

Policies Concerning Access to Graduate Student Files

Graduate Student File Access:

Graduate student files are official records of the individual student's academic career in the Department of Chemistry and Biochemistry. They often contain original documents of which we do not maintain copies elsewhere. For these reasons, graduate student files may not be removed from the Staff Graduate Advisor's office by anyone other than a designated faculty or staff member. A student may not remove his or her own file from the office under any circumstances. If a student wishes to review or request copies of documents within the file, he or she may do so by visiting the Staff Graduate Advisor in person during regular office hours. A student may also submit a request for copies of specific documents via email to the Staff Graduate Advisor directly or to gradprog@chem.ucsb.edu.

Graduate Student Milestone Exams:

After receiving confirmation of planned milestone exams (advancement to candidacy/orals or final defense) from a student, the Staff Graduate Advisor will prepare the appropriate paperwork and make any applicable updates to the student's file (degree progress check, addition of transcripts, etc.). The prepared paperwork will be attached to the student's file for pick-up by the student's exam committee Chair. The student should inform the Chair (or other designated faculty member) that the file must be retrieved on or before the day of the exam and returned immediately after the exam is completed. The Chair may retrieve the file his or her self or designate another faculty member of the committee or an appropriate staff member (such as a faculty assistant) to retrieve it. A faculty or staff member must also return the file. Before doing so, please ensure that all signatures (including the student's) have been collected with the exception of the Faculty Graduate Advisor and/or Department Chair, if required.