Advising guide for graduate studies in Chemical Engineering and Biological Engineering at the University of Colorado Boulder

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1 INTRODUCTION

The Graduate School of the University of Colorado Boulder offers advanced instruction leading to the following degrees in the Department of Chemical and Biological Engineering:

- Doctor of Philosophy (PhD) in Chemical Engineering
- Master of Science (MS) in Chemical Engineering

This guide is intended for graduate students in Chemical Engineering, as a supplement to the information contained in the Graduate School Rules. In some areas, the Department of Chemical and Biological Engineering has more specific requirements than the Graduate School and the regulations herein should be used. However, the department is subject to all minimum requirements of the Graduate School. This guide is to be used as a general guideline. The guide can be corrected or updated at any time.

Please note that each graduate student holds complete responsibility for his/her own program. Therefore, it is expected that the student will become familiar with the contents of this guide, as well as the general rules of the Graduate School and the University of Colorado Boulder.
2 ADMISSION REQUIREMENTS

2.1 General Admission Requirements
General criteria for admission to the graduate program are:

a) A Baccalaureate degree from a college or university of recognized standing, equivalent to the degree given at this university, or college work equivalent to that required for such a degree, at least 96 semester hours of which must be acceptable toward a Baccalaureate degree at this university;

b) Have an undergraduate GPA of at least 3.25/4.00;

c) Promise of ability to pursue advanced study and research, as judged by previous scholastic record or otherwise; and

d) Adequate preparation to enter graduate study in the chosen field.

e) All supported graduate students in the department are admitted directly to the PhD degree. However, those without a Master’s degree in Chemical and Biological Engineering have the option of receiving an MS degree (Plan I or Plan II, see Sections 4.1 or 4.2 respectively) on the way to a PhD.

2.2 Classification of Students
Depending on the degree to which the applicants satisfies the requirements, admission may be either as a Regular Degree Student or as a Provisional Degree Student

2.2.1 Regular Degree Student
A student can be admitted as a Regular Degree Student if, in addition to fulfilling requirement (a) in section 2.1, the overall graduate grade-point average is at least 3.25 (b) in section 2.1. If at least nine semester hours of relevant graduate work with a 3.25 average or above have been completed. Even with an undergraduate grade-point average below 3.25, the student may be admitted as a regular degree student upon recommendation of the Department of Chemical and Biological Engineering.

Privileges: the regular degree student may take course, for which the appropriate specific prerequisites are met, on any of the four campuses of the University of Colorado.

Restrictions: Regular degree students must maintain a 3.0 grade-point average for all work taken, whether it is to be applied toward the advanced degree or not. If the student fails to maintain this standard of performance, he/she may be dropped from the academic program after receiving warning from the Department or Graduate School.

2.2.2 Provisional Degree Student
If a student does not satisfy the requirements for a regular degree student, but in the opinion of the Department of Chemical and Biological Engineering, he/she merits a trial in graduate work despite a low undergraduate grade-point average or deficiencies in preparation, the student may be admitted as a Provisional Degree Student.

Ordinarily, a student admitted as a provisional student will not be eligible for a change of status to a regular degree student until at least 12 semester hours of graduate work, with an overall GPA average of 3.25 or higher in all courses attempted, have been completed. At the time of admission to provisional degree status, the student will be informed by the Department, in writing, of the performance expected before the department will recommend admission as a regular degree student. A student may not remain at provisional degree status for more than 18 semester hours. By that time, the department must decide whether to recommend admission to regular degree status or not.

Privileges: The provisional degree student has all the privileges of a regular degree student in terms of taking courses and working toward an advanced degree.

Restrictions: A provisional degree student is required to maintain a 3.0 grade-point average on all work taken, whether or not it is to be applied toward the advanced degree sought. If the student fails to maintain such a standard performance, he/she may be dropped from the academic program. A provisional degree student is not eligible for fellowship or scholarship support from the Graduate School and usually is not considered for teaching or research assistantships by the department.
3 GENERAL INFORMATION

The following sections contain general information that is applicable to both Master’s and Doctoral students.

3.1 Full-time status
For purposes of deciding full-time registration status, a student must meet one of the following criteria:

**Master’s students**
- Minimum of 5 credits of graduate level course work
- At least 1 Master’s thesis hour

**Doctoral students**
- Minimum of 5 credits of graduate level course work prior to passing the comprehensive exam
- At least 1 Doctoral thesis hour prior to passing the comprehensive exam
- A minimum of 5 Doctoral thesis hours after passing the comprehensive exam

Students must have full-time status during the semester in which they defend their thesis (including summer). In addition students must be registered full-time in each semester used to meet Graduate School Residence requirements. If the student is deferring loans through the Financial Aid Office, the student must be registered for a minimum of 4 credit hours for either the Fall or Spring semesters.

3.2 Grades and Quality of Work

**Grade Point Average**: A student is required to maintain at least a B (3.0) average in all work attempted while enrolled in the Graduate School, and a student must have at least a 3.0 overall average GPA to receive a graduate degree.

**Grades Below B:**
- a) A student who receives a C, D, or F in a course may repeat that course once, upon written recommendation by the department chair/graduate director and approval by the Dean of the Graduate School, provided the course has not been previously applied toward a degree. The grade received in a repeated course substitutes for the original grade and only the later grade is used in the Graduate School’s manual calculation of the grade point average. However, all grades received appear on the student’s transcript and are calculated in the official overall GPA.
- b) Courses in which grades below B- (2.7) are received are not accepted for doctoral programs.
- c) Courses in which grades below C (2.0) are received are not accepted for Master’s degree programs or for the removal of academic deficiencies.
- d) Courses taken toward the fulfillment of requirements for graduate degrees may not be taken pass/fail.
- e) Grades received in courses transferred from another institution and/or grades earned while a student was classified as a non-degree student are not included in the calculation of grade point average.
- f) Graduate students may not register for more than 15 credits during any one semester.
- g) Students whose cumulative grade point average falls below a 3.0 at any time during their graduate career will be placed on probation and may be dismissed from their program.

**Probation and Suspension**: See Section 5 of the [Graduate School Rules](#) regarding probation and suspension specifics.

3.3 Time Limits for Completion of Degrees

**Master’s Degree Time Limit**: It is expected that a qualified student can compete the MS degree in two years or less. All work, including the thesis defense and filing of the thesis with the Graduate School, if Plan I is followed (see section 4.1), must be completed within the four years. Work done prior to the four-year limit will not be accepted for the degree, unless validated by a special examination. A student is expected to compete his/her work within a reasonable period. Students who fail to complete the degree in this four-year period may be dismissed from the program with the concurrence of the major advisor and/or appropriate departmental personnel. To continue, the student must file a petition for an extension of the time limit with the Dean of the Graduate School. Such petitions must be endorsed by the student’s major advisor and/or other appropriate departmental personnel and may be granted for up to one year.

**PhD Degree Time Limit**: Doctoral students have six years from the commencement of course work in their PhD graduate program at the University of Colorado, to complete all requirements, including the filing of the dissertation, with the Graduate School. Students who fail to complete the degree in this six-year period may be dismissed from the program with the concurrence of the major advisor and/or appropriate departmental personnel. To continue, the student must file a petition for an extension of the time limit with the Dean of the Graduate School and the department chair. Such petitions must be endorsed by the student’s major advisor.
3.4 Transfer Credits
See Section 3 of the Graduate School Rules regarding transfer credits.

Resident graduate work of high quality done in a recognized graduate school elsewhere and coming within the time limit may be accepted up to a maximum of nine (9) semester hours for the MS degree and up to a maximum of twenty-one (21) semester hours for the PhD degree, provided it is recommended by the Department of Chemical and Biological Engineering and approved by the Dean of the Graduate School. Such credits will be transferred to the Graduate School only after the student has established a satisfactory record in residence here for at least one semester and has completed at least 6 credit hours.

**Masters:** Work already applied toward another degree cannot be accepted, nor can extension work completed at another institution, nor can correspondence work.

**PhD:** Course work previously applied toward a Master’s degree may be transferred for the PhD degree.

Transferred credit will not reduce the residence requirements at the university but may reduce the amount of work to be done in formal courses. Request for transfer of credit must be initiated by the student by the beginning of the semester prior to that in which the MS or PhD degree is expected.

