



DEPARTMENT OF

Chemical Engineering

COLLEGE OF ENGINEERING | THE UNIVERSITY OF UTAH

GRADUATE STUDENT HANDBOOK

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INTRODUCTION

Welcome to the Department of Chemical Engineering! This handbook provides students with all necessary information to successfully navigate their graduate studies, including application procedures, coursework, research, publications, presentations, writing and defending a thesis or dissertation and day-to-day professional conduct. Current graduate students are responsible for understanding the information provided in this handbook as well as policies and procedures of both the department and the University of Utah Graduate School.

The Department of Chemical Engineering offers the following graduate degrees:

- Doctoral Degree (Ph.D.) in Chemical Engineering
- Master of Science (M.S.) in Chemical Engineering
- Master of Science (M.S.) in Petroleum Engineering
- Dual degree of Master of Science (M.S.) in Chemical Engineering and Master of Business Administration (MBA), in coordination with the School of Business

Details of the requirements and procedures for these degrees are presented in the chapters that follow. If you have any questions regarding the content of this handbook or the Department of Chemical Engineering Graduate Program, please do not hesitate to contact any of the graduate program personnel listed on the following page.

GRADUATE PROGRAM PERSONNEL

Prof. Kevin Whitty, Director of Graduate Studies

Merrill Engineering Building (MEB) Room 3290E
(801) 585-9388 – kevin.whitty@utah.edu

The Director of Graduate Studies oversees policies and procedures for all graduate degrees offered through the Department of Chemical Engineering and is chair of the department's Graduate Committee. He is available to answer general questions about the graduate program and to provide recommendations regarding coursework. The Director of Graduate Studies also serves as the default advisor for new students that have not yet established a research advisor.

Cynthia Ruiz, Graduate Academic Advisor

Merrill Engineering Building (MEB) Room 3290A
(801) 587-3610 – gradprogram@che.utah.edu

The Graduate Academic Advisor assists students in all aspects relating to Chemical Engineering or Petroleum Engineering graduate degrees, including applications, admissions, policies and procedures, graduation, tuition benefit and student health insurance. All graduate students in the Department of Chemical Engineering are required to meet with Graduate Academic Advisor during their second semester of coursework (excluding summer) to review academic plans. In addition, students are expected to meet regularly with the Academic Advisor as they progress towards their degree to ensure that procedures and forms are properly completed and submitted.

Prof. John McLennan, Director, Petroleum Engineering Program

Merrill Engineering Building (MEB) Room 2292
(801) 587-7925 – jmcclennan@egi.utah.edu

The Director of the Department of Chemical Engineering's Petroleum Engineering Program is available to answer general questions regarding the Master of Science in Petroleum Engineering degree. He also recommends members for Supervisory Committees for students in the Petroleum Engineering Masters program.

Ribana Milas, Administrative Officer

Merrill Engineering Building (MEB) Room 3290F
(801) 585-1811 – milas@eng.utah.edu

Jeri Schryver, Administrative Manager

Intermountain Networking and Scientific Computing Building (INSCC) Room 368
(801) 581-8712 – jeri@eng.utah.edu

The Administrative Officer/Manager works with faculty advisors to manage Graduate Student Research Assistant salaries and/or scholarships/fellowships. All students should correspond regularly with the Administrative Officer/Manager and Graduate Academic Advisor concerning compensation, tuition benefits and eligibility.

GRADUATE PROGRAM APPLICATION AND ADMISSIONS

The Department of Chemical Engineering welcomes applications for graduate studies from qualified individuals. Minimum requirements and application procedures are explained below.

EXPECTED PROFICIENCY AND PREREQUISITE COURSES

DOCTORAL AND MASTERS DEGREES IN CHEMICAL ENGINEERING

Applicants whose bachelor's degree is in a related field—chemistry, physics, mathematics, or another branch of engineering—may seek an advanced degree in chemical engineering provided that they demonstrate equivalent knowledge in the following subjects. CH EN course codes indicate the course number for the University of Utah's Department of Chemical Engineering.

- Physical and Organic Chemistry (2 semesters)
- Calculus, Ordinary Differential Equations
- Computer Language
- Material and Energy Balances (CH EN 2800)
- Fluid Mechanics (CH EN 3353)
- Engineering and Equilibrium Thermodynamics (CH EN 2300 and 3853)
- Reaction Engineering (CH EN 3553)
- Heat Transfer (CH EN 3453)
- Mass Transfer and Separations (CH EN 3603)

Students lacking background in these areas may need to take appropriate courses to prepare for entry into the graduate core curriculum in chemical engineering. The student must initially consult with the Director of Graduate Studies and instructors of each of the core graduate courses to determine what remedial preparation will be required prior to enrolling in those courses.

MASTERS DEGREE IN PETROLEUM ENGINEERING

Applicants for the Master of Science in Petroleum Engineering degree are expected to be proficient in the following subjects.

- Physics for Scientists and Engineers
- General Chemistry (2 semesters)
- Calculus and Differential Equations
- Engineering Computer Skills
- Fluid Mechanics (CH EN 3353)
- Solid Mechanics
- Chemical Engineering Thermodynamics (CH EN 3853)
- Heat Transfer (CH EN 3453)

Students lacking background in these areas are encouraged to take appropriate courses before applying in order to prepare for the graduate curriculum. To facilitate this transition, a recommended Bridging Program has been established. Applicants unsure of their preparedness for the petroleum engineering MS degree are encouraged to contact the Director of Graduate Studies.

APPLICATION PROCEDURE AND MINIMUM REQUIREMENTS

Applications for graduate study in the Department of Chemical Engineering are submitted online. Details regarding the application procedure and a link to the online application are available on the Chemical Engineering Graduate Program web site (<http://che.utah.edu/graduate>). The following information will be required for the application.

GPA: The University of Utah Graduate School requires that all applicants for graduate degrees have a minimum 3.0 GPA (of maximum 4.0) to be considered for admission. Applications of students with a GPA below 3.0 will not be evaluated. The minimum acceptable undergraduate GPA for the Chemical Engineering PhD program is 3.25. The minimum acceptable undergraduate GPA to be admitted into any Department of Chemical Engineering Masters program is 3.0. Meeting these minimum requirements does not guarantee admission into the graduate program.

GRE Scores: Students must have their official GRE scores sent to the University of Utah Testing Center by Educational Testing Service (ETS). The department code is 1001. GRE scores are required from all applicants, regardless of background or previous degrees. The minimum GRE score for consideration for graduate studies in the Department of Chemical Engineering is 155 for Masters applicants and 160 for PhD applicants, based on a test taken within the past 24 months; older GRE scores will not be taken into consideration.

TOEFL or IELTS Language Test for International Students: The Admissions Office requires a minimum TOEFL score of 80 on the iBT internet-based test (550 minimum for pBT), or a minimum IELTS band score of 6.5. More information is available at the University's Office of International Admissions (<http://admissions.utah.edu/apply/international/graduate.php>).

Transcripts: Transcripts from all universities attended must be sent directly to the University's Office of Admissions (<http://admissions.utah.edu/apply/graduate>). For the graduate school application, unofficial transcripts are acceptable. If a student is accepted into the graduate program, they will then be notified to send official transcripts.

Letters of Recommendation: As part of the application, students are required to submit at least three letters of recommendation. These letters are to be submitted electronically through the online graduate application. Paper copies (hardcopies) of recommendation letters sent to the department risk not being included with the application, which would result in an incomplete file which would not be evaluated.

DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING

The degree of Doctor of Philosophy (Ph.D.) in Chemical Engineering represents scholarly achievement demonstrated by independent research. A Ph.D. candidate must be able to demonstrate competence in the subject matter of his or her field. Of major importance to the Ph.D. degree is the student's research, publication in peer-reviewed journals, and dissertation, which must provide new and significant contribution to knowledge in the student's field. The intellectual and creative matter presented in the dissertation must meet the standards of the department and university. Typically, successful completion of a PhD degree requires five years for students entering the program with a Bachelors degree. The maximum allowable time for completion of the PhD degree is seven years.

