This handbook provides a brief overview of the requirements and typical course of study for graduate students in the Chemical Engineering department. Additional information regarding policies, procedures, and requirements is available on the UND Graduate School webpage (http://www.und.edu/dept/grad/)
Initial Milestones

To help students progress quickly towards completion of their degree we have identified the following important milestones for the first year of graduate study. Your research advisor and the Graduate Director are available to help you with each of these tasks, but the responsibility is yours to see that they are completed within the expected timeframe. Note: the 1st year consists of three terms. If you start in the fall term, the order is: fall, spring, and summer. If you start in the spring term, the order is: spring, summer, fall.

1st Term
- Select courses (with help of Graduate Director)
- Review Initial Program of Study (with Graduate Director)
- Complete Safety Training (report to Graduate Director)
- Complete Harassment Training (report to Graduate Director)
- Select Research Advisor (submit form to Graduate School)

2nd Term
- Select Committee (submit form to Graduate School)
- Finalize Program of Study (submit form to Graduate School)
- Present research plan to seminar
- Prepare Topic Proposal (submit form to Graduate School)

3rd Term
- Progress Review Meeting (with your Graduate Committee)

See the Graduate Student Handbook on the Grad School webpage for additional information on completing forms and graduation requirements and procedures.
M.S. ChE Program

Graduation Requirements

- 30 credits, including:
  - 20 from ChE
  - 15 from >500 level
  - 21 formal coursework (7 courses)
    - at least 2 courses from:
      - ChE 501 Advanced Transport (Spring 2012)
      - ChE 509 Advanced Thermodynamics (Fall 2010)
      - ChE 511 Advanced ChE Kinetics (Fall 2011)
      - ChE 512 Advanced Separations (Fall 2010)
      - ChE 515 Design of Experiments (Fall 2010, Fall 2011)
    - Other ChE graduate courses:
      - ChE 503 Fuels Technology (Fall 2011)
      - ChE 504 Air Pollution Control (Fall 2011)
      - ChE 535 Metallic Corrosion and Polymer Degradation (Spring 2012)
      - ChE 593A Mineral Matter Impurities (Fall 2010)
      - ChE 593A Polymer Engineering (Spring 2011)
      - ChE 593A Biochemical Engineering (Spring 2011)
    - Can get a minor (9 credits of graduate coursework in e.g., EnvEng, MechEng, Chemistry, Math)
    - Can get a cognate (6 credits of 300+ level coursework taken for graduate credit in e.g., Business, Biochem, Biology)
  - 2 seminar
  - 4 thesis
  - 3 research
- Thesis
- Defense

Typical Course Schedule (shown for fall start)

1st Term (fall)
- 9 credits coursework (3 courses)
- 1 seminar

2nd Term (spring)
- 6 coursework (2 courses)
- 1 seminar

3rd Term (summer)
- 3 research

4th Term (fall)
- 6 coursework (2 courses)

5th Term (spring)
- 4 thesis
- 2 continuing enrollment

6th Term
- 3 continuing enrollment (if needed)
ChE Ph.D. Program

Graduation Requirements

- 90 credits, including:
  - 30 coursework
    - 12 ChE core (≥3.3 GPA)
      - Transport
      - Thermo
      - Kinetics
      - Design of Experiments
    - 9 outside ChE
    - 6 other coursework
  - 3 seminar
  - 12 dissertation
  - 36 research
  - 9 research or coursework

- Oral comprehensive exam
- Annual oral progress reports
- Dissertation
- Defense

Typical Course Schedule
(shown for fall start)

1\textsuperscript{st} Term (fall)
- 9 credits coursework (3 courses)
- 1 seminar

2\textsuperscript{nd} Term (spring)
- 9 coursework (3 courses)
- 1 seminar

3\textsuperscript{rd} Term (summer)
- 4 research

4\textsuperscript{th} Term (fall)
- 6 coursework (2 courses)
- 1 seminar
- 3 research

5\textsuperscript{th} Term (spring)
- 6 coursework (2 courses)
- 4 research

6\textsuperscript{th} Term (summer)
- 4 research

7\textsuperscript{th} Term (fall)
- 6 coursework (2 courses)
- 4 research

8\textsuperscript{th} Term (spring)
- 3 coursework (1 course)
- 7 research

9\textsuperscript{th} Term (summer)
- 4 research

10\textsuperscript{th} Term (fall)
- 6 research
- 4 dissertation

11\textsuperscript{th} Term (spring)
- 8 dissertation

Continuing enrollment until completion of degree
Department Policies

Annual Progress Review Meetings
At the end of each year of study all graduate students are required to meet with their dissertation or thesis committee to review their progress over the previous year. Before the meeting students will prepare a written document describing their research accomplishments during the past year. This document should follow the format of a journal article or chapter(s) in a thesis or dissertation. A copy of this draft article or chapter(s) should be given to each committee member at least one week prior to the progress review meeting.

The student will also prepare a short (20-30 min) oral presentation of research accomplishments for the Committee. The main task for the Committee will be to evaluate the student’s progress toward submission of a publication (and thesis or dissertation if in the final year) during the next year. Other tasks for the Committee will be to recommend the level of graduate assistantship support for the next year.