3.5 In-State Residency
Similar to most universities, the University of Colorado Boulder has a large discrepancy between resident and non-resident tuition. It is possible for U.S Citizen and permanent resident students arriving from out-of-state to acquire resident status after one calendar year. To begin the one-year waiting period, the student must establish as many connections with the State of Colorado as possible in the individual circumstances. Examples include: being physically present in the state with the intent to make your permanent home in Colorado; payment of Colorado state income tax; application to the state for a Colorado driver’s license or Colorado identification card; registration of a motor vehicle in the State of Colorado; registration to vote in Colorado.

These connections should be established as soon as possible, ideally within 30 days after moving to the state. Eligibility for a change to resident status is determined from a written petition with documentation. Information regarding residency, petition deadlines, required workshop, and the required paperwork, please visit the Tuition Classification Office.

4 MASTER OF SCIENCE DEGREES

The following sections describe Plans I and II for obtaining an MS in Chemical Engineering. It is important to note that departmental policies permit graduate students to work directly toward a PhD degree without completing the MS degree and thesis. The submission of a comprehensive bypass report (see section 5.3.1) on research accomplished and approval by the faculty advisor and department chair is necessary to fulfill this requirement.

4.1 Plan I – Thesis Option
A candidate for the Plan I Master of Science degree (thesis Option) in Chemical Engineering must fulfill the following departmental requirements for coursework, exams, and thesis.

The Plan I MS checklist and a list of required paperwork can be found in appendix A. This information describes the sequence of events leading up to the conferring of the MS degree. The student is responsible for his or her program and for making certain that each step is completed within the indicated time schedule.

4.1.1 Course Credit Requirements
A total of 30 semester credit hours is required, including at least 24 credit hours of course work, and 4-6 credits of MS thesis hours. Only courses at the 5000 level and above may be applied toward the MS degree. An advisor must approve all courses. Only those courses for which the student received a grade of B- or better will count toward the MS degree. The overall grade point average must be 3.0 or better.

The following courses are required for any MS degree plan:
• CHEN 5090: Seminar in Chemical and Biological Engineering (required, Pass/Fail)
• CHEN TBD: Advanced Mathematical Methods (required)
• CHEN 5210: Transport Phenomena (CORE)
• CHEN 5370: Chemical Engineering Thermodynamics (CORE)
• CHEN 5390: Chemical Reaction Engineering (CORE)

Additionally, 15 of the total required course hours must be Chemical and Biological Engineering courses, and pass/fail courses do not count toward the degree.

It is expected that students in their first two semesters will register for Chemical and Biological Engineering Seminar (CHEN 5090), which is a one-credit, pass/fail course. The student is not expected to register for the course if the one hour results in an increase in tuition. Additionally, it is expected that students in their first semester register for a course in Research Ethics and methods (CHEN 5343) and Advanced Mathematical Methods (CHEN TBD).

Registration for credit in the summer should be kept to a minimum to keep total tuition payments as low as possible. Students registering for extra courses not included in those basically required for the degree program must have approval of their research advisors. In general, the department will pay tuition only for those courses required for the degree.

The department must approve any deviations from this plan; otherwise, funding will be reduced proportionately. After the first semester the student’s research advisor must approve course work and thesis registration. If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access cards. The student will need to enroll in the Leave of Absence Program in order to save his/her enrollment space or withdraw from the University.

4.1.2 Examination Requirements
A successful oral defense of the MS thesis is required. Notice of this examination must be filed in the Graduate School at least two weeks in advance of the examination (see MS checklist, Appendix A). The examination committee must have a minimum of three faculty members, at least two of whom are members of the Department of Chemical and Biological Engineering. The Chair of the committee must be a regular faculty member (usually the student’s Faculty Advisor). Each official member of the committee must have a graduate faculty appointment (see Graduate Coordinator, chbegrad@colorado.edu, for faculty status), although additional unofficial members may also participate. Students are responsible for verifying that their committee members have a graduate faculty appointment prior to the examination.

4.1.3 Thesis Requirements
An electronic copy of an acceptable MS thesis must be uploaded to the Graduate School by the posted due date for the semester in which the degree is to be conferred. The specific thesis requirements and submission process can be found on the Graduate School website. In addition to the thesis, the student must submit an approval page stating that the content and form of the thesis meet acceptable presentation standards of scholarly work in the specified discipline, signed by the Chair of the committee and one other committee member.

In addition to the electronic copy submitted to the Graduate School, each graduate must submit two hardcopies of their thesis to the department for binding. One copy will be for the department library and the second copy will be for the student’s faculty advisor. The department will send out the hardcopies to be bound by the University Libraries and distribute them when they return to the department.

4.1.4 Master’s Degree Funding Limits
Normally MS degree students are not funded. However, if the student is funded, the upper limit (not guaranteed limit) on funding of MS degree students is two years. The faculty will carefully evaluate the progress of each MS student (starting at the end of the first semester of residence) to decide whether continued funding is justified. Continued funding will only be granted for satisfactory progress in research, course work, and teaching assistance. It is expected that most students will complete their MS degree in less time than indicated here.

4.1.5 Leave of Absence (LOA)
The Leave of Absence Program provides an opportunity for students to take a leave from the university for a semester or a year without losing his/her place in his/her current college or school. The following guidelines are used to determine eligibility:

• Graduate students must have a minimum 3.0 GPA
• Doctoral candidates who have passed their comprehensive examinations and concurrent degree students (BA/MA or BS/MS) are not eligible for LOA.

The application can be found on the Registrar’s website. The LOA requires a $50 application fee upon submittal. LOA students are guaranteed a place in his/her current college or school and major, provided that registration and deposit deadlines are followed.

If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access.

### 4.1.6 Termination

If a student is not making satisfactory progress, then termination from an appointment or a research project prior to the allowable time limit for completing the MS or PhD degree will be considered. In such cases, the student’s advisor or supervisor must notify the student in writing that termination is being considered; the notification should specify the reasons for potential termination, the corrective action(s) which must be taken, and the time frame (at least two weeks, unless the Department Chair determines that the course for termination is especially serious) in which a decision will be made. If, at the end of this time, the advisor or supervisor decides that cause exists for the termination of the student from the project or appointment, then the department faculty shall be consulted to determine whether the student will be provided with the opportunity for another project and appointment, or dismissed from the program. Further information on termination and grievance procedures is provided in the Graduate School Rules.

### 4.1.7 Records

All graduate records are kept in the Chemical and Biological Engineering Graduate Program Assistant’s office, and questions involving a student’s program should be directed there. Deviations from the general rules and procedures listed in this booklet or in the Graduate School Rules may be made only through the use of a properly executed petition to the Chair of the Department of Chemical and Biological Engineering.

### 4.2 Plan II – Non-Thesis (no exam, degree plan) Option

This degree is typically known as a “coursework” Master’s. A non-thesis Master’s degree option is open to part-time students who typically are employed in local industry and do not receive financial support from the Department. In addition, students who are proceeding toward the PhD degree and have elected to bypass the MS thesis may petition to be awarded an MS degree under the Plan II Option. Students must have the approval of the Department Chair to enroll under Plan II and must complete 30 credits of courses with grades of B- or better and an overall grade point average of 3.0 or better, including the same CORE course requirements as for the thesis MS.

The Plan II MS checklist and a list of required paperwork can be found in Appendix A. This information describes the sequence of events leading up to the conferring of the MS degree. The student is responsible for his or her program and for making certain that each step is completed within the indicated time schedule.

#### 4.2.1 Course Credit Requirements

A total of 30 semester credit hours is required. Only courses at the 5000 level and above may be applied toward the MS degree. An advisor must approve all courses. Only those courses for which the student received a grade of B- or better will count toward the MS degree. The overall grade point average must be 3.0 or better.

The following courses are required for any MS degree plan:

- CHEN 5090: Seminar in Chemical and Biological Engineering (required, Pass/Fail)
- CHEN TBD: Advanced Mathematical Methods (required)
- CHEN 5210: Transport Phenomena (CORE)
- CHEN 5370: Chemical Engineering Thermodynamics (CORE)
- CHEN 5390: Chemical Reaction Engineering (CORE)

Additionally, 15 of the total required course hours must be Chemical and Biological Engineering courses, and pass/fail courses do not count toward the degree.