COURSE REQUIREMENTS

Course requirements depend on the background of the student, as described below:

Students Whose BS/BA Degree is in Chemical Engineering:

Core Courses: Students must take the following core courses and earn an average GPA of 3.3.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)

Electives: Students must take 24 elective credit hours, at least 9 of which must be chemical engineering electives. Grades below C will not count towards the student's graduate program.

Students Whose BS/BA Degree is NOT in Chemical Engineering

Core Courses: Students whose Bachelors degree is not in Chemical Engineering must take the following four core courses and earn an average GPA of 3.3, with no grade below a C.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6553 – Chemical Reaction Engineering (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)
- CH EN 6853 – Thermodynamics (3 credits)

Electives: Students must take 18 elective credit hours, at least 6 of which must be chemical engineering electives. Grades below C will not count for credit towards the student's graduate program.

Students Entering with a Masters Degree in Chemical Engineering

Core Courses: Students who already have a Masters degree in Chemical Engineering must take the following two core courses and earn an average GPA of 3.3.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)

Electives: Students must take 6 elective credit hours, at least 3 of which must be chemical engineering electives. Grades below C will not count for credit towards the student's graduate program.

OTHER REQUIRED CHEMICAL ENGINEERING COURSES

INTRODUCTION TO RESEARCH AND GRADUATE SEMINAR SEQUENCE:

Introduction to Research (CH EN 7753 and 7755) must be taken the first two semesters (fall and spring) of a student's PhD program. Graduate Seminar (CH EN 7857 and 7859) is required every subsequent fall and spring semester until graduation, or student is no longer eligible for Tuition Benefit. The seminars expose graduate students to topics outside their normal area of research and provide an excellent opportunity to broaden their scientific awareness and understanding.

CH EN 7973: THESIS RESEARCH – PHD:

Once the student has selected a research topic and faculty advisor, she/he will be expected to register each semester for CH EN 7973 (research). A minimum of 14 credit hours of Thesis Research is required for the PhD degree. Students typically register for enough Thesis Research credits to bring their total number of credit hours to 11 hours for Fall and Spring semesters and 3 for Summer Term. The Thesis Research course is graded on a credit/no-credit basis. Students must request the class number and permission code from the Graduate Academic Advisor. If a student does not yet have a faculty advisor, the Director of Graduate Studies serves as the instructor for the Thesis Research course.

DEGREE MILESTONES

PRELIMINARY EVALUATION

A student's performance in the 2-4 graduate core courses serves as the preliminary examination for the department. Doctoral students must attain a minimum average GPA of 3.3 in these courses to continue on towards a graduate degree. Note that Chemical Engineering graduate students cannot take these courses using a CR/NC option. In addition, any grade less than a C will be unacceptable for credit in a Chemical Engineering course. Students who do not meet these minimum requirements must develop a plan, in consultation with their Supervisory Committee, and then petition the Graduate Committee for the required action. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

Although a specific timeframe for completion of the core courses is not mandated, it is in the best interest of the student to complete the core courses as soon as possible. Note that there is a limit on the number of tuition benefits a student may receive in the Tuition Benefit Program (10 semesters for Bachelors-to-PhD students; 8 semesters for Masters-to-PhD students). Therefore, timely completion of all graduate coursework should be a priority.

As noted earlier, students who have previously taken equivalent core graduate courses from other institutions may petition the Graduate Committee for an exemption from those courses. No more than two core courses may be waived. The same GPA minimum requirements as described above would apply to the equivalent core graduate courses.

QUALIFYING EXAM

PhD students are required to take the Qualifying Examination. Students are eligible to take the exam only after core coursework has been completed with a minimum average GPA of 3.3.

The Qualifying Examination consists of a critical review of a scientific paper, presented in both written and oral, and is used as a means for determining potential for doctoral-level graduate research. The examination provides an opportunity for the faculty to (1) evaluate the student's critical thinking ability and creativity through their independent evaluation of someone else's work, and (2) evaluate the student's understanding of basic chemical engineering principles as covered by the Chemical Engineering graduate core courses.

Students will be assigned a journal article. They will be given one week in which to perform their critical review and to submit a written synopsis of no more than five, double-spaced pages. The written critiques will be based on guidelines provided below. **Students are not allowed to seek help from other students or faculty members once they have received the journal article.**

All faculty members are encouraged to evaluate the students taking the Qualifying Examination. Each faculty member will be given a profile of each student that is taking the exam; the profile will contain a summary of their Preliminary Examination (core courses and grades) and any other relevant information. Each faculty member will also be given a copy of the student's written critique and should read and evaluate the written critique before the oral component of the exam. Small groups of faculty, four to five, will be scheduled for 1 hour per student to evaluate the student's performance. The students will present their critical review, uninterrupted, for no more than 15 minutes to the small faculty group. Faculty will have 25 to 30 minutes to question the student. Faculty may question the student on the written critique, the oral presentation, the article, or basic chemical engineering principles as defined by the core curriculum. Students will rotate through at least two of these small groups; they will have a 15 minute break between presentations while the faculty members evaluate student performance. A minimum of 8 faculty members must evaluate each student.

At the end of the 45 minute presentation and question-and-answer period, the student will be excused and each faculty member will write an evaluation of the student on a standardized evaluation that will be provided to the faculty before the exams begin. Students will be able to see a blank copy of the to help prepare for the qualifying exam. The evaluation must contain constructive feedback to aid the student in case he/she does not pass the Qualifying Examination. The feedback will be collected and given to the Graduate Committee. Every faculty member will have one vote of a 'pass' or 'fail' for each student. The faculty will vote on their evaluation sheets and the vote will be confidential and anonymous. The votes will be counted at the end of the Qualifying Examination. Students who have been voted 'pass' by 75% or more of the faculty will pass the Qualifying Examination without discussion. Students who are voted 'fail' by 50% or more of the faculty will fail the Qualifying Examination without discussion. Students who receive between 50% and 75% 'pass' will be discussed by members participating in that student's exam as soon as possible after the exam period. The student's research advisor will attend the discussion, and all faculty will be invited to attend. Students will be notified by letter of the outcome of their examination. Students who did not pass will be given feedback on how to improve their performance.

Students who fail the Qualifying Examination may petition the Graduate Committee to retake the examination at a later date. University guidelines specify that the Qualifying Examination can only be repeated once (Graduate Handbook, the Graduate School of the University of Utah). Students who

fail the Qualifying Exam a second time will be excused from the PhD program. A student who fails the Qualifying Exam a second time but has not yet received his/her Masters degree may petition the Graduate Committee to change to a Masters (thesis) program, provided that they have support of a research advisor.

The Qualifying Examination will be offered at least twice yearly. Students are encouraged to take this examination as soon as possible. Students must have completed the required graduate core courses and passed the preliminary exam before requesting a Qualifying Examination.

WRITTEN CRITIQUE GUIDELINES

Students shall write a five-page, double-spaced critical review of a journal article provided by the Graduate Committee. The critical review should be more than a summary of the work and should address the following points.

- The originality of the work
- The quality of the technical approach
- The appropriateness of conclusions in light of the technical work performed
- The clarity of the presentation
- The importance of the work to the field

The specific details of this review will depend on the nature of the article selected. Examples of the types of questions that a review should address include: Are the assumptions made in the theory or models sufficiently general to allow broad application? Is the experimental design adequate to address the questions? Are the conclusions adequately supported by the data presented? Are there alternative explanations of the results which the authors did not consider? Are the literature references appropriate and correct? How does this work compare and contrast to other published works in this area?

ORAL EXAMINATION GUIDELINES

In the first half of this oral exam, the student will present an uninterrupted oral summary of the technical paper, including highlights of the student's critique. The length of this oral presentation must not exceed 15 minutes, with no more than 7 minutes spent discussing the background of the research topic. A question and answer period of approximately 30 minutes will follow the oral summary, in which the student will answer questions about the technical paper, the written critique, and concepts in the core Chemical Engineering graduate courses. The student should be prepared to answer questions about the following:

- The technical assumptions of all the models and equations appearing in the technical paper, and the validity of these assumptions.
- The basic Chemical Engineering principles involved in this paper and how they are applied.
- Comparison between the technical paper and other important published papers on the same or similar research topic.
- The validity of the conclusions of the technical paper.
- Suggestions for future work on the same research topic covered by the technical paper.
- Basic chemical engineering principles from all of the core courses, whether or not they are involved in the paper.

