutions. If you find yourself having personal difficulties, Kennesaw State University's Counseling & Psychological Services (CPS) is available for help. Common problems seen by CPS counselors include: academic concerns resulting from poor time management of study skills; test anxiety; difficulty adjusting to college life; roommate difficulties; confusion about career or other identity issues; feelings of isolation and loneliness; depression; anxiety; difficulties relating to other; substance abuse; body image or eating disorders; and family problems. Appointments can be made by calling (770) 423-6600 or by dropping by their office located on the 2<sup>nd</sup> Floor of Kennesaw Hall, Room 2401. Their website is [\\_\\_\\_\\_\\_](#)

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Whenever a graduate student's cumulative graduate grade point average drops below 3.0, that student will be placed on probation and be advised of the significance and potential consequences of this action. While on probation, the student will not be permitted to apply for admission to candidacy, take comprehensive exams, or obtain a graduate degree. Academic Probation may also affect a student's financial aid status. Students on probation are only allowed to register for courses during Final Registration.

Graduate students can have their probationary status removed by raising their cumulative grade point average to at least 3.0.

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Graduate students will be dismissed from further graduate study under any of the following conditions:

- ! While on probation, the term GPA is less than 3.0
- ! Not clearing probation after two semesters
- ! Achieving a semester GPA of less than 2.0 in any semester

A graduate student who is dismissed by the program for academic or disciplinary reasons normally will not be readmitted.

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**Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior:** The process for dismissing students as a result of academic or research misconduct, or as a result of illegal, fraudulent, or unethical behavior is outlined in the Code of Student Life.

**Unsatisfactory performance in research:** A graduate student

MSCB students are expected to carry out research as part of their graduate education. Students must perform acceptably in their research work, as evaluated by their Supervising Professor, or they may lose their research supervision as well as any associated funding at the discretion of the advisor. This applies even if the student's GPA meets or exceeds the minimum set by the department and graduate school.

A student who no longer has an advisor should ask the Graduate Coordinator for help in finding new research supervision. Students who have lost their funding may also request partial funding from the Department Chair, for example, as a Graduate Teaching Assistant.

An MSCB student who cannot find a new advisor after one full term must leave the program.

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Students who wish to request reinstatement after their dismissal must sit out at least one semester. Students who wish to request reinstatement after their dismissal must complete the "Request for Reinstatement" form and submit it to the Office of Graduate Admissions. The form will be routed to the appropriate graduate program personnel for review. The program will then forward their recommendation to the Dean of the Graduate College. The Dean of the Graduate College will then notify the appropriate graduate program director, the Office of the Registrar, and the student of his/her decision. The decision of the Dean of the Graduate College is final and students may not appeal this decision. Graduate students who are granted a reinstatement must agree to a remediation plan. Any deviation from the remediation plan will result in permanent dismissal.



- ! Consult with Department Chair and Assistant Department Chair on assigning Graduate Teaching Assistants to specific courses.
- ! Administer surveys for the purpose of program assessment.
- ! Maintain research portfolios for each student for the purpose of program assessment.
- ! Manage tuition waivers.
- ! Approve course substitutions.
- ! Approve graduate student programs of study.

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The Supervising (or “major”) Professor is the primary faculty member responsible for providing guidance on developing a research question and thesis proposal, facilitating and overseeing the student’s research and reviewing, and approving (in conjunction with the Thesis Committee) their final research products (thesis, defense, and seminar). The Supervising Professor is expected to be readily accessible to his/her students and serves as their advisor. You should meet regularly with your Supervising Professor to:

- ! Discuss research ideas.
- ! Discuss the make-up of the Thesis Committee.
- ! Discuss specific research responsibilities, including time lines for completion of s-TsS10.0tt atsis Co
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conferences, in professional publications, or in applications for copyrights and patents. Treat students as junior colleagues.

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Each of the Thesis Committee members will carefully review the student's research proposal and thesis and submit comments, corrections, format changes, and other suggestions in writing to the graduate student. Editorial remarks for the thesis shall be submitted no later than the day of the scheduled presentation and defense. Thesis Committee members are expected to attend the student thesis seminar and to participate in the student's thesis defense. All appointed committee members are voting members of the student's Thesis Committee with regards to the thesis proposal and the final thesis.

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Graduate students will not typically have direct interactions with this committee.

formal meeting with the committee. The research proposal should include an explanation of the research question, a review of the scientific literature relevant to that question, methods that will be used to address that question, and ideally preliminary data that supports the project.

- ! A Departmental seminar followed by a thesis defense (attended by all members of the student's committee) is required. The timeline for the seminar and defense will be provided in the semester that the student plans to graduate. To allow sufficient time for evaluation, the student must submit a draft of the completed thesis to all members of the Thesis Committee at least one week prior to the scheduled seminar and defense.
  
- ! The thesis is to be formatted according to guidelines determined by the dow

for the Department or College during the Summer semester. Tuition will not be waived for credit hours that are in addition to the 33 hours required for the degree, nor for courses taken at other institutions.

Graduate Research Assistants (GRAs) support the research program of their Supervising Professor while making satisfactory normal progress towards their degree. The duties assigned for GRAs should be relevant and add value to the student's major field of study, area of interest or expertise. GRAs will work with the Supervising Professor for 15-20 hours per week for 15 weeks per semester (Fall/Spring) based on assignment. GRAs should also help train undergraduates and maintain a safe laboratory environment.