It is expected that students in their first two semesters will register for Chemical and Biological Engineering Seminar (CHEN 5090), which is a one-credit, pass/fail course. The student is not expected to register for the course if the one hour results in an increase in tuition. Additionally, it is expected that students in their first semester register for a course in Research Ethics and methods (CHEN 5343) and Advanced Mathematical Methods (CHEN TBD).
Registration for credit in the summer should be kept to a minimum to keep total tuition payments as low as possible. Students registering for extra courses not included in those basically required for the degree program must have approval of their research advisors. In general, the department will pay tuition only for those courses required for the degree.

The department must approve any deviations from this plan; otherwise, funding will be reduced proportionately. After the first semester the student’s research advisor must approve course work and thesis registration. If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access cards. The student will need to enroll in the Leave of Absence Program in order to save his/her enrollment space or withdraw from the University.

4.2.2 Master’s Degree Funding Limits
Normally MS degree students are not funded. However, if the student is funded, the upper limit (not guaranteed limit) on funding of MS degree students is two years. The faculty will carefully evaluate the progress of each MS student (starting at the end of the first semester of residence) to decide whether continued funding is justified. Continued funding will only be granted for satisfactory progress in research, course work, and teaching assistance. It is expected that most students will complete their MS degree in less time than indicated here.

4.2.3 Leave of Absence (LOA)
The Leave of Absence Program provides an opportunity for students to take a leave from the university for a semester or a year without losing his/her place in his/her current college or school. The following guidelines are used to determine eligibility:

- Graduate students must have a minimum 3.0 GPA
- Doctoral candidates who have passed their comprehensive examinations and concurrent degree students (BA/MA or BS/MS) are not eligible for LOA.

The application can be found on the Registrar’s website. The LOA requires a $50 application fee upon submittal. LOA students are guaranteed a place in his/her current college or school and major, provided that registration and deposit deadlines are followed.

If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access.

4.2.4 Termination
If a student is not making satisfactory progress, then termination from an appointment or a research project prior to the allowable time limit for completing the MS or PhD degree will be considered. In such cases, the student’s advisor or supervisor must notify the student in writing that termination is being considered; the notification should specify the reasons for potential termination, the corrective action(s) which must be taken, and the time frame (at least two weeks, unless the Department Chair determines that the course for termination is especially serious) in which a decision will be made. If, at the end of this time, the advisor or supervisor decides that cause exists for the termination of the student from the project or appointment, then the department faculty shall be consulted to determine whether the student will be provided with the opportunity for another project and appointment, or dismissed from the program. Further information on termination and grievance procedures is provided in the Graduate School Rules.

4.2.5 Records
All graduate records are kept in the Chemical and Biological Engineering Graduate Program Assistant’s office, and questions involving a student’s program should be directed there. Deviations from the general rules and procedures listed in this booklet or in the graduate catalog may be made only through the use of a properly executed petition to the Chair of the Department of Chemical and Biological Engineering.

5 DOCTOR OF PHILOSOPHY DEGREE
5.1 Admission Requirements
The general admissions requirements for the Doctoral program are outlined section 2. Admission does not follow automatically with the conferring of the MS degree, unless the MS degree conferred is Plan II, non-thesis, no exam, degree plan. The student must reapply and must be recommended by the Department of Chemical and Biological Engineering.

5.2 Residence
The minimum requirement shall be six semesters (with two full-time summers counting as one semester) of scholarly work in residence beyond the attainment of an acceptable Bachelor’s degree. Two semesters of residence credit may be allowed for a Master’s degree from another institution of approved standing. However, at least four semesters of residence credit, at least two of which must be consecutive in one academic year, must be earned at the University of Colorado. The last two semesters of the residence requirement must be earned at the University of Colorado, except in unusual circumstances subject to the approval of the Dean of the Graduate School. Each student must be enrolled for at least one semester after the semester in which the comprehensive examination (See Section 5.10) is passed.

Students who are admitted to the Graduate School with deficiencies may expect to receive little or no residence credit until these deficiencies have been removed. The Graduate School rules require that 30 semester hours of 5000-level or above course work appear in the Application for Candidacy. For further residence information, see the Graduate School Rules.

5.3 Research
Each student entering the graduate program without a Master’s degree must demonstrate research ability prior to continuing to the PhD degree by (a) completing a Plan I (thesis option) MS degree or submitting an “MS Bypass” paper in the style of a journal article and judged acceptable by the student’s research advisor and the Department Chair. This requirement must be met within the first two years of the program if funding is to continue.

5.3.1 MS Bypass
Each student entering the graduate program without a Master’s degree must demonstrate research ability prior to continuing to the Ph.D. degree by (a) completing a Plan I (thesis option) M.S. degree, or (b) submitting a ‘M.S. bypass’ paper in the style of a journal article and judged acceptable by the student’s research advisor and Department Chair. This requirement must be met within the first two years of the program if funding is to continue.

5.3.2 First Year Research Project Presentations of Mutual Selection
During the Fall semester, research advisors will announce the availability of projects by writing a project description and making a brief oral presentation about the project. The written descriptions will be available to all PhD students and the oral presentations will be publicized. The students are then given several weeks to meet with potential advisors, learn more about the projects and decide on their preferences. Then, on a date which will be announced, each graduate student is responsible for providing a ranked list of his or her preferred PhD research projects. The department Chair then performs a match in an effort to provide as many students as possible with their top-ranked projects.

It is extremely important that students with a potential interest in a particular project contact the advisor and meet with him or her to talk about the project and the selection process. Generally, an interested student will follow-up with additional meetings as he or she narrows down his or her choices. If a student does not meet with an advisor, or does not express interest, the advisor may take that as an indication of lack of enthusiasm, which may sway him or her against accepting that student as an advisee.

5.3.3 Research Advisor and Committee
As soon as a student is ready to begin research work for the PhD dissertation, a regular graduate faculty member of the department (normally the student’s faculty advisor) must be designated to serve as Chair of the Research or Dissertation Committee. The PhD dissertation committee must be approved by the Department Chair and consist of five members, at least three of whom are regular/special faculty members from the Department of Chemical and Biological Engineering. At least one member must be a regular faculty member in a different department at the University of Colorado. All members of the committee must have graduate faculty appointments (see Graduate Coordinator, chbegrad@colorado.edu, for faculty status). Students must meet with their committee once each year to review their research progress.

IMPORTANT: The ability to perform significant and independent research is a prime requisite for the PhD degree. This research must be under the supervision of a graduate faculty member, and it is the student’s responsibility to choose a topic and find a faculty member who will act as Research Advisor. This is an important step and should be done early in the program to ensure the probability of timely completion.
5.4 Academic Plan and Course Requirements

The student must work out an informal degree plan early in the PhD program with the aid of a Research committee, when selected. This program will reflect specific areas of academic interest and should represent a coordinated approach to the attainment of the student’s ultimate goals. This degree plan may include the courses previously applied toward the Master’s degree, which should be so indicated, and should total at least 30 semester hours of 5000-level or above courses, not including pass/fail courses, and including up to five hours of “Special Topics in ChBE.”

NOTE: all courses must be taught by faculty who are members of the Graduate School. Students should verify the Faculty appointment to the Graduate School for courses taken outside the department.

5.4.1 Courses Required

The following course are required for the PhD degree:

- CHEN 5090: Seminar in Chemical and Biological Engineering (required, Pass/Fail)
- CHEN TBD: Advanced Mathematical Methods (required)
- CHEN 5343: Research Ethics (required)
- CHEN 5210: Transport Phenomena (CORE)
- CHEN 5370: Chemical Engineering Thermodynamics (CORE)
- CHEN 5390: Chemical Reaction Engineering (CORE)

PhD Students must complete all courses, with grades of B- or better.

It is expected that students in their first two semesters will register for Chemical and Biological Engineering Seminar (CHEN 5090), which is a one-credit, pass/fail course. The student is not expected to register for the course if the one hour change results in an increase in tuition. Additionally, it is expected that students in their first semester register for a course in Research Ethics and methods (CHEN 5343) and Advanced Mathematical Methods (CHEN TBD).

Registration for credit in the summer should be kept to a minimum to keep total tuition payments as low as possible. Students registering for extra courses not included in those basically required for the degree program must have approval of their research advisors. In general, the department will pay tuition only for those course required for the degree.

