

Abbreviated Graduate Student Guide

Tim Taylor Department of Chemical Engineering
Kansas State University

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Introduction

The purpose of this guide is to explain the degree requirements, your general responsibilities (in terms of your appointment), policies of the Department (with regard to advancement toward your degree, use of facilities, transfer of credit from other institutions, and exceptions), and some basic information about the opportunities available.

While the Department's requirements for degrees are explained here, the Graduate School has issued the Graduate Handbook, located on the web at <https://www.k-state.edu/grad/student-success/graduate-handbook/> that explains the rules, policies, procedures, etc., that apply to all graduate programs at KSU. This guide explains the Department's additional requirements and expectations, and does not supersede those of the Graduate School.

The faculty in the Department strives to make your graduate experience at KSU productive, full of opportunities, and highly educational. We encourage collegiality among students and between students and faculty.

Admission

There are three possible ways a student is admitted to the graduate program: regular admission, provisional admission, and probationary admission. Students who have received a B.S. Degree in Chemical Engineering, with at least a 3.0-grade point average, normally receive regular admission. Students who have an undergraduate degree in a program other than Chemical Engineering (such as Chemistry) and lack the necessary undergraduate courses to take the advanced graduate courses required for an M.S. or Ph.D. degree in Chemical Engineering are admitted provisionally. Undergraduate courses must be taken to meet the prerequisites required in addition to those normally required to earn an M.S. or Ph.D. degree. Once all prerequisites are fulfilled, the student's status can be changed to regular admission. Students with a GPA in prior work below 3.0 are admitted on probation. Their status is changed to regular admission after completing nine (9) graduate credits in coursework (other than independent study) with grades of B or better. Receiving a grade lower than a B may be a cause for denying continued enrollment.

Financial Aid

Financial aid is typically offered to all full-time graduate students with regular admission. Continued financial aid is contingent on the student's maintaining a grade point average of 3.0 or better, satisfactory progress in their research, and following Department policies. Financial aid from the department is optional for students with provisional or probationary admission.

On First Arrival

On first arrival at KSU, Students receiving support should meet with the Department Business Manager with their appropriate documents to complete the hiring paperwork in order to be put on payroll. International students will receive their Verification of Employment form, which they must take to the International Student and Scholar Services office in order to apply for a Social Security card. Students should also meet with the Department Accounting Specialist/Graduate Program Assistant to obtain an office assignment and keys, if applicable.

Students will be assigned a mailbox located outside the main office. The correct mailing address is:

John Doe
Kansas State University
Tim Taylor Department of Chemical Engineering
1005 Durland Hall, 1701A Platt Street
Manhattan, KS 66506-5200

Registration and Enrollment Requirements

In their first semester at KSU, students should consult with the chair of the graduate committee for advice and approval of their course selections. In subsequent semesters, students will choose their courses after consulting with their advisor and gaining his or her approval.

Graduate students on departmental assistantships are required to enroll in 9 credit hours during both the fall and spring semesters, and 3 hours during the summer. A student intending to enroll in more than the required credit hours must seek the advisor's approval. Enrolling in fewer hours can cause the Department to withdraw financial support.

During their final semester of graduate studies, a student may enroll in only 6 hours if he/she intends to finish their degree in a fall or spring semester.

Graduate students are expected to enroll in courses that enhance and complement their understanding of chemical engineering and improve their research. Taking a large number of courses to earn a degree other than Chemical Engineering requires permission from the student's advisor.

Masters of Science Degree Program

Course and Research Credit Requirements

The specific courses required of all graduate students earning an MS or Ph.D. degree are:

CHE 835 Chemical Engineering Analysis (3 hours)
CHE 815 Advanced Chemical Engineering Thermodynamics (3 hours)
CHE 822 Advanced Chemical Reaction Engineering (3 hours), and
CHE 862 Advanced Transport Phenomena (3 hours).

