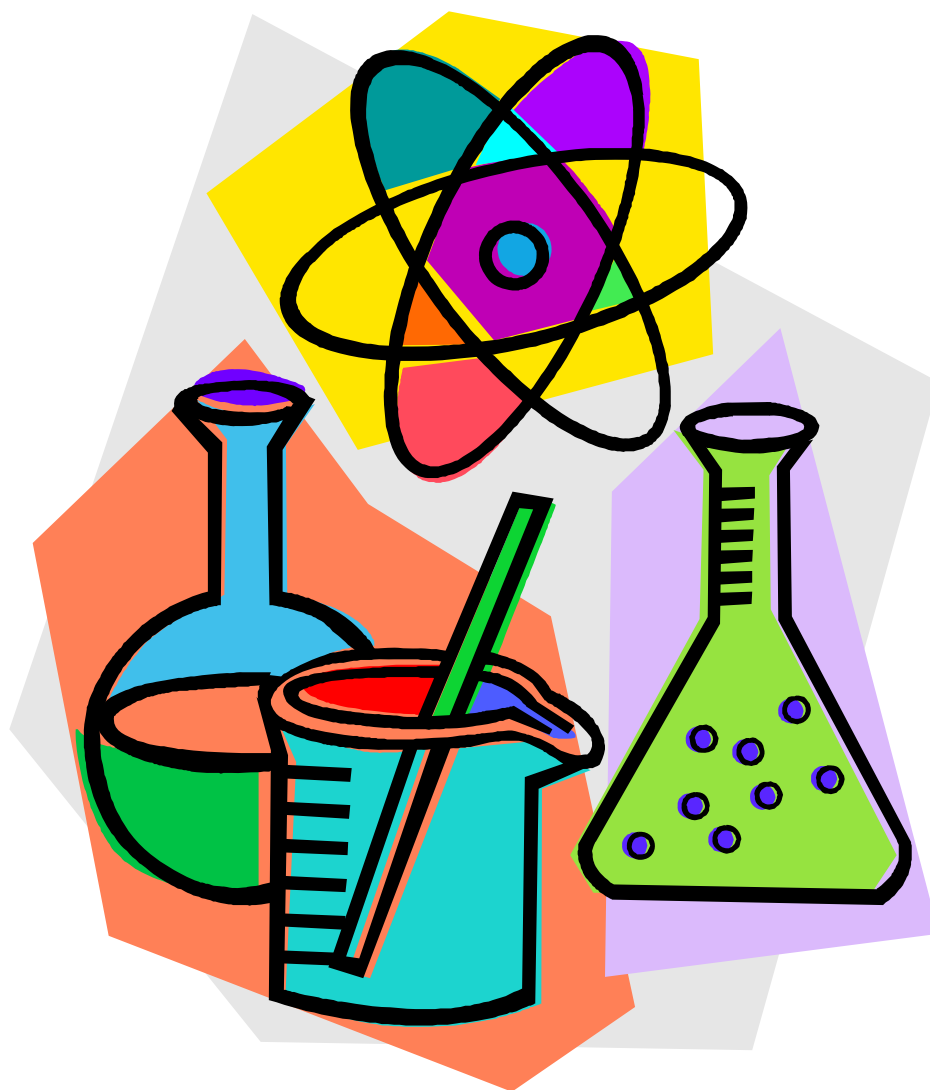


CHEMISTRY DEPARTMENT

Ph.D. Requirements



Program Guidelines
August 2006

CHEMISTRY Ph.D. PROGRAM REQUIREMENTS AND DESCRIPTION

The Department of Chemistry accepts applications for its graduate program leading to the degree of Doctor of Philosophy in chemistry. Research specialties comprise both traditional and interdisciplinary areas, which include, but are not limited to, catalysis, synthesis, materials science, chemical biology, environmental chemistry and nanotechnology. A Master of Science in Teaching (M.S.T.) is offered in cooperation with and administered by the Lynch School of Education.

All entering graduate students are required to take the core graduate courses which are designed to provide a reasonable and broad level of proficiency in the various chemistry sub areas, in addition to a students' chosen focus of research.