RESEARCH PROPOSAL

Only graduate students interested in pursuing a Ph.D. are required to complete a Research Proposal, and students are not eligible to submit a Research Proposal until they have successfully passed the Qualifying Examination, and established their Supervisory Committee. **Ph.D. students are strongly encouraged to complete their Research Proposal within one year of passing the Qualifying Examination.**

The Research Proposal involves the creation of a written proposal and an oral defense of that proposal to a student's Supervisory Committee. The proposal should be completed once a student has made significant progress towards a doctoral degree, typically after completion of their second year of graduate work. The Research Proposal provides an opportunity for the student to formulate a plan for completion of his/her degree, when the student is at a stage where they are intimately familiar with their research area and will have completed a significant fraction of their research. The proposal presentation provides a forum where the student and the Supervisory Committee can determine what will be required of the student to complete his/her dissertation. It is recommended that the student meet informally with individual members of the Supervisory Committee during preparation of the proposal.

The written proposal should not be longer than 20 double-spaced, typewritten pages of text, excluding nomenclature, references tables, figures, and appendices. It is recommended that the document be organized in the presented below. This written document must be reviewed by the student's faculty advisor before submitting it to the Supervisory Committee. Final approval of the proposal will come after review by the entire Supervisory Committee and the oral presentation.

The oral presentation should closely reflect the contents of the written proposal and should be no longer than 30 minutes, assuming that there are no interruptions. The student is encouraged to limit discussion of background information to 5 minutes and dedicate the remainder of the presentation to a detailed description of the proposed research program. The originality and potential significance of the proposed research should be emphasized.

The outcome of this proposal will be Pass, Pass with Qualification, or Fail. The Pass with Qualification may require that the student rewrite all or part of the research proposal and/or make a second oral presentation. The rewritten proposal must be resubmitted to the Supervisory Committee for approval.

The student should not write the research proposal assuming that the readers will be experts in the area of research of the proposal. The proposal should be written at a level that is understandable to a reader with only a general knowledge of chemical engineering.

The student should bring a copy of the **Research Proposal Form** (available in the Graduate section of the Chemical Engineering web site) to the oral presentation and obtain required signatures from the Supervisory Committee. The completed form, including indication of Pass, Pass with Qualification or Fail, should be submitted to the Graduate Academic Advisor of the Department of Chemical Engineering.

RECOMMENDED OUTLINE FOR RESEARCH PROPOSAL

1. Cover page
2. Summary (one page)
 - a. Research objectives
 - b. Significance of the proposed research
3. Literature Review (~5 pages)
 - a. The general literature in the field
 - b. Previous and current work conducted in the research advisor's lab
4. Proposed Research Program (~8 pages, not including figures)
 - a. Research objectives
 - b. Expected significance
 - c. Broad description of experiments and/or modeling to be undertaken
 - d. Adequate description of proposed experimental and/or numerical methods
 - e. Relation of the proposed program to the research cited in the literature survey
5. A Clear and Concise Statement of the Student's Original Contributions
6. Nomenclature
7. References

MILESTONE MASTERS DEGREE (OPTIONAL)

Upon completion of the Qualifying Examination, all coursework (30 credit hours, not including thesis research, with cumulative GPA above 3.3), submission of the Request for Supervisory Committee and Program of Study forms, successful defense of the student's research proposal, and submission of at least one first-author manuscript based on the student's research to a peer-reviewed journal, a PhD candidate may submit an application for a Milestone Masters degree to the Graduate Academic Advisor. A Masters of Science program will be added to the student's PhD program, and the two degrees will be conferred upon completion of the PhD.

THESIS DEFENSE

PhD Candidates must defend their dissertation 8 weeks prior to the end of the semester of graduation in order to allow sufficient time for corrections to the dissertation before it is sent to the Thesis Office for Format Approval. (See the Thesis Office web page for deadlines for format approval.) This defense will suffice as the final oral examination and will be administered by the student's Supervisory Committee. The Report of the Qualifying Exam, Request for Supervisory Committee, and the Program of Study forms must be filed and approved by the Graduate School before the thesis defense. Students are encouraged to maintain notice of Thesis Office submission deadlines to ensure their graduation date. Students are not officially graduated until their thesis has been published.

OTHER DEGREE REQUIREMENTS

RESEARCH PROJECT AND FACULTY ADVISOR

PhD students enter the graduate program either (a) already assigned a faculty advisor and research project, arranged through previous correspondence, or (b) under a Departmental Fellowship with no faculty advisor or research project yet established. Students entering the PhD program under a

Departmental Fellowship are required to meet with no less than six faculty during the first three months of their first semester in the program. During the meeting, students should share their background and interests and faculty should describe their research and indicate whether they have positions available for students.

REQUEST FOR SUPERVISORY COMMITTEE

The student's Supervisory Committee is responsible for approving the student's program of study, research proposal defense, and dissertation defense. PhD Supervisory Committees consist of five members: a chair (the student's research advisor), three Department of Chemical Engineering tenured or tenure-track faculty, and one external member. If a student requests to have a member that is a non-tenure-track professor or is not affiliated with the University, it must be approved by the department's Graduate Academic Advisor and the Graduate School. The **Supervisory Committee Form** can be found on the Chemical Engineering website, che.utah.edu; the form must be signed by the committee members and submitted to the department's Graduate Academic Advisor. The Supervisory Committee is required to be formed no later than six months after a student successfully passes the Qualifying Exam.

PROGRAM OF STUDY

PhD candidates are required to complete no fewer than three full years of approved graduate work and a dissertation; more time may be required. A student's Program of Study is constructed with recommendations from their advisor and approved by the Supervisory Committee. Students must complete the online **Program of Study Form** and submit to the department's Graduate Academic Advisor. This is due by the end of the student's second year of the program.

PRESENTATIONS AND PUBLICATIONS

PhD candidates are expected to demonstrate intellectual contributions to their area of research as evidenced by the publication of *at least two*, and preferably three or more peer-reviewed papers in archival journals, transactions, or proceedings. They are also encouraged to give technical presentations at meetings, conferences and seminars.

TEACHING ASSISTANT EXPERIENCE

PhD students are required to complete two TA experiences during their program. Students can serve as a TA at any time during their program. In general, graduate students will have successfully completed the core chemical engineering course work before requesting a TA assignment. Detailed information about the responsibilities and expectations of teaching assistants can be found on page 28 of this guide.

TIME RESTRICTIONS

PhD students in the Department of Chemical Engineering must complete their PhD degrees, including final publication of their dissertation, within seven years. Students entering the program with a BS degree should strive to complete their PhD degree in no more than 5 years, in part because that corresponds to the duration of tuition benefit. Students entering the PhD program with Masters degrees should expect to complete their degree within 4 years, again corresponding to tuition benefit restrictions. Please see section on the Tuition Benefit Program on page 29 for more information.

REQUIRED FORMS AND FILING PROCEDURES

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

Students are encouraged to read the Thesis Office's "Handbook for Theses and Dissertations," and note submission deadlines to avoid any complications with their anticipated graduation.

MASTER OF SCIENCE IN CHEMICAL ENGINEERING

(THESIS/NON-THESIS)

The Master of Science degree allows students an opportunity to earn an advanced degree in chemical engineering in less time and with lower research intensity than the PhD degree. Students will develop a deeper understanding of core principles of chemical engineering and will learn the art of independent research. The Master of Science in Chemical Engineering degree can be a good springboard for a PhD, since the course requirements for the two degrees are similar.

