



HAJIM SCHOOL OF ENGINEERING & APPLIED SCIENCES
UNIVERSITY *of* ROCHESTER

Materials Science Program

Graduate Studies Handbook

2025-26

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COURSE REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN MATERIALS SCIENCE

A. Program Objective

Materials Science education at Rochester is intended to prepare students for careers as independent scientists and engineers in a wide variety of disciplines that has come to define the field of Materials Science in general. Courses will be offered that stress the interdisciplinary nature of Materials Science and will cover understanding the fundamental behavior of materials to integrating materials into complex systems and devices with an engineered function. Students will have the flexibility to tailor a course curriculum to meet their individual needs and educational aspirations, while also maintaining a strong base in fundamental principles that have traditionally defined Materials Science education. Students pursuing a Ph.D. will also have the opportunity to choose a research advisor from faculty residing in departments throughout the schools of Arts and Sciences, Engineering, and Medicine. This advisor will be the primary individual providing guidance and mentorship for the student as he or she pursues rigorous experimental or theoretical studies that will culminate in a thesis. The overall objective of the Materials Science Ph.D. program is to produce highly-talented individuals capable of independent and critical analytical thought to address the world's most important and challenging scientific and engineering materials problems today and in the foreseeable future.

B. Curricular Requirements

A typical program for a materials science (MSC) Ph.D. student entering with a B.S. degree consists of a minimum of 24 credit hours of MSC graduate courses, exclusive of reading courses, 8 credit hours of other related courses, and 58 credit hours of research for a total of 90 credit hours. No more than 10 credits may be transferred from non-matriculated study at the University of Rochester or from an outside institution. A typical program for an MSC Ph.D. student entering with an approved M.S. degree consists of a minimum of 24 credit hours of MSC graduate courses plus 36 credit hours of research. In this scenario, the master degree is applied toward the Ph.D. degree program of study. Students must successfully complete an oral defense of their theses. It is assumed all incoming students have completed a basic undergraduate course in materials, such as our course MSC 480, Introduction to Materials Science. If not, students must complete MSC 480.

All first year graduate students are required to register for the Materials Science Program Seminar Series (MSC 496) for both semesters. The materials science program director should be indicated as the instructor for the course with zero credit hours. Grading for this course is based on attendance. The dates and times of the seminars will be announced via e-mail. Attendance of at least three seminars per semester will result in a grade of S.

All Materials Science degree programs require completion of MSC 480 **unless** a basic undergraduate course in materials has not been completed satisfactorily.

Additionally, at least one course from **either** Thermodynamics or Structure/Property Relationships must be chosen from the lists below.

Other courses should be selected from the available courses in MSC and allied fields, in consultation with the student's advisor. These additional courses must include a minimum number of credits that bear the MSC designation, as described above.

1) Thermodynamics

MSC 405 – THERMODYNAMICS OF SOLIDS (Cross-listed as ME 460)

CHEM 442- PHYSICAL CHEMISTRY II

MSC 418 - STATISTICAL MECHANICS (cross-listed as PHY 418)**

**Success in this course is dependent upon having a strong background in physics.

Materials Science student who do not have a major in physics are highly encouraged to take CHEM 442 instead.

2) Structure/ Property Relationships

MSC 409 – MECHANICAL PROPERTIES OF MATERIALS (Cross-listed as ME 481)

MSC 456 - CHEMICAL BONDS- FROM MOLECULES TO MATERIALS (CHM 456)

MSC 483- BIOSOLID MECHANICS

MSC 486- VISCOELASTICITY

***** NOT ALL COURSES ARE OFFERED EACH ACADEMIC YEAR *****

Course Options and Threads

Students interested in working towards a Materials Science degree have a wide range of courses from which to draw in constructing their programs of study. The following “threads” list a few recommended courses that may be of particular interest to students focused on specific aspects of the field. A list of additional recommended courses is also given below.

These threads are intended to suggest courses that may be of particular interest to students focused in each area. However, provided other requirements are met (e.g. minimum number of credit hours with the MSC designation), students may select courses from different threads in consultation with their academic advisor. In making their selections students are strongly encouraged to consider the need for breadth, as well as depth, given the broad nature of the field.

