

Department of Chemistry and Biochemistry

Miami University

DEPARTMENTAL
GOVERNANCE AND PROCEDURES

D. Undergraduate Student
Governance and Procedures

DEPARTMENTAL UNDERGRADUATE STUDENT RECORDS

An advising folder is kept for each currently enrolled chemistry/biochemistry major which contains at least the most current Advising Report, or the most current Degree Progress Report.

Additional information, such as ACT or SAT scores, high school data, etc. is available for some students.

Chemistry and Biochemistry faculty may, upon request and by their signature, inspect the advising folder of any chemistry/biochemistry major. See the student's advisor.

Folders for students who received undergraduate chemistry degrees in the past ten years are also available. The contents of these folders are quite variable. See the Chief Departmental Advisor.

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY LABORATORY FEE

A \$18 non-refundable fee (subject to change) is charged to the account of each undergraduate student enrolled in each chemistry/biochemistry laboratory course on the Oxford Campus. In addition, each incidence of breakage or loss of \$20 or more will be charged to the student separately.

TUTORS FOR UNDERGRADUATE STUDENTS IN CHEMISTRY AND BIOCHEMISTRY

Tutors for students enrolled in undergraduate chemistry and biochemistry courses are assigned by the Office of Learning Assistance. That office will handle all contacts between tutors and tutees. No instructor referral is required. A potential tutor must be recommended by a faculty member and such recommendations must be forwarded to the Office of Learning Assistance. To register online, go to www.units.muohio.edu/saf/lrn/tap.shtml. See Page D-3 for personal reference form.

MIAMI UNIVERSITY

**BERNARD B. RINELLA, JR.
LEARNING ASSISTANCE CENTER
14 CAMPUS AVENUE BUILDING**

APPLICANT'S NAME: _____

SUBJECT AREA TO TUTOR: _____

Please indicate your preference for access to this recommendation and sign below.
I _____ wish _____ do not wish to waive the right to inspect the contents of this reference.

Student Signature: _____ Date: _____

PERSONAL/PAST EMPLOYER RECOMMENDATION

This reference should be completed by a past employer or another adult who can address the applicant's work habits, interpersonal skills, etc. A reference from a fellow undergraduate student will not be accepted.

The following student, _____, has applied for a tutoring position with our office. Statements concerning the capacity in which you have known the student, the length of time you have known him/her, the individual's work ability, personal qualities and your general evaluation of the student and his/her potential are of most value. Please return to the address below. (Use back of paper if needed.)

Name: _____ Date: _____

Position/Place of Business: _____

Address: _____

Please mail to: Bernard B. Rinella, Jr.
Learning Assistance Center
Tutorial Assistance Program
14 Campus Avenue Building
Miami University
Oxford, OH 45056

STUDENT ACADEMIC GRIEVANCE PROCEDURES

A student has the right to question a grade he or she received and/or to charge an instructor with a violation of the Statement of Good Teaching Practices as outlined in the Student Handbook. These are serious matters and deserve careful consideration. Complaints may be handled via an informal process or through a formal grievances review.

Informal Resolution

A student is encouraged to first confer with the instructor and seek a resolution. If the student is unwilling to confer with the instructor or after conferring, is unable to resolve a difficulty to the student's satisfaction, the student may file a written complaint with the Chair. The student must submit to the Chair a written, dated, and signed complaint stating the name of the instructor, the course, a precise description of the nature of the complaint including as appropriate the provision(s) of the Good Teaching Practices alleged to have been violated, and a brief description of the incident(s) giving rise to the complaint, any supporting documents and the remedy requested.

If the Chair is the instructor, the complaint should be filed with the Chief Departmental Advisor. Anonymous or unsigned complaints will be disregarded and destroyed. Written complaints will be filed in the departmental student complaint file.

Upon receipt of a complaint, the Chair will share the complaint with the instructor and give the instructor an opportunity to submit a written response to the complaint or explain the circumstances as viewed by the instructor. If submitted, the instructor's written response is also to be placed in the departmental student complaint file.

The chair may then proceed to attempt to resolve the complaint. The student who files a complaint is entitled to a copy of the instructor's response and to know what actions were taken by the Chair in response to his or her complaint.

