



Chemical & Biological Engineering

UNIVERSITY OF COLORADO **BOULDER**

ADVISING HANDBOOK FOR GRADUATE STUDIES IN:

Chemical Engineering

CHEN-MS

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

This guide is intended for graduate students in Biological Engineering and 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](#).

3 ADMISSION REQUIREMENTS

3.1 General Admission Requirements

General criteria for admission to the graduate program are:

- a) Hold a baccalaureate degree or its equivalent from an accredited college or university.
- b) Promise of ability to pursue advanced study and research, as judged by previous scholastic record or otherwise; and
- c) Adequate preparation to enter graduate study in the chosen field.
- d) 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) on the way to a PhD degree

3.2 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

3.2.1 Regular Degree Student

A student can be admitted as a Regular Degree Student if they meet all admission requirements and have an overall 3.00 undergraduate GPA. Even with an undergraduate grade-point average below 3.00, 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 courses, 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 an overall 3.00 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.

3.2.2 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.

4 GENERAL INFORMATION

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

4.1 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 -OR-
- Less than 5 course credits plus 1 MS thesis hour -OR-
- At least 1 Master's thesis hour

Students must have full-time status during the semester in which they take their comprehensive exam or 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.

4.2 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 B- (2.7) 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.

4.3 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 (thesis option) is followed (see section 5.1), must be completed within two years. If Plan II (non-thesis option) is followed (see section 5.2), students must complete all courses within 4 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 with reasonable continuity. 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.

4.4 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 six credit hours with a minimum GPA of 3.00.

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

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 degree is expected.

4.5 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](#).

4.6 Graduate School Grievance Process and Procedures

The Graduate School Grievance Process and Procedure ("the Grievance P&P" or "P&P") establishes and describes the process through which graduate students can communicate concerns related to academic issues or academic conflicts, with the goal of ensuring that the student filing a grievance is better able to achieve academic success. This is a non-adversarial, non-judicial process. The rules of evidence, and any other rules that typically govern a criminal or civil court, are not applicable to the Grievance Procedure.

Matters Covered. Grievances covered by the Grievance P&P include problems related to academic issues, such as arbitrary, inconsistent, or capricious actions taken against a graduate student; deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study; failure to provide in writing reasons behind termination or dismissal, either from the program or from employment or other support; unfair treatment related to graduate student appointments; unfairness in the application of graduate requirements or regulations; and in general any actions taken by a program that relate to graduate students and that hinder the student's ability to make normal progress toward the degree. Individuals named in a grievance must be teaching or research faculty directly involved in the student's program of study. In those instances where a graduate student has a complaint against faculty in a campus research institute, a national laboratory, or in a setting governed by a federal grant whether on or off campus, the student's home academic department (the unit awarding the degree) is responsible for helping to identify a resolution. Nothing in this document is intended to create an appeal right to an employment termination decision or otherwise undermine at-will appointments.

Matters Not Covered. The following issues *do not* fall under the jurisdiction of the Graduate School Grievance P&P:

1. **Grade appeals** must be filed in accordance with the grade appeal procedures of the school or college in which the degree-granting unit is housed. Although the Grievance P&P does not cover appeals based on the academic (content-specific) grounds on which a grade was assigned, as noted above, the Grievance P&P does cover deviations from stated grading and examination policies as they appear on syllabi, on assignments, or in departmental guidelines for graduate study.
2. **Academic decisions rendered by a program that can be properly judged only by specialists with content-area expertise** will not be considered. Such decisions may include dismissal from a graduate program based on failure to maintain the requisite GPA; dismissal from a graduate program based on two failed attempts at comprehensive or final examinations; and denial of admission to candidacy based on the graduate program's rules for qualification.
3. **Allegations of sexual misconduct, protected class discrimination or harassment, or retaliation and/or conflict of interest in cases of amorous relationship** will be reported to the [Office of Institutional Equity and Compliance \(OIEC\)](#) and are not under the jurisdiction of the Graduate School Grievance P&P.
4. Allegations of **research misconduct, including unfair treatment in assigning joint authorship**, should be filed with the Standing Committee on [Research Misconduct \(SCRM\)](#).
5. **Allegations of unprofessional conduct on the part of teaching or research faculty** should be reported to the supervising administrator of the faculty member, as addressed in the Academic Affairs Policy [Professional Rights and Duties of Faculty Members and Roles and Professional Responsibilities of Department Chairs](#).
6. **Issues of Student Conduct** which fall under the jurisdiction of the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#) shall be covered by related policies and processes.
7. Any other allegations or issues that **fall under the scope of a separate, specialized process outside of graduate programs and the Graduate School**.