The University of Utah Department of Chemical Engineering offers several options for students to earn a Master of Science in Chemical Engineering degree:

- **Coursework-Based track*:** This option provides an opportunity for students to deepen their knowledge of chemical engineering subjects through coursework. Students must complete 30 credit hours of core and elective engineering courses with an average GPA of 3.3 to receive their degree. This track can usually be completed in 16 to 24 months. Students on this track are responsible for covering all costs for the degree.
- **Project-Based track*:** Under this track, students perform an independent, self-directed project chosen either through consultation with their supervisory committee or through their employer. The project is worth six credit hours and students take 24 additional core and elective credit hours. Completing the degree involves an oral defense of the project before the supervisory committee. This track can usually be completed in 16 to 24 months. Students on this track are responsible for covering all costs for the degree.
- **Thesis-Based track:** For the thesis-based Master of Science degree, students must complete 30 credit hours of core and elective courses and perform independent research under the direction of a faculty advisor. It is expected that at least one peer-reviewed article related to the research project will be published. Students must write and successfully orally defend a Masters thesis in order to receive the degree. This track typically takes 24 to 36 months to complete and is coordinated under special circumstances through special arrangement with a supporting faculty member.
- **Dual MBA and Master of Science in Chemical Engineering Program:** This program, which is coordinated in conjunction with the David Eccles School of Business, offers students an opportunity to earn two impressive Masters degrees in less than three years. Details about this option are provided on page 24 of this handbook.
- **Chemical Engineering BS/MS Program:** This program allows current chemical engineering Bachelors students to acquire an MS with just one more year of study. Interested students should contact the undergraduate academic advisor.

* Students can switch between the coursework- and project-based non-thesis tracks at any time during their degree.

Details regarding coursework and degree procedures for the first three options are provided on the following pages.

MS DEGREE – COURSEWORK-BASED TRACK

COURSEWORK

A total of 30 credit hours of coursework is required for a Masters degree.

Core Courses. Students pursuing a coursework-only degree must take the following four core courses and earn an average GPA of 3.3 between the four, with no grade below a C+.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6553 – Chemical Reaction Engineering (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)
- CH EN 6853 – Thermodynamics (3 credits)

Elective Courses. Students must take 18 elective credit hours, at least 9 of which must be chemical engineering electives. A minimum C+ is required for credit towards the student's graduate program.

REQUIREMENTS, PROCEDURES AND ASSOCIATED FORMS

ADVISORS

The Director of Graduate Studies and Graduate Academic Advisor oversee students pursuing a non-thesis, coursework-based degree. A supervisory committee is not required for these students.

PRELIMINARY EVALUATION

A student's performance in the four graduate core courses serves as the preliminary examination for the department. Masters students on the non-thesis, coursework-based track must attain a minimum GPA of 3.3 in these courses, with no grade below a C+, to continue towards a graduate degree. (Courses for the degree cannot be taken using a CR/NC option.) Students who do not meet these minimum requirements must arrange a meeting with the Director of Graduate Studies. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

PROGRAM OF STUDY

For students pursuing a non-thesis, coursework-based Master of Science degree, the Program of Study is constructed with course recommendations from the Director of Graduate Studies. Students must complete the online **Program of Study Form** and submit it to the department's Graduate Academic Advisor. It is recommended that the Program of Study be established during the second year of studies. It is due no later than one semester before the anticipated semester of graduation.

FINAL EXAMINATION

The final exam (required by the University Graduate School) for the non-thesis, coursework-based Masters is simply the GPA based on the graduate-level courses taken for the degree. Students achieving a minimum 3.3 GPA pass the final exam. In addition, students must have at least a C+ in all courses.

CHANGE TO PROJECT-BASED MASTERS DEGREE

Students in the non-thesis, coursework-based Masters degree may change to a non-thesis, project-based degree at any time by informing the Graduate Academic Advisor. Note that the student must establish a Supervisory Committee for a project-based degree if one does not already exist.

TIME RESTRICTIONS

Typically, a student in the non-thesis, coursework-based Masters program can complete the degree in two years. The University requires that all M.S. students complete their degree within 4 years.

REQUIRED FORMS

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

MS DEGREE – PROJECT-BASED TRACK

COURSEWORK

A total of 30 credit hours of coursework is required for a Masters degree.

Core Courses: Students must take the following four core courses and earn an average GPA of 3.0 between the four, with no grade below a C.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6553 – Chemical Reaction Engineering (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)
- CH EN 6853 – Thermodynamics (3 credits)

Elective Courses: Students must take 12 elective credit hours, at least 6 of which must be chemical engineering electives. At least a C grade is required for credit towards the student's graduate degree.

CH EN 6253 – Advanced Design Project (6 credit hours): This course is required for students pursuing the project-based MS degree. This is a capstone project with a topic approved by student's Supervisory Committee. Students register for this course in the semester they anticipate graduation. Work on this project may and should be spread over a student's entire program. The grade is based on the written and oral reports and is administered by the student's Supervisory Committee.

REQUIREMENTS, PROCEDURES AND ASSOCIATED FORMS

PRELIMINARY EVALUATION

A student's performance in the four graduate core courses serves as the preliminary examination for the department. Masters students on the non-thesis, project-based track must attain a minimum GPA of 3.0 in these courses, with no grade below a C, to continue towards a graduate degree. (Courses for the degree cannot be taken using a CR/NC option.) Students who do not meet these minimum requirements must arrange a meeting with the Director of Graduate Studies. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

SUPERVISORY COMMITTEE

Students pursuing a non-thesis, project-based Masters must establish a Supervisory Committee by the end of the second semester of the student's program. The student's Supervisory Committee is responsible for approving the student's Program of Study and project defense. The student, in consultation with his/her Program Advisor or the Director of Graduate Studies, selects potential members of the Supervisory Committee. The M.S. Supervisory Committees consist of three members: a chair (the student's program advisor) and two additional members. Committee members are typically tenured or tenure track faculty in Department of Chemical Engineering, although one member external to the department may be allowed. If a student requests to have a member that is a non-tenure-track professor or is not affiliated with the University, it must be approved by the department's Graduate Academic Advisor and the Graduate School. The **Supervisory Committee Form**, which is available on the Chemical Engineering graduate program website must be signed by the committee members and submitted to the department's Graduate Academic Advisor.

PROGRAM OF STUDY

For students pursuing a non-thesis, project-based Master of Science degree, the Program of Study is constructed with course recommendations from the student's Program Advisor and Supervisory Committee. Students must complete the online **Program of Study Form** and submit it to the department's Graduate Academic Advisor. It is recommended that the Program of Study be established during the second year of studies. It is due no later than one semester before the anticipated semester of graduation.

FINAL EXAMINATION (PROJECT DEFENSE)

An oral defense of the Special Project, administered by the Supervisory Committee, serves as the final examination for the candidate's program. The final exam must be scheduled following the completion and approval of the Special Project by their committee chair. Request for Supervisory Committee and Program of Study forms must be filed and approved by the Graduate School before the defense. Student must be registered in the semester the oral defense takes place.

CHANGE TO COURSEWORK-BASED MASTERS DEGREE

Students in the non-thesis, project-based Masters program may change to a non-thesis, coursework-based Masters degree by informing the Graduate Academic Advisor. If a Supervisory Committee has already been established for the student, the student should also inform the committee of the change in track. Students changing to a coursework-based degree will retain the Supervisory Committee.

TIME RESTRICTIONS

Typically, a student in the non-thesis, project-based Masters program can complete the degree in two years. The University requires that all M.S. students complete their degree within 4 years.

REQUIRED FORMS

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

MS DEGREE – THESIS-BASED TRACK

COURSEWORK

A total of 30 credit hours of coursework is required for a Masters degree. Course requirements for this track depend on whether the student has a Bachelors degree in Chemical Engineering.

Students with a BS/BA Degree in Chemical Engineering

Core Courses: Students with a Bachelors degree in Chemical Engineering must take the following two core courses and earn an average GPA of 3.3 between the two.

- CH EN 6353 – Fluid Mechanics
- CH EN 6603 – Multicomponent Mass Transfer

Elective Courses: Students must take 15 elective credit hours, at least 9 of which must be chemical engineering electives. Grades below C will not count for credit towards the student's graduate program.

Students Whose BS/BA Degree is NOT in Chemical Engineering

Core Courses: Students whose Bachelors degree is not in Chemical Engineering must take the following four core courses and earn an average GPA of 3.3 between the four, with no grade below a C.

- CH EN 6353 – Fluid Mechanics
- CH EN 6553 – Chemical Reaction Engineering
- CH EN 6603 – Multicomponent Mass Transfer
- CH EN 6853 – Thermodynamics

Elective Courses: Students must take 9 elective credit hours, at least 3 of which must be chemical engineering electives. Grades below C will not count for credit towards the student's graduate program.