Formal Grievance

In the event the student elects not to pursue an informal resolution, is not satisfied with the Chair's informal resolution or the Chair determines that he or she is unable to resolve the matter informally, the student may challenge a grade and/or charge an instructor with a violation of Good Teaching Practices through this formal grievance procedure.

The written complaint and any written response from the instructor submitted as part of the informal resolution process form the basis for the grievance. If the informal resolution process has not been engaged, the student must submit to the Chair a written, dated, and signed complaint stating the name of the instructor, the course, a precise description of the nature of the complaint including, as appropriate, the provision(s) of the Good Teaching Practices alleged to have been violated, and a brief description of the incident(s) giving rise to the grievance, any supporting documents and the remedy requested. The instructor may elect to submit a written response.

The Chair shall appoint a Committee of faculty members including the Chief Departmental Advisor (CDA) or his designee and two advisors appointed by the CDA (or his designee) who are not directly involved in the grievance, to hear the grievance and name one of its members as chair. The Chair will provide the grievance committee with copies of the student's complaint and the instructor's response.

Each party shall have the right to call a reasonable number of witnesses to support his or her position. Witnesses shall be present only when their testimony is being given. Each party may bring an advisor to the proceedings. However, representation by legal counsel is not permitted. Both the student and the instructor shall have the right to question each other and inquire into any testimony given at the hearing. The Committee may receive any information it believes will be helpful.

Within seven (7) calendar days after the close of the hearing in the matter, the Hearing Committee shall present its recommendations in writing to the Chair, the student, and the instructor.

If the student asks only for a grade review, the review of the grade will be handled within the department and the final decision will be made according to the departmental procedures. A student may appeal a departmental decision on a charge of a violation of good teaching practices.

Appeal

If the student wishes to appeal the decision beyond the departmental level, the student must follow the procedures outlined in the Academic Grievance Policy found in the Student Handbook. A divisional grievance committee will not adjudicate a violation of Good Teaching Practices unless the written complaint is lodged before 5 p.m. Friday of the eleventh week of the fall or spring semester that follows the term in which the alleged violation occurred.

An undergraduate student with an academic grievance who fails to resolve the difficulty with the instructor(s) involved should schedule a conference with the Chair of the Department, who may resolve the issue or may recommend an application to the Department of Chemistry and Biochemistry Academic Grievance Committee. This committee consists of the Chief Departmental Advisor (CDA) or his designee and two advisors appointed by the CDA or his designee who are not directly involved in the grievance. Once the student has submitted a written statement to the CDA, the Committee will solicit a written response from the instructor(s) involved and will make its decision within two weeks of the submission of the student grievance.

Nov 2006

DEPARTMENTAL HONORS IN CHEMISTRY AND BIOCHEMISTRY

I. Admission to the Program

- A. Chemistry/Biochemistry majors with at least 25 hours of Chemistry/Biochemistry courses and at least a 3.50 Departmental GPA may apply for admission to the Departmental Honors program.
- B. Application for admission to the Departmental Honors program **should be made in the term preceding the applicant's final year.**
- C. Admission to the program is granted jointly by the Honors and Awards Committee and the applicant's faculty mentor (the faculty member directing the applicant's CHM 480 project).

II. Requirements of the Program

- A. Candidates must register for a minimum of two terms of research, including at least one term of CHM 480. Enrollment in research courses requires independent study approval by the **faculty mentor** and the **Chair of the Department**. Grading of this course is the responsibility of the faculty mentor. An S grade may be assigned for satisfactory completion of the first semester, and final letter grades for CHM 480 will be assigned on completion of the program.
- B. Candidates must maintain at least a 3.50 Chemistry/Biochemistry GPA to be eligible for Departmental Honors.
- C. Candidates must submit to the Honors and Awards Committee a written report summarizing the work accomplished in CHM 480. This report is to be submitted three weeks before graduation.

III. Coordination of the Program

- A. The Chair of the Honors and Awards Committee will also be the Chemistry/Biochemistry Honors Program Coordinator.
- B. The Coordinator will assume responsibility for publicity, recruitment, general administration and faculty awareness of students involved in the program.