Materials Processing and Characterization Thread: Courses introduce students to characterization and processing tools needed to understand and form materials into complex structures and integrated devices.

MSC 407 Solids and Materials Laboratory (ME 462)

MSC 463 NMR Spectroscopy (CHM 423)

Electronic and Optical Properties of Materials Thread: Courses establish fundamental electronic and optical properties of silicon, ceramics, and glasses to motivate advanced applications in optics, alternative energy, and medicine.

MSC 420 Introduction to Condensed Matter (PHY 420)

MSC 423 Semiconductor Devices (ECE 423)

MSC 470 Optical Properties of Materials (OPT 421)

MSC 460 Solar Cells (CHE 460)

MSC 456 Chemical Bonds (CHM 456)

MSC 437 Nanophotonic and Nanomechanical Devices (ECE 436)

Polymers and Biomaterials Thread: Courses emphasize both fundamental and applied concepts of polymer science and biomaterials.

MSC 413 Engineering of Soft Matter (CHE 413)

MSC 454 Interfacial Engineering (CHE 454)

Materials Science Courses:

MSC 421 (BME 420) Biomedical Nanotech

MSC 442 (BME 442) Microbiomechanics

MSC 451 (BME 451) Biomedical Ultrasound

MSC 462 (BME 462) Cell & Tissue Engineering

BME 485 Cell & Membrane Mechanics

MSC 413 (CHE 413) Engineering of Soft Matter

MSC 454 (CHE 454) Interfacial Engineering

MSC 458 (CHE 458) Electrochemical Engineering and Fuel Cells

MSC 460 (CHE 460) Solar Cells

MSC 469 (CHE 469) Biotechnology and Bioengineering

MSC 476 (CHE 476) Polymer Chemistry

MSC 478 (CHE 478) Machine Learning of Molecules and Materials

MSC 416 (CHM 416) X-ray Crystallography

MSC 463 (CHM 423) NMR Spectroscopy

MSC 456 (CHM 456) Chemical Bonds

MSC 423 (ECE 423) Semiconductor Devices

MSC 437 (ECE 436) Nanophotonic and Nanomechanical Devices

MSC 520 (ECE 520) Spin Based Electronics

MSC 432 (ME 432) Opto-mechanical

MSC 407 (ME 462) Solids and Materials Laboratory

MSC 409 (ME 481) Mechanical Properties of Materials

MSC 433 (ME 433) Nanoscale Energy Transport & Conversion

MSC 507 (OPT 407) SEM Practicum

MSC 470 (OPT 421) Optical Properties of Materials

MSC 465 (OPT 465) Principles of Lasers

C. Advising and Committees

Academic and Thesis Advisors

You will be assigned an academic advisor when you arrive at Rochester, but he or she may not be your eventual thesis advisor, whom you should identify during your first year here, usually before taking the preliminary exam. (This exam is discussed below.) It is important that you find a good match between your academic interests and those of your thesis advisor, that your advisor is willing to accept you as a graduate research assistant, and that he/she is able to provide your graduate stipend and continuation fees. Any member of the MSC Faculty may serve as a PhD thesis advisor.

Thesis Advisory Committee

After beginning work together, a student and his/her thesis advisor must define the direction of the doctoral research and identify members of the UR faculty that will comprise the thesis advisory committee. The thesis advisory committee performs several functions. It provides advisory input during the development of the thesis research project with respect to scientific merit, techniques and methodology, relevant literature, etc. It normally serves as the Qualifying Exam Committee (see below). Finally, it, along with a representative approved by the University Dean of Graduation Education as Chair, is the examining committee for the thesis defense.