A minimum of thirty (30) credit hours are required for an M.S. Degree. No courses in chemical engineering at the 500 level will count toward a student's graduate degree. The use of 500-level supporting courses (from other departments) is restricted to 6 credit hours. At least 18 hours should be at the 700 level and above. Up to 3 hours of Graduate Seminar in Chemical Engineering (CHE 875) may be applied toward the M.S. program of study. For an M.S. student, 6-8 hours of Master's thesis or 2 hours of Master's report (CHE 899) are required. The remaining credit hours of courses are selected in consultation with the student's advisor and/or supervisory committee to permit specialization and enhance his/her graduate research.

Ten (10) hours of graduate credit from an accredited university may be included as transfer credit on the program of study. Only grades of A or B will transfer.

The following undergraduate courses are also required for students without a B.S. in Chemical Engineering. Additional courses may be required for students without the prerequisites for these courses.

CHE 320 Chemical Process Analysis (3 hours)
CHE 520 Chemical Engineering Thermodynamics I (2 hours)
CHE 521 Chemical Engineering Thermodynamics II (3 hours)
CHE 530 Transport Phenomena I (3 hours)
CHE 531 Transport Phenomena II (3 hours)
CHE 550 Chemical Reaction Engineering (3 hours)
CHE 416 Computational Techniques or a related course (3 hours) (if absent on the transcript)

A request to waive the above requirement to complete the listed undergraduate courses will be considered and approved by the graduate committee on a case-by-case basis.

Research Advisor (Major Professor) Selection

For students without a designated advisor within the timeline set by the Department Head (typically the first six weeks of the semester), students should meet with all faculty with open positions to discuss prospective research projects available and the professor's expectations of their students. Professors should initial the interview form from the graduate chair, indicating

they have met with the student. The student should submit the interview form with a list of her top three choices for advisor and research project to the chair of the graduate committee. Assignments will be made based on the student's preference, the advisor's preference, and the funding available for the specific research project.

Note that the documents related to the program of study, preliminary examination, and final examination are submitted electronically through the eTrieve portal: <https://ksu.etrieve.cloud/>

Supervisory Committee

The supervisory committee for an M.S. Candidate consists of the student's advisor and at least two other faculty, including one from another department. The supervisory committee is selected in consultation with the student's advisor and should consist of faculty familiar with and interested in the student's research topic.

Program of Study

A Program of Study listing the courses the student intends to apply toward their degree must be prepared by the student, approved by the supervisory committee and Department Head, and submitted to the Graduate School for approval. Full-time students must complete their program of study by the end of their second semester of graduate study. Additional information provided by the graduate school is available at: <https://www.k-state.edu/grad/about/forms/> Once filed, any changes to the Program of Study or in the supervisory committee must be approved by the Graduate School.

M.S. Thesis or Report

The M.S. thesis or report must meet the style requirements of the Graduate School, listed at <https://www.k-state.edu/grad/about/forms/> and those required by the student's advisor. Copies of the thesis or report should be submitted to the supervisory committee at least two weeks before the final examination. As a part of the M.S. degree, the student will complete a thesis for 6 to 8 hours credit, or a written report for 2 hours credit on research or on a problem in the chemical engineering field.

Master's Thesis

A thesis contains the results of an original investigation of a problem or topic approved by the candidate's supervisory committee. The aim is to demonstrate the candidate's ability to conduct original research, analyze the data from the research, and communicate the findings in a form acceptable to the supervisory committee. The thesis should represent an original contribution and be more academically rigorous than a report.

Master's Report

A report is generally shorter than a thesis, and it may present the results of a more limited original investigation. The report should not only survey existing literature in the field but also reach a new conclusion.

Final Examination

Upon approval of the thesis by the student's advisor, the student should schedule a place and time for the final examination with the supervisory committee and file with the Graduate School an *Approval for Final Examination Form* signed by each member of the committee. By signing this form, the faculty member indicates only that the form of the thesis or report is acceptable for review and that a final examination may be scheduled. The final examination will consist of an oral presentation by the student to the supervisory committee and the general public (other students and faculty not on the supervisory committee, etc.) outlining the research performed, the interpretation of the results, and the conclusions drawn. Following this presentation, the general public may ask questions of the candidate. Once the general public is finished asking questions, the supervisory committee will ask questions both on the oral presentation and the student's thesis. The supervisory committee will then evaluate whether the student's work is adequate.