COLLEGE OF ARTS AND SCIENCE CATALOG DESCRIPTION
(quoted from the current University Catalog)

Departmental Honors

The College offers a program in departmental honors for students who qualify for and desire independent work in a major field of study under the guidance of a faculty mentor(s). Students who successfully complete such an effort graduate with a departmental honors notation on their transcripts and under their names in the commencement program.

To qualify for entrance into the departmental honors program, you must be a senior, a major in the College of Arts and Science, and have a grade point average of at least 3.5 in the major in which departmental honors work is desired. You also must meet specific requirements of the department or academic program in which honors work is to be done; you must consult with the appropriate department or program director about specific requirements.

Students who qualify, register for CHM 480: departmental honors (1-6, maximum of 6) for a minimum total of 4 semester hours and a maximum total of 6 semester hours. These credits may be taken in one or more semesters of your senior year. Approvals of the department chair or program director and the faculty mentor of your honors work are required for registration.

Expectations are rigorous and demanding, but the nature of projects vary. Projects might involve independent readings, creative efforts, internships, or research, based in the laboratory, field, or library. The project must result in a tangible product, such as an examination, written report, paper or monograph, oral presentation, work of art, or documentary.

Departmental honors in the College may be coordinated and integrated with work for Senior Directed Study in the University Honors Program. A common project may serve both departmental honors and University honors but separate and distinct presentations must be made to the department or program and to the University Honors Program for evaluation to earn both honors notations.

DEPARTMENTAL RELATIONSHIP WITH THE GENERAL HONORS PROGRAM

The Department of Chemistry and Biochemistry offers only infrequently specific courses for the University Honor's Program. The University's Honors Program requires completion of a Departmental Honors Program (or equivalent). While Departmental Honors in Chemistry/Biochemistry may be (and has been) used for the University's Honors Program, it is likely that only B.S. Chemistry/Biochemistry majors will be successful in achieving Departmental Honors. A.B. Chemistry majors have used CHM 490 in partial fulfillment of University Honors Program requirements.

INDEPENDENT READING (CHM 177, 277, 377 AND 477) AND UNDERGRADUATE RESEARCH (CHM 490)

These courses are open to all students with a 2.3 or better Chemistry/Biochemistry GPA. A student who wishes to take one of these courses makes arrangements with the individual instructor. The instructor oversees an individual project, the form and size of which is mutually agreeable to instructor and student. These courses are offered on a credit/no credit basis only.

Program Modifications for Students with Unusual Backgrounds

As Miami University continues to attract students with diverse backgrounds, students with an unusual level of prior experience may choose to attend Miami University as undergraduates. Our regular list of requirements and plans of study may not represent the optimum sequence of courses for such students. Upon petition, the Department, through the CDA, can implement alternatives.

1. For general chemistry background, the AP exams and the CLEP exams will serve as the mechanism for gaining credit for such experience. No other mechanisms are deemed necessary.
2. Transfer articulation policies are in place for coursework taken elsewhere. No other mechanisms are deemed necessary.
3. The departmental CDA is able to make DARS notations and to allow course substitutions for regular requirements.
4. Advising for graduate students is already flexible enough to allow an individualized plan of study, so this policy applies to undergraduate coursework.

When a student presents documentation that leads the CDA to believe the student may have already mastered the material in what will be a required course, the CDA will refer the matter to the division administering that required course. The division will, at its discretion, administer an examination allowing the student to demonstrate current mastery of the material in the course. Normally, such an examination will be equivalent to a course final exam or a graduate entrance exam. Provided that the student performs at a satisfactory level (as determined by the division), the division will recommend a higher level course (normally one with the original course as a prerequisite) that can serve as a substitute for the required course. Upon completion of the higher level course, the CDA will execute a DARS notation allowing the upper level course to fulfill the requirement.

The departmental CDA has DARS control over the requirements for the majors in the department. If the student under consideration wishes to use the upper level course for another major or for Miami Plan requirements, the CDA can inform the advisors in the other unit of our internal policy, but the decision to allow a DARS substitution rests with the department of major (or the Office of Liberal Education).