Introduction to Research and Graduate Seminar Sequence: All students on the thesis-based track must take Introduction to Research (CH EN 7753 and 7755) the first two semesters (fall and spring) of the program. Graduate Seminar (CH EN 7857 and 7859) is required every subsequent fall and spring semester until graduation, or until student is no longer eligible for Tuition Benefit. The seminars expose graduate students to topics outside their normal area of research and provide an excellent opportunity to broaden their scientific awareness and understanding.

CH EN 6973: Thesis Research – Masters: Once the student has selected a research topic and faculty advisor, she/he will be expected to register each semester for CH EN 6973 (research). A minimum of 9 credit hours of Thesis Research is required for the thesis-based Masters degree. Students typically register for enough Thesis Research credits to bring their total number of credit hours to 11 hours for Fall and Spring semesters and 3 for Summer Term. The Thesis Research course is graded on a credit/no-credit basis. Students must request the class number and permission code from the Graduate Academic Advisor. If a student does not yet have a faculty advisor, the Director of Graduate Studies serves as the instructor for the Thesis Research course.

REQUIREMENTS, PROCEDURES AND ASSOCIATED FORMS

PRELIMINARY EVALUATION

A student's performance in the 2-4 graduate core courses serves as the preliminary examination for the department. Masters students on the thesis-based track must attain a minimum GPA of 3.0 in these courses, with no grade below a C, to continue towards a graduate degree. (Courses for the degree cannot be taken using a CR/NC option.) Students who do not meet these minimum requirements must develop a plan in consultation with their research advisor or Supervisory Committee, and petition the Graduate Committee for the required action. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

Although a specific timeframe for completion of the core courses is not mandated, it is in the best interest of the student to complete the core courses as soon as possible. Note that there is a limit on the number of tuition benefits a student may receive in the Tuition Benefit Program (four semesters for MS Thesis students). Therefore, timely completion of all graduate coursework should be a priority.

SUPERVISORY COMMITTEE

Students pursuing a thesis-based Masters must establish a Supervisory Committee by the end of the second semester of the student's program. The student's Supervisory Committee is responsible for approving the student's Program of Study and thesis defense. The student, in consultation with his/her Program Advisor or the Director of Graduate Studies, selects potential members of the Supervisory Committee. The M.S. Supervisory Committees consist of three members: a chair (the student's program advisor) and two additional members. Committee members are typically tenured or tenure track faculty in Department of Chemical Engineering, although one member external to the department may be allowed. If a student requests to have a member that is a non-tenure-track professor or is not affiliated with the University, it must be approved by the department's Graduate Academic Advisor and the Graduate School. The **Supervisory Committee Form**, which is available on the Chemical Engineering graduate program website must be signed by the committee members and submitted to the department's Graduate Academic Advisor.

PROGRAM OF STUDY

A student's program of study is constructed with course recommendations from their advisor, and approved by the Supervisory Committee. Students must complete the online form and submit to the department's Graduate Academic Advisor. This is due no later than one semester before the anticipated semester of graduation, and before the student's thesis defense.

PUBLICATIONS AND PRESENTATIONS

Thesis-based Masters candidates are expected to demonstrate intellectual contributions to the selected area of research as evidenced by the publication of at least one peer-reviewed paper in an archival journal, transaction, or proceeding. They are also encouraged to give technical presentations at meetings, conferences and seminars.

TEACHING ASSISTANT EXPERIENCE

Thesis-based Masters candidates are required to complete one TA experience during their program. Students can serve as a TA at any time during their program. In general, graduate students will have successfully completed the core chemical engineering course work before requesting a TA assignment. Detailed information about the responsibilities and expectations of teaching assistants can be found on page 28 of this guide.

THESIS DEFENSE

Candidates must defend their thesis at least six weeks prior to the semester of graduation in order to allow sufficient time for corrections to the dissertation before it is sent to the Thesis Office for format approval. Students must be registered in the semester the oral defense is held. The oral defense serves as the final examination and will be administered by the student's Supervisory Committee. The **Supervisory Committee Form** and **Program of Study Form** must be filed and approved by the Graduate School prior to the thesis defense. Students are encouraged to maintain awareness of Thesis Office submission deadlines to ensure their graduation date. Students do not officially graduate until their thesis has been published.

TIME RESTRICTIONS

The length of time required for the M.S. program depends primarily on the diligence with which the student pursues his or her research/project. Students should strive to complete their M.S. degree in no more than 2 years, in part because that corresponds to the duration of tuition benefit for MS thesis students. The University requires that all M.S. students complete their degree within 4 years.

REQUIRED FORMS

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

MASTER OF SCIENCE IN PETROLEUM ENGINEERING

(THESIS/NON-THESIS)

The Master of Science in Petroleum Engineering provides students with the fundamentals of petroleum engineering and geoscience as well as exposure to geopolitical, economic, and environmental constraints on energy technologies. The program is designed to meet the needs of working professionals and is motivated by industrial, national and regional needs. Program instruction is through collaboration of the faculty and instructors from the Department of Chemical Engineering, the Energy & Geoscience Institute (EGI), and the Department of Geology and Geophysics. Classes are offered online through distance education in addition to conventional on-campus classroom lectures. Short-term field studies and projects will require all students to participate locally. Students have the option to complete either a research-based thesis or a special project as the culmination of their degree.

COURSEWORK

Students must take the following courses (33 credit hours total) and earn an average GPA of 3.0, with no grade below a C.

- CH EN 6156 – Simulation of Petroleum Reservoirs (3 credits)
- CH EN 6158 – Energy and Society (3 credits)
- CH EN 6163 – Petroleum Geoscience (3 credits)
- CH EN 6165 – Midstream and Downstream Petroleum Engineering (3 credits)
- CH EN 6167 – Petroleum Production Engineering (3 credits)
- CH EN 6171 – Field Study (3 credits)
- CH EN 6181 – Drilling and Completion Engineering (3 credits)
- CH EN 6185 – Reservoir Engineering (3 credits)
- CH EN 61xx – Reservoir Characterization (3 credits)
- CH EN 6900 – Advanced Design Project (6 credits, for project-based option)
or CH EN 6973 – Thesis Research (6 credits, for thesis-based option)

With the exception of CH EN 6973 (Masters thesis research), which is graded credit/no credit (CR/NC), all courses in the Petroleum Engineering program result in a letter grade.

REQUIREMENTS, PROCEDURES AND ASSOCIATED FORMS

PRELIMINARY EVALUATION

After a student has completed 15 credit hours (5 courses) of the Petroleum Engineering program, academic performance will be evaluated to determine if GPA requirements are being met. Masters students must attain a minimum average GPA of 3.0 in the first five courses to be allowed to continue

in the Petroleum Engineering program. Courses cannot be taken using a CR/NC option. In addition, any grade less than a C will be unacceptable for credit towards the M.S. degree. Students who do not meet these minimum requirements must develop a plan, in consultation with their advisor and/or Supervisory Committee. Requests for exceptions to policy outlined in this handbook should be presented in written form to the Graduate Academic Advisor and must be approved by the Graduate Committee of the Department of Chemical Engineering. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

SUPERVISORY COMMITTEE

Students must establish a Supervisory Committee by the end of the second semester of the program. The student's Supervisory Committee is responsible for approving the student's Program of Study and project or thesis defense. The student, in consultation with the Director of the Petroleum Engineering Program or the Director of Graduate Studies, selects potential members of the Supervisory Committee. The M.S. Supervisory Committees consist of three members: a chair (the student's program advisor) and two additional members. Committee members are typically tenured or tenure track faculty in Department of Chemical Engineering, although one member external to the department may be allowed. If a student requests to have a member that is a non-tenure-track professor or is not affiliated with the University, it must be approved by the department's Graduate Academic Advisor and the Graduate School. The **Supervisory Committee Form**, which is available on the Chemical Engineering graduate program website must be signed by the committee members and submitted to the department's Graduate Academic Advisor.

THESIS/PROJECT TOPIC

The thesis research/project can be work-related, self-selected, or recommended by a faculty member. The topic needs to be approved by the student's Supervisory Committee. Students are encouraged to begin work on their project or thesis research no later than their second semester in the program, and before they register for CH EN 6900 or 6973 credit hours. A student completing a thesis may register for thesis credit hours during any semester, but must register for at least 6 credit hours in total before graduating.