The thesis advisory committee must consist of the research advisor, at least one other member from the MSC faculty and one faculty member who does not have to be member of the MSC faculty, but if they are, cannot be from your advisor's department. At least one member of the advisory committee is expected to have trained a graduate student through completion of a doctoral degree. Additional committee members may be included from either within or outside the University if it is considered useful or necessary. Thus, the minimum size of the committee will be three members, but four (or more) is quite possible. In the case of co-advisors, a minimum of five members is required. Any exceptions to this procedure will have to be approved by the Dean for Graduate Education and Postdoctoral Affairs for Arts, Sciences and Engineering and the University Dean of Graduate Educations. By January of the second year, the student must submit a list of suggested committee members to the Director of Materials Science for review.

D. Ph.D. First Year Preliminary Exam

First year Ph.D. students take this closed exam after their second semester, usually late May or early June. **You must have a GPA > 3.0 in 400-level courses and register with the MSC Program Director's office** by the date specified to take the exam. This exam is required of all first year Ph.D. students, and successful completion of this examination by mid-June is required for formal admission into the Ph.D. program in the Materials Science Program.

To begin the exam process, each student is given three research papers submitted by committee members for review and one must be selected for the exam. The papers will be no more than two years old and will not be directly related to the student's chosen area of research, nor will they have been written by a member of the MSC faculty. At least three weeks before the oral presentation, each student must inform the Director's office by email or in writing which paper he/she has chosen to serve as a basis for the exam. The exam requires a committee of three Materials Science faculty members. The student's

academic advisor is typically one member of the committee. The student can select the other member(s) of the committee or they will be chosen by the Materials Science Curriculum Committee if necessary. The student is responsible for checking the availability of the committee members and scheduling the oral exam before June 15th. The student must inform the Graduate Coordinator of the date and time for timely administration of the exam.

At least **one week** before the exam, each student must submit to the Director's office an electronic copy of a carefully written document containing three sections of equal importance:

Questions Addressed by the Author(s). The questions addressed in the article and the reasons for examining these questions should be identified.

Critical Appraisal of the Article. The author's contribution to the solution of those questions and its significance should be discussed.

Proposal for Additional Research. Propose in concrete terms research that might be done to extend and (if necessary) improve upon the study addressed in the article.

This document should be no longer than ten pages (12 pt double-spaced, 1 inch margins), excluding figures.

Approximately one week after submission of the document, each student must appear before the three-member faculty committee for an oral examination defending the document. Each exam will consist of a 20-minute oral presentation by the student followed by questions from the examining committee. The entire exam will last about two hours. At the end of the exam the committee will submit a written report of the examination to the Director and the student will be notified of their status.

Students will be evaluated on the following criteria:

- 1) Student's ability to evaluate published research critically. (Is the student a critical thinker?)
- 2) Student's creativity in suggesting new lines of research. (Is the student able to develop and refine his/her own research ideas?)
- 3) Strength of the written document with respect to both content and style. (Is the student able to communicate complex ideas effectively?)
- 4) Course grades.

E. Ph.D. Qualifying Examination (Proposal)

Objective and Basis for Evaluation

The goal of the Ph.D. qualifying exam is to determine whether the Ph.D. student is prepared to conduct a high-quality dissertation in materials science. The Ph.D. qualifying exam is based primarily on a research proposal, written and defended by the student. Through written and oral presentations, and through oral discussion, the student must convince the exam committee that:

- 1) The proposed research addresses an unsolved, technologically important problem.
- 2) The proposal contains an approach that is well thought-out, appropriate for the problem addressed, and has a good chance of success.
- 3) That the student can successfully complete the work using the resources available to them.

The Exam Committee

The committee will consist of a minimum of three full-time faculty of professorial rank. Two must be from within the Materials Science Program and one faculty member who does not have to be member of the MSC faculty, but if they are, cannot be from your advisor's department. **The exam committee normally constitutes the members of the student's thesis advisory committee.**

Timing

This exam should be completed by the end of the third year of study. It must also be completed a minimum of six months before the final thesis defense can be taken, a requirement that cannot be waived. (The purpose of the Qualifying Exam is to determine whether the student is qualified and competent to continue work toward a Ph.D. in Materials Science, and the exam is typically taken much earlier but after research has begun so the thesis can be clearly outlined). Contact the Director's office as soon as you and your advisor begin planning for your proposal. There are several things you must complete before you can take this exam and the office can help guide you through this.