Requirements: Every student is expected to attain a grade point average of at least 2.5 at the end of his or her second semester in the Graduate School and to maintain it thereafter. If this standard is not met, the student may be required to withdraw from the graduate program. There is no total credit requirement for the Ph.D. degree.

At the end of the second year, Ph.D. candidates must pass the Ph.D. Comprehensive Examination that consists of an oral presentation summarizing the student's research over the first two years, the research the student is currently conducting, and where the research project is headed. Questions will be asked relating to this chemistry and ultimately will cover whatever topics the examiners believe the student should know something about, including but not limited to, topics from recent seminars, cumulative exams, and coursework. Members of the student's thesis committee comprise the exam committee. Students who do not pass the exam will no longer be considered eligible for the Ph.D. program in chemistry. They may be asked to do one of the following; repeat the oral exam (for a final time), complete the requirements for an M.S. degree or withdraw from the program. Please review M.S. guidelines for specifics regarding that option. The Comprehensive Examination for the M.S. degree is a private, oral defense of the student's research thesis

The Ph.D. degree requires a thesis based upon original research, either experimental or theoretical. Research projects typically require at least three to four years of sustained effort and will begin during the first year of study. An oral defense of the dissertation, before a faculty thesis committee, and a public presentation of the dissertation complete the degree requirements.

Some teaching or equivalent educational experience is required. This requirement may be satisfied by a minimum of one year of service as a teaching assistant or by suitable teaching duties. Arrangements are made with each student for a teaching program best suited to his/her overall program of studies. Waivers of teaching requirements may be granted under special circumstances with the approval of the Chairperson. The

following sections lay out the normal timelines for progress through the Chemistry Ph.D. and M.S. degree programs.

Ph.D. Program

YEAR 1

Financial Support for Students

Most first-year students will begin their Ph.D. program as full-time teaching assistants (TAs) and will be involved in all aspects of teaching, grading and administering undergraduate laboratories and/or recitation sections for introductory lecture courses. Some students may be supported by fellowships. TA stipends provide support for the ten-month period from September 1 through June 30. Summer support usually comes from the faculty in the form of a research assistant stipend. A few full time summer TA positions are available. However, full time summer TA positions require daily laboratory teaching and are not an effective mechanism for support of students wishing to make progress in the research component of their degree program.

Core Curriculum

All Ph.D. candidates are required to demonstrate proficiency in organic, inorganic and physical chemistry, and chemical biology by completing the core curriculum. Ph.D. students who have not demonstrated proficiency in all four areas by the end of their fourth semester are expected to take their second year oral exam at the normal time. However, they cannot advance to doctoral candidacy until the proficiency requirement is complete.

All graduate students are required to take and pass a minimum of four graduate level regular classroom courses in the department (courses numbered 500 or above) with an overall grade point average of B- or better. In addition, each graduate student must complete two courses that are more advanced than the core courses listed below.

The recommended graduate student curriculum for first year students is as follows:

Fall Semester

CH560 Principles of Chemical Biology

CH537 Mechanistic Organic Chemistry

CH675 Topics in Physical Chemistry

Spring Semester

1 advanced course

Advanced courses will be determined in collaboration with the student's faculty advisor consistent with the focus of their research. It should be noted that in selecting courses, demonstration of proficiency in Inorganic Chemistry is a requirement. Any

additional course work, outside of the required credits, must be approved by the Director of the Graduate Program (DGP).

Graduate level courses taken in other departments (physics, biology, etc.) or at other institutions can be counted as advanced electives only with approval of the DGP, in consultation with the research advisor. By the end of the first year, a student should have demonstrated proficiency in the core curriculum.

Cumulative Exams

Students must start taking these exams in the beginning of their second year of the program. However, they are encouraged to begin to take these exams in the first year if they so desire. (See Year 2, Cumulative Exams).