The Graduate School Grievance Process and Procedures can be found on the Graduate School website:
<https://www.colorado.edu/graduateschool/graduate-school-policies-procedures>

5 MASTER OF SCIENCE DEGREES

The following sections describe Plans I and II for obtaining an MS in Chemical Engineering.

5.1 Plan I – Thesis Option

A candidate for the Plan I Master of Science degree in Chemical Engineering (Thesis Option) 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.

5.1.1 Course Credit Requirements

A total of 30 credit hours are required, including at least 24-26 credit hours of course work, and 4-6 Master thesis credits. 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 at least a 3.00.

The following CORE courses are required for any MS degree plan:

- 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. Pass/fail courses do not count toward the degree.

The department has a seminar series during the academic year (Fall and Spring semesters). Seminar is on Tuesdays and Thursdays from 2:50-4:05pm, but not every Tu/Th. A schedule of seminars will be sent to the entire department at the beginning of the semester and updated as seminars are added. During the first academic year, it is expected that first year graduates are required to attend at least 75% (each semester) of the seminars. Attendance will be taken using the students' BuffOne Card. If you are absent for a seminar, please send an email to the Graduate Program Coordinator at chbegrad@colorado.edu.

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 courses required for the degree program must have approval of their research advisors.

The department and student's research advisor must approve any deviations from this plan, 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.

5.1.2 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 with regular appointments and may not be considered retired or research faculty. 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.

5.1.3 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 complete a Thesis Approval Form (TAF) and submit this form with the student's thesis.

In addition to the electronic copy submitted to the Graduate School, each graduate must submit one hardcopy of their thesis to the department for binding. This copy will be for the student's faculty advisor. The department will send the hardcopy to be bound by the University Libraries and distribute the thesis when it returns to the department.

5.1.4 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.

5.1.5 [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
- BAM (Bachelor's accelerated Master's program) students are not eligible for LOA.

The application can be found on the [Registrar's website](#). 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.

5.1.6 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](#).

5.1.7 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.

5.2 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.

5.2.1 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 course 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 course are required for any MS degree plan:

- 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.

The department has a seminar series during the academic year (Fall and Spring semesters). Seminar is on Tuesdays and Thursdays from 2:50-4:05pm, but not every Tu/Th. A schedule of seminars will be sent to the entire department at the beginning of the semester and updated as seminars are added. During the first academic year, it is expected that first year graduates are required to attend at least 75% (each semester) of the seminars. Attendance will be taken using the students' BuffOne Card. If you are absent for a seminar, please send an email to the Graduate Program Coordinator at chbegrad@colorado.edu.

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.

The department must approve any deviations from this plan. 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.

5.2.2 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.

5.2.3 [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
- BAM (Bachelor's accelerated Master's program) students 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.

5.2.4 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 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](#).

5.2.5 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.

5.3 BAM: Bachelor's-Accelerated Master's Degree Program

The Bachelor's–Accelerated Master's (BAM) degree program options offer currently enrolled CU Boulder undergraduate students the opportunity to receive a bachelor's and master's degree in a shorter period of time. Students receive the bachelor's degree first, but begin taking graduate coursework as undergraduates (typically in their senior year). Because some courses are allowed to double count for both the bachelor's and the master's degrees, students receive a master's degree in less time and at a lower cost than if they were to enroll in a stand-alone master's degree program after completion of their baccalaureate degree. In addition, staying at CU Boulder to pursue a bachelor's–accelerated master's program enables students to continue working with their established faculty mentors.