You must submit your written thesis proposal to your committee and your Committee Nomination form to the Dean's Office at least **10 working days (weekends and University holidays not included)** before the exam is to take place.

Your program of study must be on file with Graduate Education and Postdoctoral Affairs office when you reach your 90 credits and, if necessary, updated.

Written Proposal

Use an Arial, Times New Roman, or Helvetica typeface and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch. Use standard size (8 1/2" x 11") sheets of paper. Use at least 3/4 inch margins (top, bottom, left, and right) for all pages, including continuation pages. The document must be single-sided and single-spaced. Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b). Do not include unnumbered pages. A smaller type size may be used but it must be in black ink, readily legible, and follow the font typeface requirement. Embed key figures in the document and place additional figures in appendices.

All students must consult with their advisor prior to the preparation and submission of this document. The advisor will typically provide additional guidance about the document format and preparation.

Typical Exam Format

The student will give a presentation to present an overview of the thesis research proposal for the first 20-30 minutes using blackboard and/or PowerPoint slides. Occasionally, this presentation is made to a larger audience in the form of a seminar with a 45 minute presentation. If so, then additional background material may be appropriate and an abstract should be given to the Director's office a week in advance for posting. The committee will then examine the student orally in a closed session. A typical examination will take between two and three hours. The candidate is judged on the significance of the research proposed, the written and oral presentation, understanding of the fundamental issues, the ability

to apply the background from formal course work to problems related to the proposal, and demonstration of critical assessment of results. It is important to recognize that while the written proposal serves as a focus for the oral examination, questions about related areas can also be raised.

F. The Final Ph.D. Defense

The Ph.D. defense is the last step in your studies. Your dissertation should be in final form before you defend. When you and your advisor begin planning for the defense, be sure to contact the Director's office. There are many administrative matters you must bear in mind connected with the defense process and they can help you through them.

Thesis Preparation and Registration

A booklet entitled "The Preparation of Doctoral Thesis" is available online at <http://www.rochester.edu/Theses/ThesesManual.pdf>. It is the responsibility of the student to see that the style, format, margins, paper, binding, etc. are in accordance with the University regulations. The student should also be aware of deadlines for registering a thesis in conjunction with degree dates. The most updated graduate calendar is available at <http://www.rochester.edu/college/gradstudies/gcalendar.html>. Registration with the office of the Dean of Graduate Education and Postdoctoral Affairs must take place 25 working days (weekends and holidays not included) before the final exam. Reference "Preparing for a PhD Defense" online at <https://www.rochester.edu/college/gradstudies/academics/phd-defense.html>

The Committee

The final exam committee will consist of a minimum of three full-time faculty of professorial rank. Two must be from within the Materials Science Program and one faculty member who does not have to be member of the MSC faculty, but if they are, cannot be from your advisor's department. The exam committee normally constitutes the members of the student's Qualifying Examination (Proposal) committee. For specifics refer to the heading for Interdisciplinary Programs at <http://www.rochester.edu/college/gradstudies/current/dissertation.html>.

Exam Format

The first 45 minutes of the exam is typically a seminar open to the public. The student's presentation should last approximately 30-35 minutes and an additional 10-15 minutes should be allowed for questions from the audience. Notes, slides, charts, and visual aids for a seminar are encouraged. The student and the Examining Committee will then adjourn to a closed session where the second part of the exam will be conducted. The committee will scrutinize the student's thesis including comprehension, execution, description, and interpretation of the research described in the thesis.

After successful completion of the Final Exam, the student will be required to make any corrections in the thesis. When corrections are completed and reviewed by the thesis advisor, the submission is completed electronically to the University Dean of Graduate Education at www.etsadmin.com/rochester. A student's stipend normally ends when the final copy of the dissertation is submitted.