Joining a Research Group

All first year students, including those who have already undertaken some preliminary research during the summer, will begin the research advisor selection process. A six to eight week exploration period follows orientation week, during which students are required to meet with all research faculty either in small groups or one-on-one. Many labs will offer an “open house” event where new students are invited to attend a group meeting. No one is permitted to join a research group during this initial exploration period. After the exploration period, the student will submit their top three choices for the selection of faculty advisors to the Graduate Programs Administrator. A matching of students with advisors will then take place. An effort will be made to accommodate the students' choices, but sometimes that is not possible. In such cases the department will work with the student to explore options and to find a solution that works for all concerned.

While there is no mandated deadline by which time graduate students in Chemistry must have joined a research group, it is nevertheless important that doctoral students reach a mutual agreement with a research advisor about joining a group by the end of their first year in the program.

The reason for this is two-fold. First, as outlined in the program description, in order to qualify for available financial support beyond the first year, a doctoral student must be an active member of a research team. Second, because the primary component of graduate study in Chemistry is the research project, in almost all circumstances academic progress towards a degree cannot be made without participation in such a group.

Research

The research project is the primary component of graduate study in chemistry. While a first year student may take courses during the second semester of the first year of study, it is also a time to begin preliminary experiments in the laboratory. A research project usually begins with a significant amount of library research, and this work should be pursued during the first and second semesters, even for students with full-time teaching and course loads. All students should become familiar with the research laboratory in which they will work so that when classes terminate in May, full-time experimental work can begin in an efficient manner.

YEAR 2

As the second academic year begins, it is important for the graduate student to maintain acceptable progress in the research/experimental component of the graduate program. This work is by far the most time intensive, but it is also the most important factor in determining the timetable for completion of the Ph.D. degree. With the beginning of the second year, course work and/or commitments to undergraduate teaching will compete with a student's time to work in the laboratory. *Time management* at this point in the program is *essential* for successful progress toward the Ph.D. degree.

Financial Support for Students

Half-time and, in some cases, full-time TA positions are available for some second year students and many students are supported in this fashion. Teaching is an important activity of the department, but students supported by teaching assistantships must budget their time effectively so that they can still maintain adequate progress in their experimental work.

Research Assistantships (RAs) are stipends offered to successful graduate students and allows them to work in the lab full-time to focus on their research projects. Funds for RAs come from externally awarded grants to individual faculty members. These funds, which come from the federal government or other, sometimes private, sources are difficult to obtain and are typically awarded for a short period of time (*ca.* three years). The renewal of three to five year grant awards is largely dependent on the success of the work accomplished during the initial award period. Therefore, a research advisor usually offers such positions to those students likely to have a strong commitment to their work and who can contribute to the successful awarding of additional funds.

Because of the competitive nature of external funding, students who receive an RA should not assume that they will automatically receive such support for the entire time of their study. Thus, students supported as RAs should make the most of their time in order to finish their degree program as rapidly as possible, while contributing to the overall success of the research group by providing the results necessary to continue externally supported research projects.

RA/TA split positions are especially common for second-year students. In this appointment, the student is a half-time RA and a half-time TA. A half-time TA usually involves the teaching of one laboratory each week (full-time involves two laboratories) or two discussion sections. If a second-year student budgets time well, most of the TA-related work can be done in an effective and efficient manner on the evening before and the day of the laboratory or discussion sections. With this approach, the student can still devote four days during the week plus weekends to the Ph.D. project and make sufficient progress.

Courses

Students who have not completed their course requirements by the end of their first year should take the remaining courses in the third or fourth semester, depending on course scheduling.

Cumulative Exams

Cumulative exams are given to encourage students to engage in independent study on selected topics considered important in the individual fields of chemistry. These exams are given in each area of specialization, and while in some cases there will be overlap between areas, students should take the cumulative exam in their area of study. Each Ph.D. candidate must pass eight cumulative exams in his/her area from 20 possible. A grade of "half pass" can be awarded by the examiner for exam performances that are considered close to passing. Two half pass grades will count as the equivalent of one full passing grade, but no more than four half passes can be counted toward satisfaction of the cumulative exam requirement.