PROGRAM OF STUDY

Master of Science candidates are required to complete the approved program course work, 6 hours of thesis research or advanced design credit, and a project report or thesis. A student's Program of Study consists of all courses required for the Master of Science in Petroleum Engineering program. Students must complete the **Program of Study Form** online and submit it to the department's Graduate Academic Advisor after successfully completing 15 credit hours of course work in the program.

PUBLICATIONS AND PRESENTATIONS

Thesis-based Masters candidates are expected to demonstrate intellectual contributions to their area of research as evidenced by the publication of at least one peer-reviewed paper in an archival journal, transaction, or proceeding. They are also encouraged to give technical presentations at meetings, conferences and seminars.

PROJECT DEFENSE (FOR STUDENTS PERFORMING A PROJECT)

An oral defense of the Special Project, administered by the Supervisory Committee, serves as the final examination for the candidate's program. The final exam must be scheduled following the completion and approval of the Special Project by their committee chair. Request for Supervisory Committee and Program of Study forms must be filed and approved by the Graduate School before the defense. Student must be registered in the semester the oral defense is held.

THESIS DEFENSE (FOR STUDENTS WRITING A THESIS)

Candidates pursuing a thesis-based degree must defend their thesis at least six weeks prior to the semester of graduation in order to allow sufficient time for corrections to the dissertation before it is sent to the Thesis Office for Format Approval. Students must be registered in the semester that the oral defense is held. The oral defense serves as the final examination and is administered by the student's Supervisory Committee. The **Supervisory Committee Form** and **Program of Study** must be filed and approved by the Graduate School prior to the thesis defense. Students are encouraged to maintain awareness of Thesis Office submission deadlines to ensure their graduation date. Students do not officially graduate until their thesis has been published.

TIME RESTRICTIONS

Students in the Masters of Petroleum Engineering program typically complete the degree in 16 to 36 months. The University requires that all M.S. students complete their degree within 4 years.

REQUIRED FORMS

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

DUAL MASTER OF BUSINESS ADMINISTRATION (MBA) AND MASTER OF SCIENCE IN CHEMICAL ENGINEERING

The dual MBA and MS Chemical Engineering program offers students an opportunity to earn both degrees in as little as two years. The University of Utah a worldwide hub of innovation and technology commercialization, and our MBA/MS Engineering graduate students bridge the gap between techno-types and entrepreneurs. The MBA/MS Engineering dual-degree program combines students' applied interests and training in Engineering with the comprehensive business skills developed in a full-time MBA program. Graduates develop the skills needed to move between complex technical issues and the commercial issues of leading and managing businesses. Our graduates are valuable assets to companies who rely on technological innovation to stay competitive in the business world. Graduates of the MBA/MS program earn two distinct degrees in one integrated educational experience. More information is available through the School of Business Full Time MBA program website <http://mba.business.utah.edu/page/mbams-engineering-program>.

COURSE REQUIREMENTS

A student enrolled in the joint degree program earns both degrees in 24 to 30 months of full-time study. In general, students take 21 credit hours in the College of Engineering and 47 hours in the College of Business. In addition, students perform a 6 credit hour capstone project taught across both colleges. For the chemical engineering MS component of the program, students must take the following four core courses and earn an average GPA of 3.0, with no grade below a C.

- CH EN 6353 – Fluid Mechanics (3 credits)
- CH EN 6553 – Chemical Reaction Engineering (3 credits)
- CH EN 6603 – Multicomponent Mass Transfer (3 credits)
- CH EN 6853 – Thermodynamics (3 credits)

To round out the 21 required credits, students must take 9 elective credit hours, at least 3 of which must be chemical engineering electives. Grades below C will not count for credit towards the student's graduate program.

If the MBA degree is dropped the student must meet with the Director of Graduate Studies to determine the course of study required to receive the MS degree in Chemical Engineering.

REQUIREMENTS, PROCEDURES AND ASSOCIATED FORMS

ADVISORS

The Director of Graduate Studies and Graduate Academic Advisor supervise students in the MBA/MS program. A supervisory committee is not required for these students.

PRELIMINARY EVALUATION

A student's performance in the four graduate core courses serves as the preliminary examination for the department. Students must attain a minimum GPA of 3.3 in these courses, with no grade below a C+, to continue towards a graduate degree. (Courses for the degree cannot be taken using a CR/NC option.) Students who do not meet these minimum requirements must arrange a meeting with the Director of Graduate Studies. The Department of Chemical Engineering may dismiss students that do not meet these minimum standards.

PROGRAM OF STUDY

The Program of Study for the Master of Science in Chemical Engineering degree of the dual MBA/MS program is constructed with course recommendations from the Director of Graduate Studies. Students must complete the online **Program of Study Form** and submit it to the department's Graduate Academic Advisor. It is recommended that the Program of Study be established during the second year of studies. It is due no later than one semester before the anticipated semester of graduation.

CAPSTONE PROJECT

The capstone project is administered in the School of Business. Please contact representatives of the Full Time MBA program for more information.

FINAL EXAMINATION

The final exam (required by the University Graduate School) for the non-thesis, coursework-based Masters is simply the GPA based on the graduate-level courses taken for the degree. Students achieving a minimum 3.3 GPA pass the final exam. In addition, students must have at least a C+ in all courses.

TIME RESTRICTIONS

In general, completing the two degrees under the MBS / MS ChE program takes 24 to 36 months. The University requires that all M.S. students complete their degree within 4 calendar years.

REQUIRED FORMS

Several forms must be completed and submitted throughout the progress of the degree. It is a student's responsibility to ensure that all forms are submitted by the due date. Please see page 33 of this handbook for a summary of required forms and deadlines.

GRADUATE SCHOOL POLICIES

TRANSFER CREDIT AND COURSE WAIVERS

Students may petition to have transfer credit substituted for electives. However, the core courses will not be waived and transfer credit will not be accepted in place of them. A maximum of 6 semester hours of credit from another institution, if not already applied towards a previous degree, may be applied toward U of U graduate degree requirements. Up to 9 credit hours of (6000 level and above) non-matriculated student course work may be applied to a graduate program. Requests for course waivers must be approved by the Graduate Committee. The student must submit a formal written petition of no more than 1 page expressing why he/she feels the waiver is appropriate to the Graduate Advisor. The petition will be discussed at the following Graduate Committee meeting.

RESIDENCY REQUIREMENT

For PhD students, the University of Utah Graduate School requires that at least one year (i.e., two consecutive semesters) of the doctoral program be spent in full-time academic work in order to fulfill the residency enrollment requirement. For Masters students, the Graduate School requires at least 24 credit hours of resident study at the University of Utah to fulfill the residency enrollment requirement for the MS degree.

A full-time academic load is defined a 9 or more coursework credit hours per semester, including research credits. Once a student has met the residency requirement, 3 credit hours of thesis research are considered full-time. As noted in the Financial Assistance section, students who receive a tuition waiver through the Tuition Benefit program are requested to sign up for 11 credits (courses + research) each spring and fall.

CONTINUOUS REGISTRATION POLICY

All graduate students must be registered for at least one course from the time of formal admission through completion of all requirements for the degree they are seeking, unless granted an official leave of absence. Students not on campus and not using University facilities are not expected to register for summer term. Students must, however, be registered during summer term if they are taking examinations or defending theses/dissertations during that semester. If students do not comply with this continuous registration policy and do not obtain an official leave of absence, they will be automatically discontinued from graduate study. In this case, students will be required to reapply for admission to the University through Graduate Admissions upon approval of the home department. Students should be registered for graduate level courses (5000-6000 level for masters; 6000-7000 level for doctoral) until they have completed all requirements for the degree including, the defense of the project, thesis, or dissertation.

GPA REQUIREMENTS AS A GRADUATE STUDENT

All candidates for graduate degrees in Chemical Engineering must maintain an average GPA of 3.0 or better in the overall course of study in accordance with Graduate School requirements. In addition, they are required to obtain an average GPA of 3.0 (out of 4.0) or better in the Chemical Engineering 6000-, and 7000-level courses, which are used to satisfy degree requirements. Grades below C are not acceptable for credit in any graduate level course.