Checklist for Earning an M.S. Degree

See Appendix I

Doctor of Philosophy Program

The Ph.D. program is designed to increase both the breadth and depth of the student's knowledge and to discover and develop skills for original, productive, and creative research in Chemical Engineering.

What follows is a summary of the Graduate School's requirements and the additional requirements of the Department. A more detailed description of the Graduate School's requirements and special circumstances can be found at <http://www.k-state.edu/grad/>

Course Credit Requirements

The specific courses required of all graduate students earning an M.S. or Ph.D. degree are:

CHE 835 Chemical Engineering Analysis (3 hours)

CHE 815 Advanced Chemical Engineering Thermodynamics (3 hours)

CHE 822 Advanced Chemical Reaction Engineering (3 hours), and

CHE 862 Advanced Transport Phenomena (3 hours).

Class Code	Credit Value	Total Credits Remaining
		90
Required: CHE 815, CHE 822, CHE 835, CHE 862	3 credits *4 classes = 12	78
Required Electives (800+)	3*5=15	63
Research Requirement CHE 999	9*4=36 (>30)	33
Required Seminar CHE 875	1*6=6	27
Excess Free Credits	27	
Optional Lower-Level Classes (<800)	6	21

Students should consult with their advisor and/or supervisory committee to determine the appropriate elective courses to enhance their graduate education. In addition to the required credits and the research credits (see below), 15 hours should be 800-level or above, but no more than 6 hours of courses outside of Chemical Engineering at the 500 level are permitted. Up to 6 hours of Graduate Seminar in Chemical Engineering (CHE 875) may be applied toward the Ph.D. program of study. A maximum of 30 hours from an M.S. Degree may be used toward a doctoral degree if the supervisory committee decides that the coursework is relevant to the Ph.D. program. If an M.S. Degree was not earned, up to 10 hours of M.S. or Ph.D. level work taken elsewhere may be transferred to doctoral work. To remain in good standing, students must maintain a grade point average of at least 3.0.

Research Credit Requirements

Students in the Ph.D. program must take a minimum of 30 research credits (CHE 999). The

total number of course and research credits taken must add to at least 90 credit hours.

Transfer Credits

If a student wishes to transfer credits from a previous master's program to the Ph.D. program, a petition should be submitted to the supervisory committee for review. The decision of the committee will be communicated to the student and the graduate program coordinator within 2 to 3 weeks.

Foreign Language Requirements

There are no foreign language requirements for the Ph.D. However, a demonstration of superior written and oral communication in English is required.

Examinations

There are three examinations that a student must pass in order to receive a Ph.D.: the Qualifying Examination, the Preliminary Examination for Admission to Candidacy, and the Final Examination.

Qualifying Evaluation

The purpose of the Qualifying Evaluation is to determine whether a student is prepared to perform research at the Ph.D. level. The evaluation should be completed before the start of the second academic year and consists of two parts:

1. Qualifying Examination

The oral exam will require the student to review and critique a technical paper. The paper will be selected by the faculty and assigned to the student on the Monday following the final exam week of the spring semester (regardless of whether the student joined the department in the fall or the spring semester). The student will have approximately one week to critically review the paper. Once the paper is distributed, the student is prohibited from seeking external advice regarding the critique. The student will be required to make a 15-minute oral presentation on the paper at a scheduled time and to the examining committee of three or more faculty members.

The student's advisor may not serve on the examining committee and may not be present for the examination. This will be followed by a question-and-answer session lasting no more than 45 minutes covering the paper and other fundamental aspects of chemical engineering.

If a student does not pass the oral examination, he or she will be given one opportunity to retake the exam. The retake must be completed before the beginning of the fall semester.

2. Coursework Evaluation

The student's knowledge of chemical engineering fundamentals is judged by his or her performance in chemical engineering courses taken by the time of the Qualifying Evaluation. The student is expected to maintain a 3.0 GPA in all required chemical engineering courses offered during their first two semesters in residence.

Qualifying Examination Evaluation Committee:

The evaluation committee will consist of four chemical engineering faculty members and will be selected by the department head or the graduate program coordinator. At least two members of the committee should have served on the committee previously. Only three members are required to be present for each evaluation since the student's advisor may not be present for the examination or part of the evaluation. The evaluation committee will be responsible for selecting and assigning the technical paper.