The advisor and Ph.D. graduate student will decide upon a primary area of cumulative exams and communicate that to the cume administrator. The advisor and the student can decide that any particular cume in another discipline is relevant for the students' education. A maximum of four such cumes may be passed without department approval. These exams are offered monthly, usually the last Wednesday evening of the month during the academic year, and cover topics usually announced in advance. It is advisable for first year students to take these exams. During the first year any passing grades will count towards the eight needed; any failures will not be counted in the student's record. Students are expected to pass a minimum of three cumulative exams by the end of their second year in the program in order to maintain satisfactory performance toward fulfillment of the cumulative exam requirement.

Second Year Oral Exam (Doctoral Comprehensive Exam)

Each Ph.D. candidate must take an oral exam that covers fundamental concepts in chemistry as well as advanced areas of chemistry critical to his/her research project. This exam is usually taken during May, June or July of the second year. In preparation for this exam, a student should meet with his/her research advisor before the end of his/her third semester in the program and organize a group of topics and a reading list to make sure the student knows what material must be mastered for this exam. In addition, the students should become familiar with the discipline specific requirements for the oral exams, as noted by their research advisor. A core thesis committee is also established at this time, although these members may change by the time of the actual Ph.D. defense.

At the oral exam, the committee also judges the candidate's research and academic progress. A 2.5 GPA and three passed cumulative exams are typically minimum requirements. After passing this exam, the student is recommended as a candidate for the Ph.D. degree. Students who have not mastered the necessary material at this time and/or have not made significant progress in the research component of their program may be asked to do one of the following; repeat the oral exam (for a final time), complete the requirements for an M.S. degree or withdraw from the program.

YEAR 3 AND BEYOND

Financial Support for Students

It is typical that as a student becomes more adept and more successful in the

laboratory, he/she will be supported as a full-time RA. By the third year, the student's financial support is normally the responsibility of the faculty advisor.

Ph.D. candidates who have completed their dissertation defense, but have not submitted a signed final copy of it to the Department and the Graduate School of Arts & Sciences must register for Doctoral Continuation (1 credit- CH99901) for each academic term prior to graduating. **If the student does not complete their dissertation during the semester following the defense, payment of this credit will be the student's responsibility during any additional terms.**

Cumulative Exams

Cumulative exams may continue into the third year until eight are passed or the 20 possible exams have been taken.

Yearly Research Progress Reports

Annual written research progress reports are due on September 1 each year. All students who have passed their Ph.D. oral comprehensive exam more than six months prior to the due date are required to submit reports, unless they are scheduled to defend their dissertation before the end of the current academic term. These reports are limited in length to three pages and require that students learn to write effectively and concisely. The GPA will send specific report guidelines to the student annually. Each student will submit three complete hard copies of the report plus an electronic copy of the report in .pdf format to the GPA in the department office. The three hard copies will be distributed as follows: (1) to the advisor, (2) to the student's file in the department office, and (3) to a member of the student's oral exam committee (not the advisor) who will also serve on the student's Ph.D. defense committee and is designated as the primary reader. The primary reader will receive all subsequent annual progress reports from that student and will meet with the student after receiving the report to discuss the student's progress toward the Ph.D. degree.

Dissertation Defense

The preparation and defense of a thesis is the last step in obtaining a Ph.D. degree. The defense consists of two parts: a public defense (a formal seminar open to the entire community) and a private defense open to members of the thesis committee, which will be constituted as follows:

- a) The Ph.D. thesis examination committee shall consist of at least five Ph.D. chemists, of whom at least three must be tenure track members of the Boston College chemistry faculty. All five members of the committee are expected to read and vote on the acceptability of the thesis.
- b) At least four of the thesis readers shall be present and participate in the oral defense of the thesis. At least three of those involved in the oral defense must be tenure track members of the Boston College chemistry faculty.
- c) At least three members of the thesis examining committee who are tenure track members of the Boston College chemistry faculty must approve the thesis in order

for it to be acceptable to the graduate school.

d) In the event of extenuating circumstances, the chemistry department chairperson has the authority to grant exceptions to policy points (a) and/or (b) above, but point (c) is a university regulation and not subject to variance.