LEAVES OF ABSENCE

Students who wish to discontinue their studies for one or more semesters (other than summer term) must complete a Leave of Absence Form, available through the university's Office of the Registrar. The form must be approved and signed by the supervisory committee chair and department chair or Director of Graduate Studies and then forwarded to the dean of The Graduate School for approval.

Requests for leaves of absence may be granted for up to one year for circumstances related to:

- a serious health condition of the student or family member,
- parental leave to care for a newborn or newly adopted child,
- a call to serve in military service, or
- other compelling reasons that the student's department believes is in the best interests of both the student and the University.

The form requesting a leave of absence for a current semester must be completed and received in The Office of the Registrar by the last day of classes of that semester. Leaves of absence are not granted retroactively. Students must officially withdraw from classes in any semester for which a leave is granted; failure to formally withdraw results in the reporting of E or EU grades for all classes.

The period during which a leave of absence is granted does not count toward the period allowed to complete the degree. Leaves are granted for a maximum of one year at a time, and may be renewed by submitting a new form to The Office of the Registrar. The leave of absence is void if a student registers for classes in a semester for which a leave was granted.

MAXIMUM HOURS PER SEMESTER

No candidate for a graduate degree is permitted to register for more than 16 credit hours in any single semester. A schedule of nine hours is considered a full load for masters and doctoral degree candidates. Requests for exceptions to this policy should be submitted in writing to the dean of The Graduate School by the student's supervisory committee chair. Students in the Tuition Benefit Program (TBP) are advised to refer to the TBP information website to review policies related to maximum hours.

INTERNATIONAL STUDENTS

The Department of Chemical Engineering is proud to accept international students into its graduate program. International students must attend an international student orientation soon after their arrival in the United States and should report to the International Student & Scholar Services Center (Union Building, 4th floor; 801-581-8876) as soon as they arrive in Salt Lake City. The International Student & Scholar Services Center is responsible for approving international students' leave of absence requests, and must be notified of all vacation semesters. International students are responsible for keeping their visas in status.

ENGLISH LANGUAGE PROFICIENCY

All graduate students are expected to have, or to develop, proficiency in both written and oral English. Students whose first language is not English may be required to take one or more English as a Second Language classes; more advanced students may be excused.

GRADUATE RESEARCH ASSISTANT EMPLOYMENT

GRADUATE RESEARCH ASSISTANT APPOINTMENTS

Graduate students holding appointments as Graduate Research Assistants fill the dual-roles of employee and student. Each is a part-time employee of the University. Faculty advisors set compensation for “effort,” with consideration of department guidelines and internal equity. The “effort” designated through the payroll system reflects part-time employment status; it does not reflect the associated personal effort required for a student to complete research and degree requirements. The graduate student is expected to treat his or her responsibilities as student and employee synergistically, one complementing the other without division. It will be a rare situation when a successful graduate student invests less personal effort than compensated effort.

Employment as a Graduate Research Assistant provides compensation and other key resources that meet sponsored project and degree requirements simultaneously. Funding for experimental and computational costs of research are provided in association with this appointment. Additionally, the appointments often provide opportunities to participate in professional conferences (national and international). The professional work experience adds academic and practical depth to students’ educational experiences.

EXPECTATIONS OF GRADUATE RESEARCH ASSISTANTS

In return for the university degree and for monetary compensation, it is expected that the Graduate Research Assistant will provide a work effort equivalent to a full-time professional engineer. As a professional, this usually means more than 40 hours per week through both the school year and the summer. As a professional, some flexibility in scheduling work time and place is granted to the Graduate Research Assistant. However, as a professional, it is expected that the Graduate Research Assistant will be at his or her assigned work space at the university for much of the normal work week (8am-5pm), that he or she will make every possible effort to attend all relevant research meetings, and to contribute to the efforts of the research group even if not directly applicable to his or her thesis.

POLICY FOR TERMINATING A GRADUATE STUDENT’S ASSISTANTSHIP

If a faculty advisor feels that a Graduate Research Assistant is not meeting performance or professional expectations, he or she has the right to terminate the student’s assistantship. The faculty advisor must inform the student in writing if there is a serious concern regarding research quality, productivity or professional conduct. A copy of the letter will be placed in the student’s file, which is kept by the Graduate Academic Advisor. The letter should include recommendations for corrective actions and desired improvements, and should indicate a date by which improvement is expected. A probationary period of at least four weeks should be allowed for the student to improve his or her performance. During this period the student should meet with their advisor at least once. The outcome of this meeting should be documented and placed in the student’s file. If at the end of the probationary period the faculty advisor does not perceive an improvement, the faculty advisor should inform the student in writing of the decision to terminate the student’s assistantship. The final outcome of the process should be documented and placed in the student’s file.

Students whose Graduate Research Assistantship has been terminated are not discharged from the graduate program. They may seek another faculty advisor and research project, or they may continue their studies personally funded. Students not supported under a fellowship or research project may not be eligible for tuition benefit.

FINANCIAL ASSISTANCE

Financial assistance is available to PhD students and some thesis Masters students through a number of avenues, including sponsored-research assistantships, graduate fellowships, and teaching assistantships.

Students on a research assistantship are expected to work on the research project as instructed by the research supervisor. The University of Utah Research Committee awards a few Graduate Research Fellowships to graduate students in all colleges and departments of the University that offer advanced degrees. Students are nominated by the department in early March; contact the Graduate Academic Advisor for more information.

National Science Foundation (NSF) Graduate Fellowships and Minority Graduate Fellowships are offered for study or work leading to advanced degrees in Chemical Engineering. Graduate fellows are selected by the NSF on the basis of ability from among persons who are citizens or nationals of the United States. Applicants should request application cards from the Graduate Fellowship Office in October, complete the cards, and send them directly to the National Science Foundation. NSF will send each applicant an application to be completed and returned to NSF by the first week in December (exact date set by NSF each year). The Graduate Record Examination is required. No dependency allowances will be paid. Tuition and fees are covered.

The College of Engineering administers separate funds for small short-term loans. Student loans are approved on the basis of merit and need. Application is made through the college.

TUITION BENEFIT PROGRAM

Graduate students having assignments as Graduate Research Assistants, Graduate Fellows or Teaching Assistants may qualify for Tuition Benefit. Full-time, matriculated graduate students whose salary or fellowship meets minimum support requirements may have 50, 75, or 100 percent of graduate tuition covered. Students should contact the department if additional information is needed. This benefit applies to graduate courses in the student's program of study only. The benefit does not cover special fees or differential tuition.

Students that qualify for the Tuition Benefit are required to adhere to the policy outlined by the Graduate School, which can be found at <http://gradschool.utah.edu/tbp>. It is essential that students understand the following specifics extracted from the policy:

- Students receiving the benefit must be registered for at least 9 semester hours during the fall and spring semesters (all classes must be approved by the student's Supervisory Committee) to be eligible, and can register up to a maximum of 11 hours. The Chemical Engineering Department requests that students who are receiving the Tuition Benefit Program register for 11 hours (courses plus research hours). Students only receive 3 semester hours of tuition benefit during the summer semester.
- Students in a PhD program who entered with a Bachelor's degree are limited to 5 years (10 semesters) of tuition benefit support.
- Students in a PhD program who also received a master's degree at the University of Utah are limited to 5 years of tuition benefit support (2 years for a Masters and 3 additional years for a Doctorate).

- Students entering a PhD program with a Masters degree from another university are eligible for four years (8 semesters) of tuition benefit support.
- Students adding or dropping courses after the published university deadline are responsible for paying any and all fees incurred.

After all course requirements are completed, students may retain their full-time status by registering for at least 3 thesis research hours. If a graduate student (domestic and international) has used his or her eligible tuition benefits but must register for thesis credit hours, the resident tuition rate will be charged. Students must be registered for a minimum of three credit hours, or one credit hour if no longer eligible for tuition benefit, for the semester in which the thesis/dissertation defense takes place.

Students should consult with the Graduate Academic Advisor to determine how many tuition benefits they qualify for.

HEALTH INSURANCE

The Department of Chemical Engineering takes part in the Graduate Student Health Insurance Benefit Plan (HIBP). The University will provide an 80% subsidy on a single student basic insurance premium for full time Graduate Research Assistants. More information about the HIBP can be found at <http://gradschool.utah.edu/>. Students should consult with the Graduate Academic Advisor about these benefits.