H. Key Milestones

At the end of the first academic year

Choose a research advisor
Complete preliminary examination
Begin Ph.D. thesis research

Second Year

No later than January, submit the names of the thesis advisory committee to the Materials Science Program Office
Complete most remaining course work
Organize thesis proposal

Third Year

Submit final copy of research proposal to Program Office and Advisory Committee Members (two weeks before exam).
Complete qualifying examination (proposal defense) by year-end.

Subsequent Years

Continue research and writing of the thesis under the direction of the thesis advisor and thesis advisory committee. *Note:* the expectation of the program is that students should not take more than five years to successfully complete the Ph.D. University Regulations require that students exceeding a 7 year stay receive approval for an extension both from the advisor, program director and the Dean of Graduate Education and Postdoctoral Affairs.

I. Ph.D. Student Expectations and Responsibilities

<https://www.rochester.edu/college/gradstudies/graduate-handbook//introduction/expectations-and-responsibilities.html>

REQUIREMENTS FOR THE MASTER OF SCIENCE IN MATERIALS SCIENCE

A. Program Objective

Materials Science graduate education at Rochester is intended to prepare students for careers as independent scientists and engineers in a wide variety of disciplines that has come to define the field of Materials Science in general. Courses will be offered that stress the interdisciplinary nature of Materials Science and will cover understanding the fundamental behavior of materials to integrating materials into complex systems and devices with an engineered function. Students will have the flexibility to tailor a course curriculum to meet their individual needs and educational aspirations, while also maintaining a strong base in fundamental principles that have traditionally defined Materials Science education. Students can choose between a M.S. Degree with or without a major research component. Should students choose the thesis option for their M.S. program, they will also have the opportunity to choose a research advisor from faculty residing in departments throughout the schools of Arts and Sciences, Engineering, and Medicine. This advisor will be the primary individual providing guidance and mentorship for the student as he or she pursues rigorous experimental or theoretical studies that will culminate in a thesis. The overall objective of the M.S. Program in Materials Science is to provide students the ability to build on their university education, preparing them for a career in a materials-related industrial field, or providing a foundation of coursework for furthering their graduate education.

B. Curricular Requirements

The M.S. degree in materials science requires a minimum of 30 credit hours of graduate courses. There are two paths to obtaining an M.S.: Plan A, with thesis, and Plan B, without thesis. Plan B is the normal, default, option for entering students. If a student wishes to pursue a Plan A path instead, it is the student's responsibility to make arrangements with a faculty thesis advisor to supervise his/her work and to inform the MSC program office of this.

For students electing to obtain the M.S. degree with thesis (Plan A), the following requirements apply: The 30 credit hours must include a minimum of 20 credit hours of MSC graduate courses plus 10 credit hours for research, and the student must successfully complete an oral defense of his/her thesis, after all other degree requirements have been completed.

For students electing to obtain the M.S. degree without a thesis (Plan B), the following requirements apply: The 30 credit hours must include a minimum of 24 credit hours of MSC graduate courses plus 6 credit hours of other related courses. The maximum number of research credits for a Plan B M.S. degree is 6 credit hours. A student in Plan B must pass a comprehensive oral examination to obtain the degree.

It is assumed all incoming students have completed a basic undergraduate course in materials, such as our course MSC 480, Introduction to Materials Science. If not, students must complete MSC 480.

All first year graduate students are required to register for the Materials Science Program Seminar Series (MSC 496). The materials science program director should be indicated as the instructor for the course with zero credit hours. Grading for this course is based on attendance. The dates and times of the seminars will be posted on the program web page and announced via e-mail. Attendance of at least three seminars per semester will result in a grade of S.

All Materials Science degree programs require completion of at least one course selected from each of the two categories listed below. Other courses should be selected from the available courses in MSC and allied fields, in consultation with the student's advisor. These additional courses must include a minimum number of credits that bear the MSC designation, as described above.