In the private defense, the student typically gives a short summation of his/her work and is then required to answer questions about the work and defend the conclusions reached.

The public defense can be scheduled during the last semester of work, before the private defense. Alternatively, it can be scheduled to occur shortly after the private defense has been completed and the thesis submitted.

With the completion of both defenses, and the submission of the approved thesis to the graduate school, the Ph.D. degree will be granted at the next graduation date provided the Graduate School of Arts and Sciences deadlines are met.

The M.S. Degree

In those cases where a student is completing an M.S. degree, a minimum of 18 graduate credits must be completed to fulfill university requirements. Providing that a student has taken the recommended core curriculum in the first year, a minimum of nine credits should have been amassed by the end of the first year. By the end of the second year, at the time of the oral exam, a student should have completed the core curriculum and taken at least one advance course. The last remaining credits can be obtained during the summer and fall semester of the third year. Often the M.S. lab work can be finished during the summer or during the first portion of the fall semester of the third year, and the thesis can be written and defended by the end of the fall semester. Students who have not amassed the necessary credits after two years of study, and who are working toward a master's degree, may have difficulty in obtaining the necessary credits during the fall semester and may not complete their degree requirements until the spring semester of the third year. Master's degree candidates are not guaranteed financial support, either TA, RA or tuition remission. Students completing the master's degree should discuss their funding status with their faculty advisor.

The M.S. degree requires a thesis and a private oral defense.

GRADUATE SCHOOL OF ARTS AND SCIENCES POLICIES

(Disclaimer: These are general guidelines issued by the Graduate School of Arts and Sciences. Please refer to the Chemistry Department program guidelines for departmental requirements.)

Ph.D. DEGREE PROGRAM REQUIREMENTS

Degree of Doctor of Philosophy

The Ph.D. degree is granted only for distinction attained in a special field of concentration and demonstrated ability to modify or enlarge a significant subject in a dissertation based upon original research meeting high standards of scholarship. The minimum requirement for the Ph.D. is that the doctoral student follows a unified and organized program of study. Additional information regarding specific programs of study at the doctoral level can be reviewed at relevant department web-sites. Detailed statements of requirements and procedures should be requested directly from the department in which the student has an interest.

Residence

The philosophy of the residence requirement is that a doctoral student should experience the total environment of the University. Residence for at least two consecutive semesters of one academic year, during which the student is registered as a full-time student at the University, is required. A plan of study that meets this requirement must be arranged by the student with the department. Registration in two courses per semester is considered to fulfill the residency requirement for students holding full-year fellowships and assistantships. The residence requirement may not be satisfied, in whole or in part, by summer session attendance.

Language Requirement

Academic departments are responsible for the extent and nature of language requirements.

Preparing for Comprehensives

Students frequently spend one or two semesters preparing for comprehensive exams following the completion of their course requirements. During this interim students should register for Doctoral Comprehensives (xx998.01). No credit is granted.

Comprehensive Examinations

Student eligibility for taking the doctoral comprehensive exam is determined by the department. Students should consult with their department about the nature of this exam and time of administration. Departments use the following grading scale: pass with distinction (PwD), pass (P), and fail (F); one of these three grades will be recorded on the student's transcript. Generally, within two weeks, the department will send the results in writing to the Office of Student Services and to the individual student. A student who fails the doctoral comprehensive exam may take it once again not sooner than the following semester and at a time designated by the department. In case of a second failure, no further attempt is allowed.

Admission to Candidacy

A student attains the status of a doctoral candidate by passing the doctoral comprehensive exam and by satisfying all departmental requirements except the dissertation. Doctoral candidates are required to register each semester and to pay a doctoral continuation fee until completion of the dissertation.

Dissertation

Each doctoral candidate is required to complete a dissertation that embodies original and independent research and that demonstrates advanced scholarly achievement. The subject of the dissertation must be approved by the major department and the research performed under the direction of a faculty advisor. The manuscript must be prepared according to style requirements of the departments, and of the Graduate School of Arts & Sciences. Please review Dissertation and Thesis Guidelines.