BS in Chemical Engineering or Chemical and Biological Engineering, MS in Chemical Engineering Admissions Requirements

In order to gain admission to the BAM programs named above, a student must meet the following criteria:

- Minimum overall GPA of 3.00 is required
- Have no MAPS deficiencies
- Have at least junior class standing
- Completion of the following five CHEN core courses with a minimum grade of B- in each course: CHEN 2120, CHEN 3200, CHEN 3210, CHEN 3320, CHEN 3010

Program Requirements

Master's degree requirements: A total of 30 course credit hours is required to receive a non-thesis Master's degree. This includes nine CORE Chemical Engineering course credit hours and the remaining 21 course credits must be department approved technical electives. ChBE will allow BAM students to include 12 hours of coursework (as an undergraduate and at undergraduate tuition rates) which can later be applied to the accelerated Master's degree (a maximum of six credit hours of 3000/4000 level electives may count toward the Master's degree). Pass/fail courses do not count towards our graduate degrees. Only those courses for which the student receives a grade of 'B-' or better will count toward the MS degree. The student must maintain a 3.00 GPA at all times.

The following CORE course and seminar are required for any Master's degree plan in Chemical Engineering.

- CHEN 5210: Transport Phenomena
- CHEN 5370: Intermediate Chemical Engineering Thermodynamics
- CHEN 5390: Chemical Reaction Engineering

Applying to the BAM Program

BAM Policies and procedures are found on the [Registrar's website](#). The following application material must be included in the [BAM intent application](#).

- The GRE is not required.
- Provide a resume.
- Provide an unofficial transcript.
- Provide a one-page Statement of Purpose. The statement should describes briefly your past work in the field, including non-course educational experiences, teaching, or other relevant employment, publication, theses, research in progress, other scholarly activities, and your plans for graduate study and a professional career.

Applications will not be accepted that do not meet the minimum requirements for admission.

The application deadline for fall admission is February 1. The deadline for spring admission is October 1

Once admitted to the program, the student must maintain an overall GPA of 3.0 and a GPA of 3.0 in all CHEN undergraduate and graduate courses to remain in good academic standing. Students must be enrolled full-time.

Questions?

Undergraduate students should contact their undergraduate academic advisor to learn more about the BAM program. Students are also welcome to contact ChBE Graduate Program Coordinator (chbegrad@colorado.edu) to learn more about the master's program and to determine their eligibility for admission to the BAM program.

More information about BAM programs, policies, and forms may be found on the [Registrar's Office web site](#) as well as the [Graduate School's](#) web site.

APPENDIX A

Department of Chemical and Biological Engineering

Master's Thesis Final Checklist

- **IMPORTANT:** Check Graduate School deadlines prior to semester start
- The following forms must be submitted to ChBE department for approval unless stated otherwise.
- Students must be registered during the semester in which the comprehensive exam is passed (this includes the Summer term).

PRE- Defense Requirements

- **Application for Diploma/Title of Dissertation** (*See Grad School deadlines*)
 - Students must apply online to graduate through buff portal on the “apply for graduation” card in order to have the degree awarded. This notifies the Graduate School and your department that you intend to graduate and it provides necessary information to the Registrar's 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. Detailed instructions for applying to graduate can be found at <http://www.colorado.edu/registrar/students/graduation/apply>.
- **Confirm Committee Members and Defense Date with Graduate Coordinator** (*At least 3 weeks prior to exam*)
 - Email Dom (devangel@colorado.edu) the list of your committee members and your defense date/time
- **Submit Dissertation Defense Information Form** (*to devangel@colorado.edu 2 weeks prior to exam*)
- **Candidacy Application for an Advanced Degree** (*Graduate School Deadlines*)
 - <https://www.colorado.edu/graduateschool/academics/forms-current-students>

At least **two weeks before** your exam, **complete the online Candidacy Application for an Advanced degree at the link above.**

A Student instruction guide on how to complete this online form is found at the link above.