Graduate Teaching Assistants (GTAs) are expected to function as both professionals and students, providing quality instruction while making satisfactory normal progress towards their degree. Graduate Teaching Assistants in the MSCB program will generally be responsible for teaching two laboratory sections per semester, and 2 hours per week in the Tutoring Center. Graduate Teaching Assistants will be under the direct supervision of the Instructor of Record for the class section to which they have been assigned. In addition, Graduate Teaching Assistants must work with course coordinators to ensure quality and consistency across lab sections in teaching content, and with the lab coordinator to ensure laboratory safety and to effectively manage shared supplies and equipment. To be a GTA a student must be enrolled full time, a minimum of 9 credit hours. Duties include (as applicable to a given course):

- ! Instruction of undergraduate students in the laboratory
- ! Grading laboratory assignments and quizzes
- ! Taking attendance
- ! Reporting in a timely manner attendance and grades to the Instructor of Record (the TA is not Instructor of Record)
- ! Attending pre-lab training sessions preceding each week of formal lab instruction for the course that they teach
- ! Attendance in a teaching workshop the week before Fall Td (!)Tj /TT1a(!)Tj /TT1n,

GTAs and their students. Graduate Teaching Assistants are not allowed to accept payments or gifts for tutoring students in the sections that they teach.

Graduate Teaching Assistants will not be expected to work more than 20 hours per week (!TAs not more than 10 hours a week) on average during the semester in performance of the duties as a teaching assistant.

Preference when assigning graduate student office space will be given to students holding teaching assistantship positions.

The Department of Chemistry and Biochemistry regards its teaching and research assistantship stipends as an aid to the graduate student's education as well as payment for specific services rendered. We feel that in order for you to make satisfactory progress toward your degree, you need to devote all of your time to your coursework, research, and other degree requirements. Therefore, teaching and research assistants are not allowed to hold outside jobs or to receive other remuneration for services rendered without expressed permission from the Departmental Chair. This includes the operation of independent enterprises such as online businesses.

The times between academic terms and the summer are considered part of the active training period and are not to be regarded as vacation time without prior approval.

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Graduate students are entitled to two weeks (10 traditional work days) of sick leave per year, with no year-to-year accrual. Under exceptional circumstances, additional sick leave days may be granted following receipt of a written request from a physician, and prior written approval by the Program.

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A student is not entitled to receive any form of compensation for any unused holidays, vacation days, sick leave, and/or other accrued time off.

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These policies do not supersede any HR policy. In addition, these policies do not create a contractual relationship with any student and the policies may be amended at any time by the MSCB Committee. The University policies regarding continuous enrollment and leave of absence still apply.

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The Instructor of Record is a faculty member who is responsible for effectively communicating with the Teaching Assistant assigned to that course section for the purpose of receiving attendance records and grades on laboratory assignments, quizzes and tests. Responsibilities include:

- ! Advising Graduate Teaching Assistants on planning and grading of laboratory assignments and exams
- ! Answering questions concerning course-related content (the Laboratory Section Coordinator may request that the Teaching Assistant attend the lectures associated with the course for the purpose of familiarizing the TA with the course content)
- ! Discussing problems associated with conduct of students in the laboratory that jeopardizes safety or interferes with student learning

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The Department Laboratory Coordinator is a staff member who is responsible for supervising undergraduate Student Assistants. The Department Laboratory Coordinator is not responsible for familiarizing Graduate Teaching Assistants with the laboratory curriculum, which is the task of the Instructor of Record. If supplies are needed or there are problems with equipment during a laboratory session, the Department Laboratory Coordinator will assist Graduate Teaching Assistants.

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The Lab Safety Officer is the head lab coordinator, purchaser and general lab manager. The Lab Safety Officer, along with the Lab Coordinators, can provide assistance on matters involving safety, purchasing, equipment, materials and supplies, as well as most other laboratory issues. The Lab Safety Officer maintains the safety of the labs and lab users and provides safety training for students, faculty and staff.

As discussed earlier in the Handbook, it is imperative that MSCB students are well versed in safety concerns as outlined in the College of Science and Mathematics Safety Manual. This will link to that manual as soon as it is completed. The Department of Environmental Health & Safety at Kennesaw State University has developed generic standard operating procedures relevant to safety and health considerations when working with hazardous chemicals in a laboratory setting

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- ! Successful candidates will have completed requirements for the bachelor degree in a college accredited by a recognized regional accrediting association within the U.S., or in an equivalent institution outside the U.S. (accredited by a recognized accrediting agency) that has been authorized to operate by their respective governments either as agencies of the government or as private (nongovernmental) organizations.
- ! Adequately prepared applicants must demonstrate core competency as reflected by the record of undergraduate coursework in biology, chemistry, physics and mathematics, with a degree focus in one of these areas. The core includes 8 semester hours of physics with labs, 16 hours of general and organic chemistry with labs, 8-9 hours of math including calculus, and 8-20 hours of upper level chemistry and/or biochemistry and/or biology. It is important that the record reflects adequate preparation at the undergraduate level in order to succeed in the MSCB. An applicant who is deemed deficient in one or two courses by the Admissions Committee may be admitted into the program under the condition that the missing undergraduate courses be taken in addition to the graduate

program requirements; these will not count toward the degree and are not eligible for the tuition waiver.

- ! Successful candidates will typically have scores on the Quantitative Reasoning and Verbal Reasoning sections on the Graduate Record Examination (GRE) above the 50% rank.
- ! Successful candidates will have a grade point average of at least 3.0 (on a 4.0 scale).

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Dates listed below are for a 2!cycle from application to graduation.

Date	Graduate Student
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