1) Thermodynamics (must select a minimum of one course from this list)

MSC 405 – THERMODYNAMICS OF SOLIDS (Cross-listed as ME 460)

MSC 418 - STATISTICAL MECHANICS (cross-listed as PHY 418)

MSC 425 – THERMODYNAMICS I (cross-listed as CHE 425)

CHEM 442- PHYSICAL CHEMISTRY II

2) Structure/ Property Relationships (must select a minimum of one course from this list)

MSC 409 - MECHANICAL PROPERTIES OF MATERIALS (Cross-listed as ME 481)
or MSC 456 - CHEMICAL BONDS- FROM MOLECULES TO MATERIALS (CHM 456)

***** NOT ALL COURSES ARE OFFERED EACH ACADEMIC YEAR *****

Lists of courses satisfying the master's degree curricular requirements are specified in Section I-B of the Ph.D. curricular requirements.

C. Continuity

All master's degree students, including part-time students, must maintain continuous enrollment. If students fail to enroll for any term, the Arts, Sciences and Engineering Graduate Education and Postdoctoral Affairs Office may terminate a student's status with the university, or students must pay the appropriate fees for unregistered semesters in order to complete the degree. To maintain continuity, full-time Plan A and Plan B M.S. degree students who are not enrolled in full-time coursework but are working full time on their degree requirements (e.g. dissertation, theses, research, M.S. degree oral exam etc.) may register for MSC 897 or MSC 899 for zero credit hours. Both of these categories are considered full-time enrollment for all reporting purposes and satisfy government requirements for F-1 and J-1 international students. MSC 897 can only be used one time, and does not include a fee. You must have all credits that you have taken graded and your program of study on file with Graduate Education and Postdoctoral Affairs Office. MSC 899 can be used for more than one semester, and does include a fee, as well as other fees associated with full-time enrollment. For more details about maintaining continuous enrollment, please see the Graduate Education Official Bulletin at <http://www.rochester.edu/gradstudies/publications.html>.

D. Duration

A full-time student should not take more than two years to complete all the Plan B M.S. requirements, including the oral examination. In the first year of study, a student in Plan A should satisfy most course requirements, become fully trained in the laboratory, and make substantial progress on their thesis project. Typically, all efforts beyond the first year are devoted to the completion of the research thesis. The University has a five-year limit on the time taken to complete any M.S. degree (Plan A, Plan B, full-time or part-time).

E. Advising

Plan A students should identify a thesis advisor during their first year and the thesis advisor will serve as the student's academic advisor. The advisor will help the student construct a program of study appropriate to the student's interest, abilities, and the demands of the research project. Any member of the Materials Science Faculty may serve as a M.S. thesis advisor. Plan A students are also required to form a thesis advisory committee. This committee must consist of 1) the thesis advisor, 2) one faculty member who is part of the Materials Science Program Faculty, and 3) one faculty member from outside the advisor's department.

Plan B students will be assigned an academic advisor before beginning their first term of study. This advisor will help the student construct a program of study.

F. Thesis and Exit Exams

M.S. Plan A

Plan A students are required to prepare a written thesis under the supervision of his/her advisor following the format specified for the Ph.D. degree (see above).

Arranging for the defense: When you or your advisor begin thinking about defending, remember to contact the Graduate Coordinator. He/she will guide you through the process and the administrative requirements, including the specific deadlines for the defense and dissertation submission for each degree conferral date, *i.e.* May, August, December. You must be registered for the semester in which you defend.

Scheduling and required paperwork: Check with the Graduate Coordinator for allowable defense dates. The thesis document must be registered with the Dean for Graduate Education and Postdoctoral Affairs, and copies must be delivered to the members of the examining committee at least one week (five working days) prior to the oral exam. When your committee has been selected and a defense date is chosen, the Graduate Coordinator will reserve a conference room for your defense.

The examining committee: You will defend your dissertation before a committee of two full-time professors from the Materials Science program and one full-time professor from outside the department of your advisor's primary appointment. The committee members are selected by your advisor, with input from you, and then it is your responsibility to contact the faculty. For specifics refer to the heading for Interdisciplinary Programs at <http://www.rochester.edu/college/gradstudies/current/dissertation.html>.

The thesis work must be presented in a public seminar and followed by a closed session oral examination. The written document, the prepared presentation, and the oral exam will be used in evaluating the following criteria:

- A) Is the student clearly capable of executing an original study over a prolonged period?
- B) Is the student capable of presenting the rationale and results of new study in a clear manner?
- C) Did the student become thoroughly acquainted with the literature in his thesis area?