In addition, all students entering the program without a degree closely related to chemical engineering must either take the FE exam or have completed three chemical engineering CORE undergraduate courses with a grade of B or better (Fluids/Heat, Mass Transfer, Thermodynamics, Kinetics, or the equivalent courses). The Graduate Director or Department Chair will make assessments as to whether a degree is closely related to the chemical engineering degree.

The department must approve any deviations from this plan; otherwise, funding will be reduced proportionately. After the first semester the student’s research advisor must approve course work and thesis registration. If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access cards. The student will need to enroll in the Leave of Absence Program in order to save his/her enrollment space or withdraw from the University.

5.4.2 Quality of Work

Students are expected to compete with distinction all work in the formal courses that apply toward the degree, and achieve a grade point average of 3.0 or better. A course grade below B- will not be counted toward the minimum requirements for the PhD degree, but it will be considered in the overall grade point average.

5.5 Registration Requirements

All graduate students must be registered for enough credits each fall and spring semester to reach full time status. Students must only register during the summer semester if they are taking their Comprehensive Exam or defending their dissertation.

5.5.1 Pre-Comp Exam Status

Students must be registered for a minimum of 5 course hours or 1-3 thesis hours. If the student is registered for less than 5 course hours he/she MUST also register for 1 thesis hour to be full time. Students can register for a maximum load of 15 credit hours each semester while in pre-comp exam status.
No More than 10 pre-comprehensive thesis hours can be counted toward the total 30 required thesis hours required for a PhD Degree. Although you should have at least 10 thesis hours before or during the semester you take your comprehensive exam, the student has the option to complete a petition to change the designation of pre-comprehensive thesis hours to post-comprehensive thesis hours. See the Graduate Program Assistant for more information regarding this petition.

5.5.2 Comprehensive Exam Semester
Students must be enrolled in 1-3 thesis hours or up to a maximum of 10 thesis hours for this particular semester. Students must be registered for thesis hours during the semester in which the Comprehensive Exam is completed (Fall, Spring, or Summer). If the comprehensive exam is passed, thesis hours from this semester will count as post-comprehensive thesis hours. Again, when the student is ready to defend, a petition can be created to redistribute pre-comprehensive and post-comprehensive thesis hours.

5.5.3 Post-Comprehensive Exam Status
Students must be enrolled in a minimum of 5 thesis hours and a maximum of 10 thesis hours during this status. Students must be registered for thesis hours during the semester in which the final defense is completed (Fall, Spring, or Summer). Once the student has confirmed a defense date, the Graduate Program Assistant will review the student’s transcript to determine if any thesis hours need to be retroactively added to previous semesters. The goal is to reach the required 30 thesis hours without going over.

Additional Information:
- Thesis hours from a previous semester can be dropped, but tuition payments will NOT be refunded.
- Courses taken in a previous semester CANNOT be transferred to another semester in order to fulfill thesis hour requirements.
- Additional thesis hours can be added to a previous semester at a later date in order to more accurately reflect course efforts. If thesis hours are retroactively allotted to a previous semester, the total hours of the semester may NOT exceed the maximum hours permitted for full time status. Please be advised: when retroactively adding thesis hours, additional tuition and fees will subsequently be charged by the Provost and Bursar’s Office.
- Thesis credit hours will be listed as “IP” (in progress) on the student’s transcript before the dissertation defense. Once the student has defended his/her dissertation, the Faculty Advisor will submit a final grade (A, B, or C) to all thesis credits on the student’s transcript.

5.6 PhD Degree Funding Limits
Progress of each PhD student will be reviewed after three, four, and five years (after entering the Department with a Bachelor’s degree). Funding is not guaranteed for these durations, and continued funding will only be granted for satisfactory progress in research, coursework, and teaching assistance. Funding beyond five years will be granted only under special circumstances such as having a non-chemical engineering undergraduate degree, or switching research advisors after receiving the MS degree or being accepted into the PhD program.

Students who enter the department with a Master’s degree will have their progress reviewed after one, two, three, and four years. Continued funding will only be granted for satisfactory progress in research, coursework, and teaching assistance. Funding beyond four years will be granted only under special circumstances.

5.7 Teaching Assistantships
PhD students are required to complete two teaching assistantships (TA) during their PhD career in the department. The Graduate TA will occur during the Fall or Spring semester of their first year and an Advanced TA (ATA) will occur during the third year of their PhD.

5.7.1 Graduate TA
The expected workload is an average of 10-12 hours/week. This can vary during the semester, due to the time constraints of the course. It is recommended that the instructor and TA discuss specific expectations at the beginning of the semester and that regular follow-up conversations are held to confirm that the expectations are reasonable and/or being met.

Any of the following is appropriate for a first year graduate student TAs:
- Grading homework assignments and exams
- Making up homework solutions
- Attending class
• Holding office hours
• Running a recitation
• Taking and critiquing exams
• Keeping grade book, including clicker grades, reading quiz grades, HW grades, and exam grades
• Adding information to D2L
• Grading final exams (taking into consideration the first year graduate student’s final exam schedule)

The following should NOT be expected of first year graduate student TAs:
• Giving class
• Writing exam problems
• Grading exams without faculty member guidance
• Assigning final grades (Chemistry TA’s may need to assign recitation grades for their students)

5.7.2 Advanced TA (ATA)
The expected workload is an average of 10-12 hours/week. This can vary during the semester due to the demands of the course. An Advanced TA is not a grader – grading homework should be a small part of his/her responsibilities. It is recommended that the instructor and TA discuss specific expectations at the beginning of the semester and that regular follow-up conversations are held to confirm that the expectations are reasonable and/or being met.

Any of the following is appropriate for an Advanced TA:
• Grading exams
• Making up homework solutions
• Attending class
• Holding office hours
• Running a recitation
• Taking and critiquing exams
• Proctoring exams
• Keeping grade book, including clicker grades, reading quiz grades, HW grades, and exam grades.
• Adding information to D2L

Advanced TAs should teach a total of approximately one week-equivalent of classes (e.g., 2-4 classes for a 50 minute class or 2-3 classes for a 75-minute class), the majority of which should be attended by the faculty member. In addition, Advanced TAs must contribute problems to at least one exam during the semester. Advanced TAs must not assign final grades, but can offer comments when asked by the instructor.

5.8 Preliminary Examination
A preliminary examination is required of all PhD candidates. This examination consists of an oral and written component to be completed in the second semester for candidates entering with an MS or during the third semester for students entering with a Bachelor’s degree (details follow).

5.8.1 Objective
To assess the research skills of a student (appropriate to his/her academic level) via examination of his/her thesis research topic (Appendix C). Special emphasis will be given to the following evaluated criteria:
• Knowledge of the scientific basis of experimental and/or theoretical approaches employed by the student;
• Depth and breadth of knowledge of the relevant literature;
• Demonstration of progress appropriate for the specific project;
• Presentation of the specific research plan and overall project significance; and
• Demonstration of written and oral communication skills for all of the above.

5.8.2 Timing
Each student in the PhD program will take the examination for the first time during his/her second semester if entering the program with a Master’s degree or third semester for students entering the program with a Bachelor’s degree.
5.8.3 Outcome
Two outcomes are possible: pass or fail. If a student fails his/her first attempt, then he/she will have an opportunity to retake the exam during the following semester. Two successive failures result in a terminal Master’s degree as the highest possible degree.

5.8.4 Written Component
The written component of the exam is a six-page typed report (12-point font, single spaced, one inch margins, double-sided) including figures that describes the student’s research project, as well as the following:

- Hypothesis and/or objective statement (0.5 page)
- Significance (0.5 page)
- Background and related, relevant literature (1.5 ± 0.5 pages)
- Methods (1.5 ± 0.5 pages)
- Progress to date (1.5 ± 0.5 pages)
- Research plan (0.5 page)

The reference list should be placed after six pages of text and figures. A PDF of the written report must be electronically submitted at least one week prior to the oral exam date (by 5:00pm) to the department’s Graduate Program Assistant (GPA) (chbegrad@colorado.edu). DO NOT submit the preliminary exam report directly to your committee members.

Additional hints for the written component:

- Use spelling and grammar check.
- Follow directions.
- Be prepared to answer questions on any information contained within your paper.
- Make sure to provide citations appropriately. Citations and/or quotations are required for figures as well as language not generated by the student.
- Know your target audience.