OTHER IMPORTANT INFORMATION

TEACHING ASSISTANTSHIPS

As part of their educational experience, PhD students are required to perform two (2) unpaid teaching assistantships. Thesis-based Masters students funded through a research program are required to perform one (1) unpaid research assistantship. Opportunities to perform additional, paid teaching assistantships may be available.

RESPONSIBILITIES AND EXPECTATIONS

- Teaching Assistants are expected to establish rapport with the course instructor(s) and identify the instructor(s) specific expectations for the course.
- Teaching Assistants are expected to establish office hours and provide weekly help sessions to students.
- Teaching Assistants will provide grading for assignments, as directed by the instructor.
- The instructor is encouraged to provide the TA with solutions for assignments to be graded in order to equalize grading results.
- The instructor is encouraged to grade major exams personally.
- The instructor is encouraged to provide the TA with an opportunity to teach one or two classes in order to provide a classroom teaching experience.

PROCESS:

- Students will be notified each semester of TA opportunities.
- The department's Graduate Academic Advisor will match course needs with student's and make initial assignments. Instructors will review and accept or reject the proposed assignments. The academic advisor will seek to arrange for an alternative assignment for students that are unacceptable in a course or to an instructor.
- The academic advisor will establish a contract for services with the TA that outlines the expectations of the department and course instructor. If the assignment is to fulfill a graduation requirement, the agreement will so state. If the assignment is a paid position, the compensation amount and expected effort (FTE) will be included in the agreement. Compensation rates are adjusted yearly and are a set amount regardless of credit hours or number of students in the course.
- The course instructor will complete an evaluation of the TA's performance at the end of the semester and submit the evaluation to the department chair. Input from the students of the course should be solicited. TAs will be provided with a job performance summary from input from instructor and students. Unsatisfactory performance by the TA may result in (1) the nullification of the assignment as satisfactory completion of a graduate program requirement or (2) restriction on future participation in paid TA assignments. The evaluation will become part of the students' departmental academic files.

OFFICE SPACE, COMPUTERS, E-MAIL, PRINTERS

Office space: Office space and a desk will be provided for all PhD students. Students should speak with their advisor or the Graduate Academic Advisor regarding location of the desk. Students are responsible for keeping their desks and work areas clean. Students must clean their desk and office, move out and return office and/or laboratory keys, within 30 days of defending their dissertation.

Computers: In general, the Department of Chemical Engineering does not provide computers for students. In exceptional cases, a computer may be provided in association with a research project. Students are welcome to use their own computers, which can be connected to the University's network system.

Telephones: The Department of Chemical Engineering does not provide telephones for graduate students. If a long distance or overseas call needs to be made, students should consult with their research advisor.

Email: All students are assigned a University of Utah email address upon enrollment with the University. The default email address is e.g. u1234567@utah.edu. Students can make an alias email address, for example firstname.lastname@utah.edu by visiting the Office of Information Technology University Network ID web site at <http://unid.utah.edu>.

Printing and Copying: Availability of printers and copy machines varies by location. In general, printers and copy machines are to be used for research purposes only. Students are expected to use their own printers for coursework and personal matters.

GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)

The Graduate Student Advisory Committee (GSAC) of the Department of Chemical Engineering is dedicated to the development of graduate student relations and to facilitating meaningful communication among the students, faculty and staff. These goals are accomplished through student representation with faculty, addressing student concerns and planning social activities.

The primary objective of the GSAC is to promote meaningful communication between the student body and the faculty on a professional and technical as well as a social level. The following duties are illustrative of the ways in which this can be accomplished:

- The GSAC Chair will attend faculty meetings at the invitation of the Department Chair and provide student input for matters considered by the faculty.
- As required by University policy, the GSAC will provide recommendations on any faculty members being considered for retention, tenure, or promotion (RPT).
- The GSAC is responsible for submitting a yearly request for funds to ASUU and is responsible and accountable for expenditure of any funds appropriated by ASUU.

The Chemical Engineering GSAC represents all graduate students of the Department of Chemical Engineering and all graduate students engaged in research within one of the departmental research groups. Any student previously described has the right to participate in planned events and request representation by the Graduate SAC. For additional information and to view the GSAC please refer to the GSAC website at http://www.che.utah.edu/graduate/graduate_sac/.

REQUIRED FORMS

Required forms for the various graduate degrees are summarized in the table below. Forms must be completed and submitted to the Graduate Academic Advisor by the specified deadline. Information from the forms is entered electronically into the university's graduate student tracking system. Students can check the status of their forms through the audit link located in the Campus Information System. Forms are available under the Graduate section of the Chemical Engineering web pages.

All required forms are available for download from the Department of Chemical Engineering web pages at <http://che.utah.edu/graduate/forms/>.

Form	Due	PhD Chem Eng	MS Chem Eng (coursework)	MS Chem Eng (project)	MS Chem Eng (thesis)	MS Petroleum Eng
Request for MS Supervisory Committee	End of second semester			★	★	★
Request for PhD Supervisory Committee	Within 6 months of passing qualifying exam	★				
Program of Study	End of second year	★	★	★	★	★
Research Proposal	End of second year	★				
Milestone Masters Application (optional)	When milestones met, latest semester before graduation	★				
Application for Graduate Degree	Semester before graduation	★	★	★	★	★
Final Exam	After approval of thesis or dissertation	★	★	★	★	★
Student Exit	With Final Reading Approval form	★			★	
Supervisory Committee Approval of Thesis or Dissertation	After approval of thesis or dissertation	★				
Final Thesis or Dissertation Reading Approval	After approval of thesis or dissertation	★				

The purpose of each form is briefly explained on the following page.

DESCRIPTION OF FORMS

- **Supervisory Committee Form:** This is a department form that is required to formally establish a student's Supervisory Committee. For Masters students, this form is due by the end of the second semester of study. For PhD students, the form needs to be submitted within six months of successful passing of the qualifying exam.
- **Program of Study Form:** This is a department form that is required to set up a student's Program of Study (courses the student will take to meet the requirements of the degree). This form should be completed in consultation with the student's faculty advisor or the Director of Graduate Studies. This form should be submitted by the end of the second year of study.
- **Research Proposal Form:** This department form, which is for PhD students only, is submitted after a PhD candidate has successfully passed his or her research proposal. The form needs to be signed by every member of the candidate's Supervisory Committee. The research proposal and associated form should be completed by the end of the second year of study.
- **Milestone Masters Application Form:** This department form is submitted after a PhD candidate has fulfilled all requirements for a milestone Masters degree (see page 10) and must be submitted no later than one semester before the student graduates.
- **Application for Graduate Degree:** This university form is due to the graduation office one semester prior to graduation. Students must confer with their advisor regarding graduation date before submitting this form. Visit <http://gradschool.utah.edu/> for graduation application deadlines.
- **Final Exam Form:** This is a Graduate School form that is submitted to the Graduate Academic Advisor after the final examination has been approved. The form of the final examination depends on the degree. For PhD students the final examination is the dissertation defense. For a coursework-based Masters, the final examination is successful completion of all coursework with a minimum average GPA of 3.3. For project and thesis-based Masters degrees the final examination is the defense of the project or thesis.
- **Student Exit Form:** This department form is required for students who have been performing research and/or had an office or desk at the university. This form is due to the Graduate Academic Advisor upon completion of the final exam, and after a student has fulfilled housekeeping obligations as evidenced by signature of the advisor and Chemical Engineering staff. Failure to submit this form will stop the graduation process.
- **Supervisory Committee Approval of Thesis or Dissertation:** This university form is signed by all members of a student's Supervisory Committee after the student successfully defends his/her thesis or dissertation and makes all edits and changes required by the committee.
- **Final Reading Approval Form:** This university form is submitted after successful completion of the final exam (thesis defense) and approval of the supervisory committee as evidenced by the Supervisory Committee Approval Form. This form requires the signature of the Chemical Engineering Department Chair. NOTE: The department Chair will not sign this form unless it is accompanied by the completed Student Exit Form. The Final Reading Approval form is submitted to the Thesis Office of the University Graduate School prior to submitting a thesis for Thesis Office approval.