Acceptance of the Dissertation

As soon as possible after a student's admission to candidacy, a dissertation committee will be appointed to judge the substantial merit of the dissertation. The dissertation committee shall include the major faculty advisor as chairperson and at least two additional members of the graduate faculty as readers. The dissertation shall be defended by the candidate in a public oral examination. Official approval of the dissertation by the dissertation committee is required. Committee members certify their acceptance by signing the title page of the dissertation. Two signed copies of the dissertation, one original and one clear copy, should be filed in the Graduate School Dean's Office. The submitted dissertation becomes the property of Boston College, but the University does not limit the author's right to publish the results.

Dissertation Publication

Doctoral candidates should report to the Graduate School Dean's Office by the middle of the semester in which they plan to graduate for detailed instructions concerning dissertation publication requirements and commencement procedures.

Time Limit

All requirements for the Doctoral degree must be completed within eight consecutive years from the beginning of doctoral studies. Extensions beyond this limit may be made only with departmental recommendation and the approval of the Dean.

Leave of Absence

The conditions for leave of absence and readmission as noted for the Master's Program are also applicable to the Doctoral Program; however, a leave of absence for a student on Doctoral Continuation is rarely granted.

Interdisciplinary Doctoral Program

Where departmental doctoral programs are unable to satisfy the interests of the student, an interdisciplinary doctoral program remains a possibility; however, students must first be admitted to a departmental program. A student interested in exploring such a possibility should first make an inquiry to the Graduate School Dean's Office.

Academic Integrity

Students in the Boston College Graduate School of Arts & Sciences are expected to have high standards of integrity. Any student who cheats or plagiarizes on examinations or assignments is subject to dismissal from the Graduate School of Arts & Sciences. Cases involving academic integrity shall be referred to the Dean for adjudication.

Academic Grievances

A student who believes he/she has been treated unfairly in academic matters should review the Graduate School of Arts & Sciences Grievance Procedures prior to consulting with the Associate Dean.

M.S. DEGREE PROGRAM REQUIREMENTS

Course Credits

The number of graduate credits required for the degree varies by department. No formal minor is required, but, with the approval of his or her major department, a student may take a limited number of credits in a closely related area. No more than six graduate credits will be accepted in transfer toward fulfillment of course requirements, as described more fully under "Transfer of Credit" under Academic Regulations.

Language Requirement

In the Graduate School of Arts and Sciences each department shall decide the extent and nature of the language requirements for its students. Nursing students in the doctoral program must demonstrate proficiency in at least one language other than English or demonstrate computer literacy through completion of required courses.

Comprehensive Examination

Candidates for Master's degrees in the Graduate School of Arts and Sciences, the Lynch School of Education Graduate Programs, and the Connell Graduate School of Nursing must pass a departmental comprehensive examination that may be oral, written, or both, as determined by the department. Each candidate should consult his or her major department to learn the time and nature of the comprehensive examination. Registration for comprehensives will take place directly with the individual departments. Questions on the nature and the exact date of examinations should be directed to the department chairperson or Graduate Program Director.

The following grading scale is used: pass with distinction (PwD), pass (P), and fail (F). A candidate who fails the Master's Comprehensive Examination may take it only one more time. Students who have completed their course work should register for Interim Study (888) each semester until they complete their comprehensive examinations. Only the registration and the activity fees are charged during this period. No credit is granted.

Thesis

Some programs require or allow the option of a thesis. A maximum of 6 credit hours, attained by registering for Thesis Seminar xx801.xx, is required for the thesis. Students who have completed the Thesis Seminar, but not their thesis, must register for Interim Study XX888.01, a non-credit

course, each semester until the thesis is completed.

In order to comply with all submission requirements, you must follow the Graduate School of Arts & Sciences' guidelines. These guidelines and links to thesis forms may be found online at <http://gsas.bc.edu/thesis#sig>

Your thesis/dissertation marks the end and apex of your degree work in the Graduate School. It is both a public testimony of your scholarship, and the vehicle by which you make known the contribution to knowledge which your research has made. For this reason, theses/dissertations are preserved in the Archives of Boston College for scholarly consultation and are generally sent to University Microfilms International for sale and listing in their own and other international indices. Thus, the appearance of your thesis/dissertation is important to you, and to Boston College whose name it also bears. A thesis/dissertation which does not conform to the following minimum standards may be returned to the candidate, and the awarding of the degree delayed.