5.8.5 Authorship
The student is the sole author of the report; everything which is not the student’s own creative work must be appropriately reference. Inclusion of uncited text and figures will be considered plagiarism.

The written report should be prepared without feedback from the student’s advisor or fellow graduate students, though the advisor can discuss an “outline” with the student (i.e., agree on important topics to cover) prior to the report being written. The advisor may discuss the final report with the student prior to the oral exam, but only after the written report has been submitted to the GPA.

5.8.6 Oral Component
The oral component of the exam consists of a 20-minute presentation (maximum time limit will be upheld), followed by 30 minutes of questioning by the examination committee. The structure/content of the presentation should be analogous to that of the written report. Questions will follow from material presented in the written report and oral presentation. Students should be prepared to answer questions on any technical aspect of his/her research topic. Students are also expected to have an understanding of the related literature.

The student is permitted and encouraged to practice his/her oral presentation prior to the exam, with input from the advisor and research group. The advisor may be present at the oral examination, but his/her participation will be limited to the answer of questions posed directly to him/her by a member of the examination committee.

Additional hints for the oral component:

- State the objective of the overall project and specific aims of the student’s project.
- Be able to explain the rationale behind the project and approach chosen.
- Use problem statements to demonstrate the significance of not only the overall objective but also the specific approaches/tools being developed and/or applied.
- Explain why specific techniques were chosen and what alternative were considered and why eliminated.
- Describe future plans and include some examples of how the plans might be accomplished as well as the advantages and disadvantages of any proposed approaches and relevant alternatives.
- Be prepared to explain all information presented in your slides (equations, constants, tools, etc.).
- Know your target audience.
5.8.7 Question and Answer Component
The student’s ability to answer relevant questions will also be a substantial part of the overall grade. The primary goal of the question and answer session is to explore the depth of the student’s understanding of the issues outlined under the written and oral component guidelines listed above. Students should be able to answer questions of “Why” and “How” for the overall objectives and specific approaches employed. Students are encouraged to make it clear to the committee when they do not know the answer to a question and to explain why this is so (i.e., that subject area is tangential to my research focus, that subject is something I will explore in the future but is not as large of a priority for my current efforts, etc.). Students are allowed to prepare additional “back-up” slides that contain information to help answer anticipated questions.

5.8.8 Audience
Both written and oral components should be targeted at an audience with a broad engineering background (rather than an expert in research field being pursued), as members of the exam committee (Chemical and Biological Engineering Faculty) are likely to have various areas of expertise.

The examination committee is made up of five ChBE Faculty members including the student’s research advisor. The committee is chosen by the Graduate Committee and its members will be communicated to the student a two or three weeks before the exam date. The examination committee members can change at any time.

5.9 Communication Requirement
There is no international language requirement in Chemical and Biological Engineering. However, the student’s comprehensive exam and the research portions of the preliminary exam will be judged on written and oral presentation skills as well as content.

5.10 Comprehensive Examination and Admission to Candidacy
At least two weeks before the comprehensive examination is attempted, the student must apply for admission to candidacy for the PhD degree. The necessary forms can be obtained from the department’s Graduate Program Assistant (chbegrad@colorado.edu). The student must be registered for the semester (including summer) in which the examination is to take place.

A written proposal, not to exceed 15 pages (1.5 spaced), must be distributed to the student’s faculty committee two weeks before the exam. Either a PDF file or a paper version should be submitted, depending on which format each committee member prefers. The paper copy should be double-sided to save paper. The comprehensive examination committee shall consist of five faculty members as described in section 5.3.3.

The proposal is limited to 15 pages and should include:
- Discussion of the state of the project
- Details of the proposed study
- Progress to date
- Budget estimate for the time remaining
- Time estimate for completion of the research and dissertation
- Complete consideration of safety aspects of experiments

The student is expected to deliver a 20-30 minute summary of the research proposal, after which the student will be questioned by the Examination Committee. The student must be able to demonstrate through knowledge of the fundamentals and application of the research field, define an original research problem and show the scientific and engineering basis for a creative, intelligent solution to the proposed research problem. In order to pass, the student must receive a majority passing vote of the Examination Committee. The comprehensive examination may be attempted a maximum of two separate times. A second examination should only be attempted in the event that the initial examination results in an unsatisfactory decision.

The comprehensive examination can result in one of three decisions.
- **Satisfactory** – student passes the comprehensive examination and moves onto candidacy
- **Conditions placed** – student has neither passed nor failed the examination. The Examination Committee will make a list of conditions that must be met by the student in a set period of time. Once the student has met those conditions and the Chair of the Examination Committee agrees, then the student will pass the comprehensive examination and moves onto candidacy.
- **Unsatisfactory** – the student fails the comprehensive examination and will need to retake the exam the following semester.

The student shall have earned a least four semesters of residence, and shall have passed the comprehensive examination before being admitted to candidacy for the degree.
5.11 Dissertation and Final Examination
A dissertation based upon the research work done with consulting advice from the student’s research committee should be finished and submitted electronically as a PDF file for inspection by the Dissertation Committee at least two weeks before the student takes his/her final examination. If a faculty member requests a typewritten form, it should be printed double-sided. The dissertation must comply in mechanical features with the University of Colorado Graduate School Format Requirements.

A student who fails the final examination on his/her first attempt may attempt it one additional time upon recommendation of his/her committee. More than one dissenting vote constitutes failure of the final examination.

5.11.1 Dissertation Examination Committee
This will be the same committee the student used for their comprehensive examination. The Dissertation Examination Committee shall consist of five faculty members as described in section 5.3.3.

5.11.2 Final Oral Examination
The final examination is an oral defense of the student’s dissertation followed by a Q&A period with the Dissertation Examination Committee.

5.11.3 Dissertation Submission to the Graduate School
An electronic copy of an acceptable PhD thesis must be uploaded to the Graduate School by the posted deadline for the semester in which the degree is to be conferred. The specific thesis requirements and submission process can be found on the Graduate School website. In addition to the thesis, the student must submit a signature page stating that the content and form of the thesis meet acceptable presentation standards of scholarly work in the specified discipline, signed by the Chair of the committee and one other committee member.

In addition to the electronic copy submitted to the Graduate School, each graduate must submit two hardcopies of their thesis to the department for binding. One copy will be for the department library and the second copy will be for the student’s faculty advisor. The department will send out the hardcopies to be bound by the University Libraries and distribute them when they return to the department.

5.12 Leave of Absence (LOA)
The Leave of Absence Program provides an opportunity for students to take a leave from the university for a semester or a year without losing his/her place in his/her current college or school. The following guidelines are used to determine eligibility:

- Graduate students must have a minimum 3.0 GPA
- Doctoral candidates who have passed their comprehensive examinations and concurrent degree students (BA/MA or BS/MS) are not eligible for LOA.

The application can be found on the Registrar’s website. The LOA requires a $50 application fee upon submittal. LOA students are guaranteed a place in his/her current college or school and major, provided that registration and deposit deadlines are followed.

If a student is not going to be registered for a semester, the Chair of the Department of Chemical and Biological Engineering must be informed in writing, and the student is required to return lab keys and building access.

5.13 Termination
If a student is not making satisfactory progress, then termination from an appointment or a research project prior to the allowable time limit for completing the MS or PhD degree will be considered. In such cases, the student’s advisor or supervisor must notify the student in writing that termination is being considered; the notification should specify the reasons for potential termination, the corrective action(s) which must be taken, and the time frame (at least two weeks, unless the Department Chair determines that the course for termination is especially serious) in which a decision will be made. If, at the end of this time, the advisor or supervisor decides that cause exists for the termination of the student from the project or appointment, then the department faculty shall be consulted to determine whether the student will be provided with the opportunity for another project and appointment, or dismissed from the program. Further information on termination and grievance procedures is provided in the Graduate School Rules.
5.14 **Records**

All graduate records are kept in the Chemical and Biological Engineering Graduate Program Assistant’s office, and questions involving a student’s program should be directed there. Deviations from the general rules and procedures listed in this booklet or in the graduate catalog may be made only through the use of a properly executed petition to the Chair of the Department of Chemical and Biological Engineering.