Final copies of the dissertation: You must turn in two corrected unbound copies of your dissertation after successful completion of the defense. These copies will go to the Dean's office. Also, give the Graduate Coordinator an electronic version for your academic file. It is also customary to provide bound copies to your exam committee.

M.S. Plan B

A student in Plan B must pass a comprehensive oral examination. Degrees are conferred in May, August, and December. See the Graduate Coordinator for deadlines for the appropriate conferral date to ensure that all requirements are met.

All students in Plan B must pass a thirty minute oral exit exam before a committee comprised of at least three Materials Science faculty members. At least two weeks prior to the exam, the M.S. candidate will be provided three recently published papers, one of which he or she must choose to evaluate. Students are not allowed to discuss their chosen manuscript with other students or faculty. The exam begins with the candidate presenting a ten-minute oral summary and critique of the chosen manuscript. A written paper will not be required. The examination committee members will then ask questions for approximately twenty minutes to evaluate (i) the student's ability to identify and clearly explain the physical principles upon which the paper is based, (ii) the scientific basis and appropriateness of the student's critique, and (iii) student competency in materials science subjects, particularly those related to completed M.S. coursework.

It is considered important that the total exam time (30 minutes for each student) be rigorously maintained. As a result, students are reminded that it is very important for them to use their time well during both the presentation and question portions of the exam.

Following the exam the committee will recommend that the student pass, pass with a contingency, or fail to the Materials Science Program Director.

Possible Outcomes:

- pass
- contingent pass: either take additional course(s) or write a follow-up document to be reviewed and voted on by the committee
- failure: termination from the program

The oral exams will normally be held once a year, either during the spring semester or early summer. Exams will normally be held in a single block, with students following each other at half hour intervals.

G. M.S. Student Expectations and Responsibilities

<https://www.rochester.edu/college/gradstudies/graduate-handbook//introduction/expectations-and-responsibilities.html>

Materials Science Faculty

<https://www.hajim.rochester.edu/matsci/people/faculty/index.html>

Responsibility of Teaching Assistants

As part of their educational experience, all Materials Science Ph.D. students are required to provide teaching assistance for at least two semesters unless they are granted a waiver that must be approved by the Director's office.

Expectations and Responsibilities of TAs:

1. TAs should be polite, courteous, and respectful to all students.
2. TAs should have 2 hours/week of office hours, at a time that is convenient for the students in the course.
3. TAs are *not* expected to be available to answer students' questions outside of office hours.
4. Students in courses are expected to observe the above restrictions on office hours.
5. TAs should be prepared to answer questions on the material being presented in class.
6. TAs share in the grading of homework and examinations.
7. TAs should grade and return homework assignments in a timely manner.
8. The department, if requested, will provide each graduate student with the opportunity to make classroom presentations.

GRADUATE STUDENT RESIDENCY, VACATIONS, AND LEAVE OF ABSENCE

General Guidelines and Principles

Graduate students are expected to be in residence the entire calendar year. Students must recognize that the periods when classes are not in session are the ideal times to devote to research and should plan to spend as much of that time as possible in productive research.

The need to take reasonable time off for vacation and time away from the academic program is recognized. However, graduate students should expect to take off no more than 10 working days per year. Such periods should be carefully arranged far in advance with the research advisor, a full semester or six months in advance is not too early. Graduate students need to be cognizant of all possible deadlines for manuscripts, abstracts, proposals, grant reports, and academic requirements such as TA assignments and the qualifying exam so that any vacation time does not adversely affect fulfilling these obligations.

If it becomes absolutely necessary for students to take leaves of absence for any time longer than a normal vacation period, they should not expect their stipends to continue while they are away. Such leaves must be approved, far in advance, by the student's research advisor and should be considered a special privilege that is not generally available.