Results of the Qualifying Evaluation:

The recommendation of the examining committee will be based on the student's performance in the two categories above. Students will receive a letter from the Director of Graduate Studies notifying them of their evaluation results before the beginning of their third semester in residence. Results of the Ph.D. Qualifying Evaluation are reported as a PASS, a PROVISIONAL PASS, a PASS TO A MASTER'S DEGREE, or FAIL.

A student is awarded a PASS if performance is judged to be satisfactory in all aspects of the evaluation.

A PROVISIONAL PASS indicates that the student has performed satisfactorily in most aspects of the evaluation, but with limited and specific deficiencies. As examples, these might consist of a particular course grade or a component of the oral examinations. In the case of a PROVISIONAL PASS, specific remedies are outlined to the student, which might include taking a specific course, retaking the research examination, or reviewing a portion of a graduate course. If carried through to the satisfaction of the faculty, the PROVISIONAL PASS then reverts to a PASS.

Alternatively, a Ph.D.-seeking student may be given a PASS TO A MASTER'S DEGREE. This level of evaluation indicates that a student may continue to work towards a final M.S. degree, but that academic deficiencies exist that jeopardize the student's progress to a Ph.D. degree.

A FAIL represents unsatisfactory progress towards the student's declared degree objective, and, thus, serves as grounds for terminating a student's continuation in the graduate program.

Preliminary Examination for Admission to Candidacy

A preliminary exam is given to students to test the students' breadth and depth of knowledge in the proposed field of specialization and to formulate a research plan to address new problems in Chemical Engineering. Satisfactory performance in the examination is an indication that the student is prepared to perform independent work toward a doctoral degree and results in the student being classified as a doctoral candidate upon affirmative recommendation by the supervisory committee. The preliminary examination consists of two parts: a written proposal of the intended research and an oral defense of the thesis proposal. The preliminary examination may be scheduled at a time after the program of study is filed and must be completed at least 7 months before the final oral examination. Early completion is appropriate and encouraged.

The student must submit the Request for the Preliminary Examination to the Graduate School one month before he or she can schedule the examination dates. The appropriate form can be found on the Graduate School website: <https://www.k-state.edu/grad/about/forms/>

1. Written Thesis Proposal

The student will write a 10 – 15-page proposal on their current research project. Following the independent production of a first draft, the student is permitted to seek advice from the supervisory committee while refining the document. This written proposal will be submitted to the student's thesis supervisory committee at least two weeks before the proposal defense.

This written proposal should:

- i. Clearly state the hypothesis and objectives of the research
- ii. Show a thorough but concise review of the relevant literature
- iii. Highlight the student's progress made thus far
- iv. Outline proposed methodology, anticipated difficulties, and methods for overcoming these difficulties
- v. Delineate the timeline for the remainder of the program
- vi. Justify the significance and the unique contribution of the work in the field
- vii. Explain the potential scientific and societal impact of the work

2. Oral Proposal Defense

The student will give a 20-minute presentation of the thesis proposal for the supervisory committee. This presentation will be followed by a period of questions from the committee. This question/answer period is typically around 45 minutes in length.

The results of the preliminary examination are indicated on the ballot by the signatures of the supervisory committee. The student will be notified of the results immediately following the oral proposal defense.

If a student fails the preliminary exam, the examination committee may approve a second examination with no more than one dissenting vote. A student who fails this exam a second time will not be advanced as a Ph.D. candidate.

Final Examination

Upon approval of the thesis by the student's advisor, the student should schedule a place and time for the final examination with the supervisory committee, and file an *Approval for Final Examination Form* signed by each member of the committee with the Graduate School. By signing this form, the faculty member indicates only that the form of the dissertation is acceptable for review and that a final examination may be scheduled. The final examination will consist of an oral presentation open to all interested faculty and students, and to the supervisory committee, outlining the research performed, the interpretation of the results, and the conclusions drawn.

Following this presentation, the general public may ask questions of the candidate. The candidate is expected to successfully defend the work embodied in his/her submitted dissertation. Once the general public is finished asking questions, the supervisory committee will ask questions both on the oral presentation and the student's thesis. The supervisory committee will then evaluate

whether the student's work is adequate, and will complete the examination ballot, which must be returned to the graduate school.