5.15 **PhD Final Check List**

The final PhD Check List (Appendix B) describes the sequence of events leading up to the conferment of the PhD degree. The student is responsible for his/her program and for making certain that each step is completed within the indicated time schedule.

6 **MD/PhD PROGRAM**

Chemical and Biological Engineering offers training for the PhD component of the MD/PhD program administered by the University of Colorado Health Sciences Center (UCHSC). Admission to the program is handled by UCHSC and questions concerning the program should be directed to the Coordinator. Students take their first two years of courses and a preliminary examination at UCHSC. The students can do laboratory rotations in the Chemical and Biological Engineering laboratories during the summer semesters. Upon selection of a laboratory for their dissertation research, the students are required to take the following three CORE courses: CHEN 5210: Transport Phenomena; CHEN 5370: Intermediate Chemical Engineering Thermodynamics; and CHEN 5390: Chemical Reactor Engineering. During their subsequent years of dissertation research, student are required to meet annually with their committee, defend their dissertation proposal in a comprehensive examination, and defend their final dissertation. There is no teaching assistantship required for MD/PhD students. The communication skills requirements are met by their medical school training.

7 **ADDITIONAL INFORMATION**

7.1 **Support Eligibility Time Limits**

The department tries to provide financial support to all qualified PhD graduate research students whom we admit. Since degree and career goals of a student are best served by accomplish work in a reasonable period of time and more students can receive support when the term is limited, time limits have been established. If a student’s own funding is used for part of his/her residence, the length of continued support from the department will be decided by the faculty.

7.2 **Supplemental Funding**

In order to recognize outstanding ability and to encourage students to apply for fellowship support, the Department of Chemical and Biological Engineering will permit those students receiving individual fellowship support from sources outside the Department to receive supplemental support over and above the standard monthly graduate stipend and benefits permitted by the Department. The exact amount of the supplement permitted to any student receiving a fellowship award will be determined by the Department Chair and approved by the faculty. The awarding of any such supplemental funds by the department is contingent on the available of funds.

7.3 **Student Appointments**

The full calendar year appointment is meant to be for the equivalent of a full time position working toward the degree. Thus, the appointment continues directly through all University break periods such as Winter Break, Spring Break, and Pre- and Post- Summer Break, and the Department expects students to be a work on research or courses and making progress toward the degree at all of those times unless a leave-without-pay break is taken. Students are entitled to the equivalent of two weeks vacation per year with pay. Any time off must be taken with full knowledge and approval of the student’s faculty advisor.
APPENDIX A
ChBE – Master’s Final Checklist

The following forms must be submitted to ChBE department for approval unless stated otherwise. **IMPORTANT: Check Graduate School deadlines prior to semester start.**

**MS Coursework**
- **Application for Diploma** *(See Grad School deadlines)*
  - **Online graduation application** Students must apply online to graduate. To do this, logon to myCUinfo.colorado.edu. On the Student tab, select the Apply for Graduation link under Academic Resources. This notifies the Graduate School and your department that you intend to graduate and it provides necessary information to the Commencement Office for ordering and shipping diplomas. If you do not complete requirements for the graduation you indicate on the online application, you must apply online to graduate for the new graduation date. You must apply to graduate online whether or not you plan to attend the ceremony.
- **Candidacy Application** *(See Grad School deadlines)*
- **MS Degree Plan Approval Form** *(submitted with candidacy application – see Grad School deadlines)*
- **Complete Departmental Check-Out Sheet**

**MS Thesis Option**
- **Application for Diploma** *(See Grad School deadlines)*
  - **Online graduation application** Students must apply online to graduate. To do this, logon to myCUinfo.colorado.edu. On the Student tab, select the Apply for Graduation link under Academic Resources. This notifies the Graduate School and your department that you intend to graduate and it provides necessary information to the Commencement Office for ordering and shipping diplomas. If you do not complete requirements for the graduation you indicate on the online application, you must apply online to graduate for the new graduation date. You must apply to graduate online whether or not you plan to attend the ceremony.
- **Candidacy Application** *(See Grad School deadlines)*
- **Master’s Examination Report** *(At least 2 weeks prior to exam)*
- **Submit Dissertation** *(To thesis committee at least 2 weeks prior to exam)*
- **Successfully Defend Thesis**
- **Final Grade Card** *(Submitted by ChBE – follow Grad School deadlines)*
- **Signature Page – original copy with original signatures** *(See Grad School deadlines)*
- **Final Copy of Dissertation** *(Electronic copy to Grad School – See Grad School deadlines/rules)*
- **Final Copy of Dissertation** *(At least 2 printed copies to ChBE to be bound – Before finishing check-out sheet)*
  - One copy to department
  - One copy to advisor (Submit more copies if you have multiple advisors)
  - Others – Optional
- **Complete Departmental Check-Out Sheet**

  **Students must be registered during the semester in which the comprehensive exam is passed. (This includes the Summer term)**

*Updated May 2014*
APPENDIX B
ChBE – PhD Final Exam Checklist

The following forms must be submitted to ChBE department for approval unless stated otherwise.

**IMPORTANT: Check Graduate School deadlines prior to semester start**

- **Application for Diploma** *(See Grad School deadlines)*
  - Online graduation application Students must apply online to graduate. To do this, logon to myCUinfo.colorado.edu. On the Student tab, select the Apply for Graduation link under Academic Resources. This notifies the Graduate School and your department that you intend to graduate, and it provides necessary information to the Commencement Office for ordering and shipping diplomas. If you do not complete requirements for the graduation you indicate on the online application, you must apply online to graduate for the new graduation date. You must apply to graduate online whether or not you plan to attend the ceremony.

- **Title of Dissertation** *(See Grad School deadlines – can be sent to ChBE (chbegrad@colorado.edu) in email form)*

- **Dissertation Defense Information Form** *(At least 2 weeks prior to exam)*

- **Doctoral Form** *(At least 2 weeks prior to exam)*

- **Submit Dissertation** *(To thesis committee at least 2 weeks prior to exam)*

- **Successfully Defend Thesis**

- **Final Grade Card** *(Submitted by ChBE – follow Grad School deadlines)*

- **Signature Page – original copy with original signatures** *(See Grad School deadlines)*

- **Final Copy of Dissertation** *(Electronic copy to Grad School – See Grad School deadlines/rules)*

- **Final Copy of Dissertation** *(At least 2 printed copies to ChBE to be bound – Before finishing check-out sheet)*
  - One copy to department
  - One copy to advisor (Submit more copies if you have multiple advisors)
  - Others – Optional

- **Complete Departmental Check-Out Sheet**

**Students must be registered during the semester in which the comprehensive exam is passed (this includes the Summer term).**

*Updated August 2012*
APPENDIX C
Preliminary Exam Evaluation Form

(The 3 P’s)

**PREPARATION**
Understanding of relevant Chemical and Biological Engineering concepts
Technical quality of the written report
  - Writing style, grammar, spelling, clarity, correctness, format, etc.
Technical quality of the oral presentation!
  - Clarity, enthusiasm, visual aids, etc.
Presentation and understanding of the relevant
Scientific/engineering background
Presentation and understanding of the significance of and rationale for the project

**PLAN (FOR RESEARCH)**
Presentation and understanding of hypotheses and/or objectives
  - Can the student clearly explain and answer questions related to how the objectives will be achieved and how the hypotheses will be tested?
  - Can the student explain and answer questions related to the rationale for the hypotheses and objectives?
Presentation and understanding of a detailed research plan
  - Are the methods appropriate, described well, and understood at an appropriate level?
  - Are experiments described in adequate detail?
  - Will the results of the experiments meet the objectives?
  - Are appropriate control experiments described?

**PROGRESS**
Amount of progress/results
  - Has the student made appropriate progress given the constraints of the particular project?
Presentation and understanding of preliminary results
  - Are results presented appropriately, with realistic uncertainties?
  - Are the results valid?
  - Do they relate to the objectives?
  - Are interpretations of the results valid?

Students MUST be proficient in ALL 3P’s to pass the Ph.D. preliminary exam.
Candidacy Application for an Advanced Degree

This application is completed by the student, endorsed by the appropriate faculty, and submitted to the Graduate School. Master’s degree students must submit this form no later than the posted graduation deadlines listed by the Graduate School. Doctoral degree students must submit this form along with the signed copy of the comprehensive examination report form. (For items not applicable for your degree program, write N/A in space provided.)