This policy is not intended to change the academic environment that we have into a workplace. Students and faculty alike should spend as much time as they can on their academic pursuits because it is enjoyable, not because they are compelled to do so. In keeping with the academic environment, necessary flexibility in this policy may be exercised, consistent with meeting the deadlines of assignments and research results. Each faculty member may choose to enforce this policy in his research group in a way that works best for him and his students. Any variations are at the option of the faculty advisor, and students should not expect that all variations will be generally available.

Vacation Approval

The research advisor and the department chair make final decisions regarding when and how long students may take time off from their research. Many factors affect such decisions. The research calendar has many deadlines that must be met: proposal submissions, abstracts for presentations at technical meetings, final reports to funding agencies, etc. All these activities are the joint responsibility of the research advisor and the students in the research lab. In addition, the academic calendar imposes special constraints. For example, graduate students in their first year of residency (and in some cases beyond the first year) have an obligation to support the teaching function of the department through service as a teaching assistant. Thus, every graduate student in this situation must schedule time off when it will not conflict with these TA responsibilities.

ACADEMIC PROBATION

All graduate students are expected to maintain high standards of academic performance in their coursework and their research. The minimum acceptable grades for courses or research work carrying

graduate credit are C or S. However, only one C grade is allowed in a student's graduate program of study.

A student who receives the grade of C in one or more courses or the grade of E in one or more courses will be considered to have an unsatisfactory record and will be automatically placed on academic probation*. A student on academic probation cannot be awarded a graduate degree. Students in extenuating circumstances may appeal to the dean of Graduate Education and Postdoctoral Affairs.

When a student is placed on probation by the GEPA office, the student will be notified in writing and will be reviewed at the end of the following semester to determine if their probationary status should continue. During the probationary period, students will remain eligible to receive federal and institutional assistance (except when they have exceeded their degree deadline). If a student does not re-establish satisfactory academic standing after attempting a full-time courseload, the student will become ineligible to receive financial aid and will be subject to exclusion (dismissal) by the GEPA office.

A student will be removed from academic probation if the student completes a full-time courseload of graduate credit with no grade lower than B-. If the student receives a grade below B-, the student is subject to removal from the program.

For more information, please see the Graduate Education and Postdoctoral Affairs Policy: https://www.rochester.edu/college/gradstudies/graduate-handbook/academic/academic-progress.html#academic_probation_policy

*Students who receive their first and only C in their final semester are not subject to academic probation.

Emergency or Temporary Closings and Other Changes in Class Schedules and University Operations

The University plans to commence and conclude classes on the dates indicated in the academic calendars. But unforeseen circumstances or events may occur that require the University to temporarily close or otherwise make adjustments to its student life, residential housing, class schedules and format, method and location of instruction, educational activities, and operations because of reasons beyond the University's control.

For example, such circumstances or events may include but are not limited to inclement weather, the onset of public health crises, being subject to government order(s), significant safety or security concerns, faculty illness, strikes, labor disturbances, sabotage, terrorism, war, riot, civil unrest, fire, flood, earthquake, acts of God, malfunction of University equipment (including computers), cyberattacks, unavailability of particular University facilities occasioned by damage to the premises, repairs or other causes, as well as disruption/unavailability of utilities, labor, energy, materials, transportation, electricity, security, or the internet.

If any of these or other unforeseen circumstances or events outside of the University's control occur, the University will respond as necessary and appropriate, and it assumes no liability for any interruption or adjustments made to student life, residential housing, class schedules and format, method and location of instruction, educational activities, and operations caused by these or other unforeseen circumstances or events. And the University shall not be responsible for the refund of any tuition or fees in the event of any such unforeseen circumstances or events, except as may otherwise be expressly provided in the University's Leave of Absence and Withdrawal Policy or its published tuition refund schedule ([Payments and Refunds - Office of the Bursar](#)).

Title IX

The University of Rochester is committed to providing a safe environment to work, learn, live, and socialize together without fear of sexual assault, harassment, or discrimination.

[Here](#) you will find information and resources available on campus and beyond to anyone who has experienced sexual misconduct, including sexual harassment, sexual assault, stalking, domestic violence, and dating violence.