- **Master's Final Examination Form** (*complete at least 2 weeks prior to exam*)

GOTO: <https://www.colorado.edu/graduateschool/content/masters-final-examination-form>

At least **two weeks before** your defense or exam, **complete the landing page with your name, program, and the names and colorado.edu e-mail addresses of the committee chair and the other committee members. Click “submit.”**

On the form, **add the date of your examination/defense and student ID number. Read and acknowledge the information on the form and select “finish” to route the form through the following process:**

1. The form will be sent to the Graduate School for review of your committee.
2. Following Graduate School committee approval, the form will be routed to your program for review in advance of the exam.
3. After the exam/defense has been conducted, work with your graduate program assistant to route the form to your committee members.
4. Committee members will receive the form simultaneously and all members must sign the form. More than one dissenting vote disqualifies the candidate in the final examination.
5. When all members have signed and the form is complete, you will receive a pdf version of the form with signatures via e-mail. The form will also be forwarded to your program, committee members, and to the Graduate School.

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

Defense

- **Successfully Defend Thesis**

POST - Defense Requirements

- **Final Grade Card** (*Submitted by ChBE – follow Grad School deadlines*)
- **Thesis Approval Form (TAF)** (*Uploaded with electronic copy of your thesis to Grad School – <https://www.colorado.edu/graduateschool/content/thesis-approval-form>*)
- **Final Copy of Dissertation** (*Electronic copy to Grad School – See Grad School deadlines/rules*)

AFTER – Graduate School Requirements met

- **Final Copy of Dissertation**
 - Provide one hardcopy of your thesis to Dom for your advisor. The Department will send the hardcopy to be bound and then give it your advisor.
- **Complete Departmental Check-Out Sheet**

Updated March 2022

APPENDIX B

Department of Chemical and Biological Engineering

Master's Coursework Checklist

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

PRE- Deadline Requirements

- **Application for Diploma** (*See Grad School deadlines*)
 - Students must [apply online to graduate](#) through [buff portal](#) on the “apply for graduation” card in order to have the degree awarded. This notifies the Graduate School and your department that you intend to graduate, and it provides necessary information to the Registrar's 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. Detailed instructions for applying to graduate can be found at <http://www.colorado.edu/registrar/students/graduation/apply>.
- **Candidacy Application for an Advanced Degree** (*See Grad School deadlines*)
 - <https://www.colorado.edu/graduateschool/academics/forms-current-students>
Complete the online [Candidacy Application for an Advanced degree](#) (at the link above) by the required deadline. A Student instruction guide on how to complete this online form is found at the link above.
- **Confirm Online form is complete** (*See Grad School deadline*)
 - Email Dom (devangel@colorado.edu) letting him know that you have completed the above Candidacy Application online.
- **Complete Department Check-Out Sheet**

Updated May 2022

APPENDIX C

Department of Chemical and Biological Engineering

Check-out List for Graduate Students

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

	Item	Responsible Party	Signature of Responsible Party	Date	N/A
1.	Procurement/Travel Card Returned	Kelly Sloan, Kristin Bruner, or Anna Gonzales			
2.	Office and/or Lab Space Cleaned Out	Faculty Advisor			
3.	Chemicals Disposed Of	Faculty Advisor			
4.	No Unlabeled Chemicals	Faculty Advisor			
5.	Electronic Equipment Returned	Dragan Mejic			
6.	Tools Returned	Dragan Mejic			
7.	Cylinders Returned	Dragan Mejic			
9.	Turn in JSCBB Keys	Employee	Return key(s) to drop box outside JSCBB A170		
10.	Turn in Engineering Center Keys to Access Services	Employee	Employee Responsibility		
11.	Turn in Parking Pass to CU's Parking Services	Employee	Employee Responsibility		
12.	Payroll Termination	Dominique de Vangel			
13.	Hardcopy of thesis to Department for binding (1 Copy for student's faculty advisor)	Dominique de Vangel			
14.	Apply for TIAA Retirement Refund/Transfer*	Employee	Employee Responsibility		
15.	Completed Check-Out form to Department	Dominique de Vangel			

Forwarding Address:

Name: _____

Home Address: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

*Graduate Students should contact CU's Employee Services regarding the refund or transfer of their Student Retirement (EVERYONE HAS THIS) funds. Employee Services can be reached at 303-860-4200, option 3 or you can email E.S. at benefits@cu.edu. You can also see student retirement information online at <https://www.cu.edu/employee-services/benefits-wellness/student-employee/student-employee-retirement-program>.

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

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