Today's Date____________________

Name as shown on University Records__________________________

Last First Middle

Student Number______________________________________________

Colorado.edu email Address____________________________________

Degree for which applying (circle one): M.A. M.S. M.E. MEnv M.F.A. M.MUS. M.MUS.ED PhD DMA AuD

Circle if applicable: Concurrent Degree Dual Master’s Degree Joint Doctoral Degree International Dual Doctoral Degree

Major ____________________________ Area of Emphasis ________________

Date on which degree is expected: Semester ______ Year ______ (Student must apply online to graduate, and must reapply if changing to a different semester.)

Degree Plan (check one): Plan I _______ Plan II _______ Plan II _______

(Written thesis with defense) (Non thesis with final exam) (Non-thesis, no exam, degree plan)

Plan II _______

(Creative thesis or project with defense/final exam)

Note: Master's students who are not completing a master's final examination or thesis defense must submit a Degree Plan Approval Form endorsed by their department. Only the department can make the decision to offer a no exam option for all plan II students.

Does your research involve human subjects or the use of animals? Yes_____ No________

Has your research been submitted to or approved by the Institutional Review Board or the Institutional Animal Care and Use Committee? Yes________ No________

IRB Protocol number if required __________________________ IACUC Protocol number if required __________________________

Note: Federal law and university policy requires all research involving human or animal subjects to have review/approval. Failure to obtain approval can result in serious sanctions to all involved.

*For Departmental Use Only*

Subplan/track________________________________________________

Foreign language required (circle one): Yes No

Foreign language requirement fulfilled by:________________________________________________

Deficiencies How and When Removed________________________________________________________

Qualifying/Preliminary Examination: Date __________________ Result ____________________________
List in chronological order all courses in major and minor subjects which you are offering to apply toward your degree. Transfer courses and thesis hours should be listed in the appropriate sections of this form. Do not include courses to satisfy deficiencies. Course numbers, semester dates, & grades must match those on your student record.

Courses applying toward degree

<table>
<thead>
<tr>
<th>Sem</th>
<th>Year</th>
<th>Title of Courses Taken at the University of Colorado Boulder</th>
<th>Department &amp; Course Number</th>
<th>Sem Hrs</th>
<th>Grade</th>
<th>Notes</th>
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Transfer Courses
Requests for transfer of credit from other universities to be applied toward an advanced degree must be made on the form specifically designed for this purpose and submitted to the Graduate School. Transfer courses include those taken at other universities and colleges, other CU campuses and courses taken as a non-degree student.

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<th>Institution</th>
<th>Sem</th>
<th>Yr</th>
<th>Title of Courses To Be Transferred</th>
<th>Department and Course Number</th>
<th>Sem Hrs</th>
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**Thesis/Dissertation Hours**

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<tr>
<th>Sem</th>
<th>Year</th>
<th>Dissertation or Thesis (MA Plan I)</th>
<th>Dept. &amp; Course #</th>
<th>Sem Hrs</th>
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Major Advisor (signature/date)  
Student (signature/date)

Major Advisor (type or print name)  
Student (type or print name)

Major Dept. Representative (signature/date)

Major Dept. Representative (type or print name)
**Master**

Degree: _____ Regular _____ Concurrent _____ Dual

Admitted into Program
Admitted into Candidacy____________Applied
to Graduate______________________ Incompletes
CUM G.P.A.
2 Semesters Full-Time Residency____________ Time
Limit ok thru______________________ Time
Limit for specialty degree______________ Extension
thru______________________________ Circle one:

(A) Final Exam, Date passed______________

Cmte Appvd_____ Rgstrd_____
(B) Degree Plan Approval, Form received____
Thesis Approved____________________ Thesis
Grade____________________________ Thesis
Hours

_________ ___________ ___________

_________ ___________ ___________

Front page departmental requirements ____________

***Concurrent Degree***
# of Hrs. Shared per Degree Proposal__________ Shared
hrs. Within Limits?____________________ Total
UG & GR Hrs. Required____________________ Total
Earned Hour Requirement Met?

Apprvd Certif. Form for Bachelors Rec’d? ____________

***Dual Degree***
# of hrs shared/proposal____________________

Within limits? ____________________________
2nd masters confirmed_____________________

**Doctoral**

Degree: _____ Regular _____ Joint _____ Dual

Admitted into Program____________________________

Comprehensive Committee Approved_____________ Passed
Comprehensive
3 Sem. Full-Time Registration through comps
Admitted into Candidacy_______________________ Applied
to Graduate______________________________ Incompletes
CUM G.P.A.
6 Semesters Full-Time registration
2 Sem. Full-Time registration seq. in one AY ________ Time
Limit ok thru______________________ Extension
thru
Continuous Registration______________________
Final Committee Approved____________________ Date
Passed Final____________________________ Registered
During Final

30 Dissertation Hours

_________ ___________ ___________ ___________

_________ ___________ ___________ ___________

Dissertation Approved___________________________
Dissertation Grade__________________________

***Other Requirements***

Internship Required? ________ Completed?________

***Joint Degree/ Intl Dual Degree*** (circle one)
Requirements met for both majors/degrees?

Major/Degree #1_________________________ Yes ______
Major/Degree #2_________________________ Yes ______
THE GRADUATE SCHOOL  
UNIVERSITY OF COLORADO at BOULDER

MASTER'S EXAMINATION OR PROJECT REPORT

Student's Name ___________________________ Student Number # ____________________________

Date of Examination ____________________________

( Check One ) Thesis defense Comprehensive/Final Exam Project Defense Capstone

Degree/Major __________________________________________ (M.A., M.E., M.S. BACH/MAS.)

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Dept.</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
</tr>
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</table>

Departmental Approval of Committee ___________________________________________ Date _________________ (If Appropriate)

Graduate School Approval of Committee ___________________________________________ Date _________________

Overall Examination was: Satisfactory or Unsatisfactory (Check one)

Final Exam: Master's comprehensive/final exam, thesis or project defense must be scheduled with the Graduate School at least two weeks before the exam is held, by submitting this form. The final examining committee is comprised of a minimum of three faculty members. All members of the committee must hold a graduate faculty appointment. The Chair must have a regular appointment; the other committee members must be either regular or special members. Student must be registered “for credit” for a minimum of 1 hour on the Boulder campus, during the semester of the final exam/thesis or project defense.
Student’s Name ________________________  Student Number ________________________

Last,                  First

Degree/Major ________________________  Department __________________________

(M.A., M.S., M.E., BACH/MAS)

Master’s students who are completing a non-thesis degree and presenting coursework alone with no final exam may do so only in departments (listed below) which have approved completion of approved coursework as an acceptable practice adequate for professional or creative practice in their field of study.

The degree plan as presented on the Application for Admission to Candidacy for the above named student has been evaluated and approved by the signatories as meeting the requirements of the department and the standards of the field. We endorse this series of courses as representative of a sound and intellectually coherent graduate education.

1. ________________________________________  _________________________
   Department Chair                                         Date

2. ________________________________________  _________________________
   Graduate Director/ Associate Chair                                        Date

3. ________________________________________  _________________________
   Major Advisor                                   Date

Note: The department official signing in line 1. MAY NOT be the same person signing in line 2. Otherwise, a faculty member serving in more than one role as listed above may sign on no more than two of the lines as designated.

<table>
<thead>
<tr>
<th>Departments not requiring a final exam for Master’s Plan II students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace Engineering</td>
</tr>
<tr>
<td>Atmospheric and Oceanic Sciences</td>
</tr>
<tr>
<td>Business-Business Analytics</td>
</tr>
<tr>
<td>Chemical Engineering</td>
</tr>
<tr>
<td>Computer Science</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Environment, Master of the</td>
</tr>
<tr>
<td>Journalism- JRNL</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
</tr>
<tr>
<td>Telecommunications</td>
</tr>
</tbody>
</table>
Complete ONLY for comprehensive with conditions:
Note: Conditions may be imposed by the committee as a result of performance on the doctoral comprehensive examination or by the faculty of the graduate program based on the overall record of the student. Department approval for candidacy is conditional on the following:

Conditions:

Conditional requirements must be met before the student is considered as having passed the comprehensive examination and admission to candidacy can be approved or the final exam can be scheduled. The chairman should so inform the student.