Assistantship Responsibilities
Students supported by a ¼-time GRA/GTA are expected to spend 10 hours per week on work as directed by their advisor. Students shall also spend an additional 10 hours of independent work focused on meeting the goals of their thesis/dissertation research.

Students supported by a ½-time GRA/GTA are expected to spend 20 hours per week on work as directed by their advisor. Students shall also spend an additional 20 hours of independent work focused on meeting the goals of their thesis/dissertation research.

Students supported by a ½ time GRA/GTA are expected to be present by 9:00 a.m. unless they have approval from their advisor to work different hours. ¼ time GRA/GTA schedules should be mutually agreed between student and advisor/supervising instructor.

Funding is typically provided for two calendar years for MS students (5 calendar years for PhD students), contingent upon satisfactory performance. Any delay in graduation does not guarantee funding.

Supplemental employment is only allowed with approval from the student’s research advisor.

Computer Usage
In addition to other campus computing labs, all graduate student offices are equipped with computers for your research and course work. These machines are department property and should not be modified without prior approval. Please contact Dr. Bowman if you need additional software or encounter any problems with the operation of the office computers. ITSS can and does track downloads. Illegal downloading of software, music, videos, etc. can result in dismissal from UND and legal actions including fines and/or jail time.
Core Course Requirement (for ChE PhD students only)

PhD students are required to complete the four core chemical engineering courses (ChE 501 Transport, ChE 509 Thermodynamics, ChE 511 Kinetics, and ChE 515 Design of Experiments) with an average GPA in these courses of at least 3.3. Students not meeting the required GPA will need to retake one or more these courses and achieve a 3.3 average to continue in the program. This core course requirement takes the place of a qualifying exam.

Graduation Procedures

In addition to Graduate School requirements, the Department of Chemical Engineering has several tasks that must be completed before a student can graduate: lab and office space must be thoroughly cleaned; chemical samples and other materials that need to be saved must be properly labeled and stored; all other chemicals, equipment, books, papers, supplies, etc. must be returned or removed; electronic copies of all data, data analysis files, thesis/dissertation, and other research products must be delivered to the research advisor. Final thesis/dissertation forms will not be signed until all of these items have been satisfactorily completed.

Oral Comprehensive Exam (for ChE PhD students only)

The oral comprehensive exam should be taken after a PhD student has completed at least 45 post baccalaureate credits. For students entering with a bachelors degree this will typically occur at the start of their 3rd year in residence. For students entering with a masters degree this will typically occur at the start of their 2nd year in residence. (Note that an application to take the doctoral comprehensive examination must be submitted to the Graduate School at least 21 days prior to the date of the exam). The exam will be administered by at least three faculty members from the Department of Chemical Engineering and can take the place of the annual progress review meeting for that year.

The student will prepare a written draft of a journal article (or technical report with advisor consent) based on their research accomplishments and submit it to the exam committee members at least a week before the exam. For the oral exam the student will prepare a 20-30 min oral presentation summarizing their research proposal, results and analysis to date, and future plans. Faculty members will question the student on their research proposal, the four core chemical engineering courses, and application of these principles to the student’s research.

The outcome of the exam will be Pass, Provisional Pass, or Fail. Students receiving a “Pass” will have demonstrated the potential to: (a) plan and conduct independent research, (b) apply chemical engineering principles to their research topic, and (c) effectively communicate research results in written and oral formats. Students obtaining a “Provisional Pass” will be required to meet additional conditions specified by the exam committee and approved by the Graduate Director. Students who fail the exam will be allowed one opportunity to repeat the exam. The reexamination must take place no later than 13 months after the initial exam attempt.
Lab Safety and Housekeeping
All graduate students are required to take a safety training course before they can begin work in any of the laboratories. For safety reasons, experimental work in the labs must be performed during normal working hours (8 am to 6 pm) unless permission is received from your advisor and there are at least two people working in or near the lab.

An essential element of safety is observing proper housekeeping practices in laboratory and office spaces. This includes returning unused equipment and supplies to storage areas, proper labeling, storage and disposal of all chemicals, and regular cleaning of glassware, equipment, countertops and floors. Properly stored food items are acceptable in office areas only, but are never permitted in laboratory areas. Failure to maintain a clean, safe laboratory and office area may result in disciplinary action, including loss of assistantship and tuition waiver funding.

Research Advisor and Project Selection
As soon as possible after arriving on campus all new graduate students are expected to meet with each of the faculty members in the department to introduce themselves and discuss research project opportunities. Upon completing these meetings students will submit a form to the Graduate Director listing their top choices for a research project and advisor. The department faculty will then make research advisor assignments so that students can start getting involved in research activities during their first semester.

Seminar
Graduate seminars are held each Friday at noon. All graduate students should attend. At the end of each speaker’s presentation there will be time for questions from the audience. You are expected to listen to each presentation carefully and ask relevant technical questions. You are also expected to make a 20-40 minute presentation on your research each year. Typically the first year’s presentation will focus on your research plan and background information, while in the following year(s) you will present research results and analysis.