Thesis/Dissertation Format

Details format instructions and sample pages may be found online at <http://gsas.bc.edu/thesis#sig>.

UMI Dissertation Information Service and the Copyright of your Thesis/Dissertation

University Microfilms International is the firm which makes it possible for scholars throughout the world to consult your dissertation/thesis. As its brochure indicates, UMI will include your title in its database, your abstract in its catalog of abstracts, and will make available in microfilm or paper copy your dissertation/thesis to researchers who request it. The firm will pay you a royalty if the number of copies of your work ordered exceeds a specified limit. The agreement you sign with UMI does not preclude you from making any other publishing arrangements for your work. Please fill out and sign the UMI agreement (page A6) at the back of the booklet, and remember to include with it a copy of your traditional title page and abstract.

UMI also offers to register the copyright of your thesis/dissertation with the Library of Congress Copyright Office. While deciding whether or not to register your copyright, you should know that any work of original authorship is protected by copyright even without registration. It is our understanding, however, that without the registration of copyright, you cannot sue for statutory damages someone who infringes on your copyright. You may opt to register your copyright yourself, anytime within five years of the completion of your thesis/dissertation. If you choose to have UMI register the copyright for you, please add the payment of \$45 for this service to your payment of the \$125 (Ph.D.) or \$90 (Masters) microfilm and binding fee. (Make one check, payable to Boston College, for fee and copyright).

The UMI agreement form asks if you are willing to have your work reproduced by the Library of Congress for the blind and handicapped. There is no fee or obligation entailed in this request, and by granting permission you might help a scholar who would not otherwise have access to your research.

You will also find at the back of the UMI brochure a Pre-Publication Discount Order Form

(page A3) which you may use to order extra copies of your dissertation/thesis. Do not include this order form or payment for any extra copies of your thesis/dissertation with the material you hand in to the Graduate School Dean's Office. If you choose to order these copies, please mail the form to UMI with your payment. Their address is on the back of the booklet.

Because your work will be published by UMI, it may be necessary for you to obtain the written permission of the copyright owner of copyrighted material you included in your dissertation. If you reproduce a survey or questionnaire in your dissertation, use a copyrighted photo or piece of music, or if you have numerous large quotations from the same source, then you must obtain permission for your own use and permission for the use of UMI from the copyright owner.

- **Time Limit** — A student is permitted 5 consecutive years from the date of acceptance into the program for completion of all requirements for the Master's degree. Extensions are permitted only with approval of the department concerned and of the Dean.

Leave of Absence

Master's students who do not register for course work, Thesis Direction, or Interim Study in any given semester must request a leave of absence for that semester. Leaves of absence are not usually granted for more than two semesters at a time. Students may obtain the Leave of Absence Form on-line at <http://www.bc.edu/student-services/> and submit it for the Associate Dean's approval.

Leave time will normally be considered a portion of the total time limit for the degree unless the contrary is decided upon initially between the student and the Associate Dean. In the Law School a student must graduate within four years of matriculation unless this time is extended for good cause by the school's Academic Standards Committee.

Students must file the re-admission form with the Associate Dean's Office at least six weeks prior to the semester in which they expect to reenroll. The appropriate Associate Dean's Office will make the decision on the readmission application. The decision will be based on a consideration of the best interests of both the student and the University.

Students requesting readmission to the Graduate School of Social Work must contact the Director of Social Work Admissions at least one semester before their intended return to insure appropriate class and field placement. The readmission decision will include a review of the student's prior academic and field performance, the length of his or her absence, current admission policies, enrollment and changes in the program or degree requirements that may have taken place during the period of absence. The decision will be based on a consideration of the best interests of both the student and the University.

The conditions for leaves of absence and re-admission as noted for the Master's Program are also applicable to the Doctoral Program. Leaves of absence for students on Doctoral Continuation are rarely granted.