Conditions placed on the comprehensive examination have been met

Signature/Date

Doctoral Comprehensive Examinations must be scheduled with the Graduate School at least 2 weeks in advance by submitting this form. The examining committee is comprised of at least five faculty members. The chair must hold a current regular membership on the graduate faculty. The other four members must hold current regular or special memberships on the graduate faculty. The student must be registered on the Boulder campus for a minimum of 1 hour of “for credit” course work or dissertation hour during the semester the exam is passed.

Dissertation Defense should be scheduled with the Graduate School by submitting this form at least two weeks in advance. A typed leaflet announcement must also accompany the committee request form at this time. The final examining committee is comprised of a minimum of five faculty members, three must be Boulder Campus resident faculty, one of which must be outside the student's department. The chair and outside member of the defense committee must have regular membership on the graduate faculty. The other three members must hold regular or special membership on the graduate faculty. Committee nominations should be submitted by the department to the Graduate School as soon as possible after the thesis topic has been approved. During the semester of the final defense the student must be registered for a minimum of 5 “for credit” dissertation hours.

Revised 8/04
Dissertation Defense Information Form

Student Name:

Defense Date:

Defense Time:

Defense Location:

Examining Committee Members:

Complete title of thesis:

Faculty Advisor:
Check-Out List for Graduate Students, Post-Doctoral Students and Staff

Gather signatures of persons listed that are responsible for approving the final check-out. If an item does not pertain to you, please place a 'X' in the N/A column.

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsible Party</th>
<th>Signature of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>All Employees</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Procurement/Travel Card Returned</td>
<td>Andrew Schmidt</td>
<td></td>
</tr>
<tr>
<td>2. Office and/or Lab Space Cleaned Out</td>
<td>Faculty Advisor/Supervisor</td>
<td></td>
</tr>
<tr>
<td>3. Chemicals Disposed Of</td>
<td>Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>4. No Unlabeled Chemicals</td>
<td>Faculty Advisor</td>
<td></td>
</tr>
<tr>
<td>5. Electronic Equipment Returned</td>
<td>Maria Toscano-Leary</td>
<td></td>
</tr>
<tr>
<td>6. Tools Returned</td>
<td>Maria Toscano-Leary</td>
<td></td>
</tr>
<tr>
<td>7. Cylinders Returned</td>
<td>Maria Toscano-Leary</td>
<td></td>
</tr>
<tr>
<td>8. Buff Card Access to Engineering Center (EC) Removed</td>
<td>Jennifer Gifford</td>
<td>(if you worked in EC)</td>
</tr>
<tr>
<td>9. Long Distance Authorization Code Discontinued</td>
<td>Maryellen Ancell/Angela Janacek</td>
<td></td>
</tr>
<tr>
<td>10. Turn in JSCBB Prox Cards/Keys</td>
<td>Maryellen Ancell/Angela Janacek</td>
<td></td>
</tr>
<tr>
<td>11. Turn in Engineering Center Keys to Access Services</td>
<td>Employee</td>
<td>Employee Responsibility</td>
</tr>
<tr>
<td>12. Turn in Parking Pass to CU's Parking Services</td>
<td>Employee</td>
<td>Employee Responsibility</td>
</tr>
</tbody>
</table>

**Graduate Students Only:**

1. Payroll Termination | Dominique de Vangel | |
2. Hardcopy of thesis to Department to be bound (2 Copies) | Megan Wierzbinski | |
3. Apply for TIAA CREF Retirement Refund/Transfer* | Employee | Employee Responsibility |
4. Completed Check-Out form to Department | Dominique de Vangel | |

**Post-Doctoral Researchers and Deqt. Staff**

1. Payroll Termination | Ana Cleves | |
2. Notify CU Benefits to stop deductions** | Employee | Employee Responsibility |
3. Completed Check-Out form to Department | Ana Cleves | |
# Forwarding Address:

<table>
<thead>
<tr>
<th>Name</th>
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<table>
<thead>
<tr>
<th>Home address</th>
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<table>
<thead>
<tr>
<th>Home email</th>
<th></th>
</tr>
</thead>
</table>

| Home/cell Phone |  |

*Graduate Students must contact TIAA CREF's automated system at 1-800-842-2252 to request a copy of their “Distribution of Retirement” form (have your social security number ready). Fax the completed form to Employee Services at 303-860-4299 or mail the completed form to University of Colorado Employee Services, 1800 Grant Street, Suite 400, Box 400 UCA, Denver, CO 80203.

** Call CU Benefits (Employee Services) at 303-860-4200 (option 3) or e-mail employeeservices@cu.edu.

*Updated: June 2014*
Name: ________________________________  CU Student ID #: ____________________
CU email: ______________________________ phone: ____________________________
Major: ________________________________ Class standing (e.g., junior): _____________
Degree pursuing: ______________________ Cumulative GPA: ______________________
Previous number of Independent Study hours earned: ____________________________
Faculty member: ______________________ Semester: ____________________________
Course #/Section#: ____________________ Credit hours (1-3): ________________

Description and goals of the proposed Independent Study:

Method of conducting and evaluating the Independent Study (for example, research and reading, written reports, regular meetings and discussions, final paper or report). Indicate any specific assignments and any dates when specific elements are to be finished:

Approvals:

Student Signature: ________________________________ Date: ________________
Faculty Member Signature: __________________________ Date: ________________
Faculty Member’s Departmental Independent Study Coordinator Signature: ________________ Date: ________________

Completion of the Independent Study Agreement does not constitute enrollment in the course. After completion and approval of the Independent Study Agreement, the student must contact the faculty member’s department to be registered for the Independent Study course.

The STUDENT is responsible for delivering the original and copies of this approved form to:

ORIGINAL: Student’s Major Department/Program
COPIES: Student’s Dean’s Office, Faculty Member, Student
NOTE: Chemical Engineering majors and Chemical & Biological Engineering majors can earn up to 6 credits of Technical Electives through Independent Study, but only 3 credits can count as CHEN 3000+ Technical Electives.

College of Engineering and Applied Science

Independent Study Policy & Guidelines

Introduction

Independent Study is an opportunity for students to earn academic credit for learning outside the formal class structure, under the individual direction of a faculty member. Independent Study is provided to fill an academic need of importance to the student that cannot be filled by the regular curriculum.

Policies/Eligibility

1. The College allows a maximum of 6 hours of Independent Study degree credit towards the BS, but major departments may be more restrictive. A maximum of 3 hours may be taken in any one semester. Prior written approval, via the College’s Independent Study Agreement, is required prior to any initiation of course work.

2. For an undergraduate student to be eligible for Independent Study, a student should have completed a significant portion of his/her undergraduate studies with a very good GPA, and must have some relevant background knowledge and/or experience.

3. Independent study work cannot exceed 25% of the course work requirement for master's degree students.

4. Although the Graduate School prescribes no limit on independent study for doctoral students, major departments may be more restrictive.

5. Graduate level independent study may not be used as an avenue for allowing students to take undergraduate courses in the major department. The department may require a student to take undergraduate major courses as a means of making up deficiencies, but the student should be informed that credits generated in these courses may not be counted in the minimum number required for the degree, but are included in the cumulative GPA.

6. The student is required to complete and sign an Independent Study Agreement. The Independent Study Agreement must be approved and signed by the professor directing it, and by that professor’s departmental Independent Study Coordinator. University policy states that only faculty members may sponsor Independent Study.

7. CCHE policy states that a minimum of 25 hours of work-time on the part of the student is required for each 1 semester hour of Independent Study credit.

8. Independent Study is to be enrolled for in the same time frame as all other courses.

9. Independent Study credit will be granted upon satisfactory completion of the project requirements as defined in the Independent Study Agreement.

Restrictions

University rules do not normally allow Independent Study credit for internship experiences, work-study or hourly pay work done in departments, or for work also compensated by a salary.

How to Enroll

The Independent Study may not be done retroactively. That is, the agreement for Independent Study is to be completed, signed, and approved by all parties prior to the initiation of the project, and no later than one week prior to the end of the registration period.

Completion of the Independent Study Agreement does not constitute enrollment in the course. After completion and approval of the Independent Study Agreement, the student must contact the faculty member's department to be registered for the Independent Study course.

23 January 2016