Tuition Waivers & Residency Status
Students receiving tuition waivers need to take care when registering for courses and research/thesis/dissertation credits. Tuition waivers are only valid for credits listed on the student’s program of study. If you take coursework outside of the program of study, or do not have an approved program study after your first year of residence, or register for more credits than your awarded tuition waiver you will be responsible for tuition charges.

To allow the department to most efficiently use limited tuition waiver funds and provide full waivers to all, we ask that, where possible, graduate students establish residency in North Dakota. Most U.S. students can do this by obtaining a ND driver’s license and living within the state for 1 year. After a year of residence a student can then apply for the North Dakota resident tuition rate, which is much less than the nonresident rate.
**Vacations**

Graduate students supported by a GRA/GTA are allowed two weeks of vacation per year plus University holidays. Time off must be approved in advance by the student’s Advisor and the Graduate Director. Additional time off may be allowed under extraordinary circumstances; however, the student will not receive a stipend for this additional time away from UND. A “Graduate Student Vacation Approval Form” (available from the Graduate Director) should be completed to request and schedule vacation time.
Annual Progress Review Meeting Report for Chemical Engineering Graduate Students

Committee Chair should submit completed report to the ChE Graduate Director

Name of student: ____________________________________________________

Date of Annual Progress Review Meeting: ___________

The student’s progress towards the graduate degree was rated as follows by the dissertation/thesis committee:

<table>
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<tr>
<th>Satisfactory</th>
<th>Not satisfactory</th>
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The committee recommends the following level of assistantship support during the next year:

- ½-time GTA/GRA
- ¼-time GTA/GRA
- no GTA/GRA
- other

The degree is expected to be completed at the end of ___________ semester, 20__.

Comments (Use additional sheets if necessary):

Name ___________________________________ Signature _______________________

(Chairperson)

Name ___________________________________ Signature _______________________

Name ___________________________________ Signature _______________________

Name ___________________________________ Signature _______________________

Name ___________________________________ Signature _______________________
Oral Comprehensive Examination Report for Chemical Engineering PhD Students

Committee Chair should submit completed report to the ChE Graduate Director (together with Graduate School "Doctoral Comprehensive Examination" form)

Name of student: _______________________________________________________

Date of Oral Comprehensive Exam: ______________

The Student’s performance on the oral comprehensive exam was voted as follows by the examination committee:

<table>
<thead>
<tr>
<th>Pass</th>
<th>Provisional Pass</th>
<th>Fail</th>
</tr>
</thead>
</table>

The degree is expected to be completed at the end of __________ semester, 20____.

Conditions Associated With Provisional Pass

Comments on how well student demonstrated potential to:

a) Plan and conduct independent research
b) Apply core chemical engineering principles (transport, thermo, kinetics, design of experiments) to research topic

c) Effectively communicate research results in written and oral formats

Other Comments (Use additional sheets if necessary):

Name ___________________________ Signature _______________________

(Chairperson)

Name ___________________________ Signature _______________________

Name ___________________________ Signature _______________________

Name ___________________________ Signature _______________________

Name ___________________________ Signature _______________________

Name ___________________________ Signature _______________________
Graduate Student Vacation Approval Form

Graduate students supported by a GRA/GTA are allowed two weeks of vacation per year plus University holidays. Time off must be approved in advance by the student’s Advisor and the Graduate Director. Additional time off may be allowed under extraordinary circumstances; however, the student will not receive a stipend for this additional time away from UND.

Please complete the form below to request and schedule vacation time.

Student Name ______________________________

Requested Vacation Dates _______________________

Number of Days Requested _______________________

Number of Days Taken Year to Date ______________

Number of Days

_____ Approved

_____ Approved without stipend

_____ Not Approved

Advisor signature _____________________________ Date __________

Graduate Director signature ____________________ Date __________
Research Project & Advisor Selection

Selecting a research project and research advisor is one of the most important decisions you will make as a graduate student. In the next few days please meet with each of the faculty in the department to introduce yourself and to discuss the research projects that they have available.

<table>
<thead>
<tr>
<th>Date of Meeting</th>
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<tbody>
<tr>
<td>Dr. Benson</td>
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<tr>
<td>Dr. Bowman</td>
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<tr>
<td>Dr. Fischer</td>
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<tr>
<td>Dr. Ji</td>
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<td>Dr. Kolodka</td>
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<tr>
<td>Dr. Krishnamoorthy</td>
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<td>Dr. Mann</td>
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<td>Dr. Seames</td>
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<td>Dr. Tande</td>
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<tr>
<td>Dr. Wills</td>
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</tbody>
</table>

After meeting with each of the faculty, please list your 1st and 2nd choice research projects and return this form to Dr. Bowman.

Name ________________________________

<table>
<thead>
<tr>
<th>Project</th>
<th>Advisor</th>
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<tbody>
<tr>
<td>1st Choice</td>
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<tr>
<td>2nd Choice</td>
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