Academic Grievance

A student who believes he/she has been treated unfairly in an academic matter should review the Graduate School of Arts & Sciences Grievance Procedures prior to consulting with the Associate Dean.

Withdrawal from a Course

Students who withdraw from a course after the end of the drop/add period will have a "W" recorded in the grade column of their academic record. To withdraw from a course after the drop/add period, students should go to the Forms page of the Student Services website (<http://www.bc.edu/studentservices/>), print the withdrawal form, and then go to the Office of the Associate Dean for their school. Students will not be permitted to withdraw from courses after the published deadline. Students who are still registered at this point will receive a final grade for the semester.

Withdrawal from Boston College

Students who wish to withdraw from Boston College in good standing are required to file a Withdrawal Form in the Associate Dean's Office. In the case of students who are dismissed for academic or disciplinary reasons, the Associate Dean will process the withdrawal.

In the Graduate School of Social Work, the student's faculty advisor will write a summary evaluation of the student indicating both an evaluation of the student's performance and reason for withdrawal or dismissal.

Graduate full-time enrollment is as follows:

- Carroll Graduate School of Management—9 or more credits
- Connell Graduate School of Nursing—9 or more credits
- Graduate School of Arts and Sciences—9 or more credits
- Graduate School of Social Work—9 or more credits
- Law School—12 or more credits
- Lynch School of Education—9 or more credits
- Woods College of Advancing Studies—12 credits

Students completing degree requirements in their final semester may be given exceptions to the school minimum credit standard for full-time status by their academic dean.

All students are considered half-time with six credits.

The credit amounts listed above are used to determine a student's enrollment status for loan deferments, immunizations, medical insurance requirements, and verifications requested by other organizations.

All enrolled doctoral students in the Graduate School of Arts and Sciences and in the Carroll Graduate School of Management are considered full-time. Graduate students, excluding Graduate School of Social Work and Law School students, registered for less than a full-

time course load may be considered full-time if they are Graduate Assistants for academic departments, Teaching Fellows, or Research Assistants. Graduate students are considered full-time if they are enrolled in a full-time Student Teaching Practica or Internship. Graduate students registered for Interim Study, Thesis Direction, Doctoral Comprehensives, Qualifying Exam (School of Social Work), or Doctoral Continuation are considered full-time.

ACADEMIC INTEGRITY

Policy and Procedures

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the University and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their own ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but also undermines the educational process.

Standards

Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to:

- the use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;
- fabrication, falsification, or misrepresentation of data, results, sources for papers or reports, or in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;
- falsification of papers, official records, or reports;
- copying from another student's work;
- actions that destroy or alter the work of another student;
- unauthorized cooperation in completing assignments or during an examination;
- the use of purchased essays or term papers, or of purchased preparatory research for such papers;
- submission of the same written work in more than one course without prior written approval from the instructors involved;
- dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, and in any other matter relating to a course.

Plagiarism is the act of taking the words, ideas, data, illustrations, or statements of another person or source, and presenting them as one's own. Each student is responsible for learning

and using proper methods of paraphrasing and footnoting, quotation, and other forms of citation, to ensure that the original author, speaker, illustrator, or source of the material used is clearly acknowledged.

Other breaches of academic integrity include:

- the misrepresentation of one's own or another's identity for academic purposes;
- the misrepresentation of material facts or circumstances in relation to examinations, papers, or other evaluative activities;
- the sale of papers, essays, or research for fraudulent use;
- the alteration or falsification of official University records;
- the unauthorized use of University academic facilities or equipment, including computer accounts and files;
- the unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
- the expropriation or abuse of ideas and preliminary data obtained during the process of editorial or peer review of work submitted to journals, or in proposals for funding by agency panels or by internal University committees;
- the expropriation and/or inappropriate dissemination of personally-identifying human subject data;
- the unauthorized removal, mutilation, or deliberate concealment of materials in University libraries, media, or academic resource centers.

Collusion is defined as assistance or an attempt to assist another student in an act of academic dishonesty. Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Acceptable levels of collaboration vary in different courses, and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.