Additional Requirements for Doctoral Students

(Descriptions for each are included in the following sections)

- Select Research Advisor
- Select Supervisory Committee
- Submit Program of Study
- Prepare and Present Literature Review:
- Present Research Project in Departmental Seminar
- Enroll in and Attend the Graduate Seminar Series every semester (ChE 875)

Research Advisor (Major Professor) Selection

Within the timeline set by the Department Head (typically the first six weeks of the semester), students should meet with all faculty with open positions to discuss prospective research projects available and the professor's expectations of their students. Professors should initial the interview form from the graduate chair, indicating they have met with the student. The student should submit the interview form with a list of her top three choices for advisor and research project to the chair of the graduate committee. Assignments will be made based on the student's preference, the advisor's preference, and the funding available for the specific research project.

Supervisory Committee

The supervisory committee is composed of at least four KSU graduate faculty members: the student's advisor, a faculty member outside the department, and two others. The supervisory committee is selected in consultation with the student's advisor. Additional committee members may include a qualified individual outside KSU to provide expertise in the student's research area.

Program of Study

Every doctoral student must file with the Graduate School a *Program of Study* (POS), a formal list of the courses the student intends to take to fulfill the requirements of the degree. Full-time students must file their POS before the end of their second semester of graduate study. The student should prepare their POS in consultation with the supervisory committee. Each faculty member of the supervisory committee must sign the POS, indicating their approval. The ChE Graduate Coordinator must then endorse the POS and forward it to the Dean of the Graduate School for approval. Subsequent changes in the POS require the approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form should be submitted to the Graduate School before graduation.

Literature Review

During their first summer in residence, students are expected to complete a thorough review of the scientific literature (including both journal and patent literature) related to their anticipated area of research.

Scope of the Review: The student will submit a short abstract to the supervisory committee defining the scope of the literature review. This abstract should be submitted 2 – 5 weeks after completing the Oral Examination for the Qualifying Evaluation. The committee has 1 – 3 weeks to provide feedback and either approve the abstract or recommend changes.

Written Literature Review: The student will submit to the supervisory committee a six-to-eight-page paper reviewing the literature, along with the appropriate references (no page limit on references). This should be a concise but thorough review of all the relevant studies. It should:

- Define the scope of the field and the current state of the technology
- Highlight major accomplishments and major contributions/contributors
- Identify areas lacking information or potential research areas within the field
- Discuss significant challenges and/or barriers
- Explain the societal impact and industrial applications of the field

Suggested outline for the review:

1. Introduction (0.5-1 page): Gives the central theme of the topic and the organizational pattern.
2. Body (4-6 pages): Includes detailed discussion of the topics and their subtopics and the sources. The organization could be chronological, thematic, or methodological.
3. Conclusions/Recommendations (1-2 pages): Provides a summary of the main conclusions of the review and discusses the recommendations. Identify potential areas for research and the potential impact.
4. References (unlimited pages): List of references of literature reviewed. The references should be well marked in the body. Students are encouraged to use RefWorks or another reference organization software program.

The student should submit the written paper to the supervisory committee following the timeline provided by the chair of the graduate committee. The committee will have two weeks to read the written review before the oral presentation.

Departmental Seminar: During the fall semester, the student will give a 20-minute oral presentation over the highlights in the literature review during the Graduate Seminar Series. The presentation will be followed by a period of questions (typically 10 min). The purpose of this presentation is to educate the faculty and graduate students in the department on a

relevant research area and to provide a forum for soliciting feedback and suggestions from colleagues. The student should invite committee members to join the presentation.

Checklist for earning a Ph.D.

See Appendix II

Deadlines

The first semester

- Select Research Advisor/Major Professor

The first spring semester

- Select Supervisory Committee
- Submit Program of Study to Graduate School

Following the first spring semester:

- Critique of the Paper for the Qualifying Exam (assigned Monday after finals)
- Oral Exam for Qualifier (one week after paper assignment)
- Submit Scope of Literature Review abstract to Supervisory Committee (two weeks after Oral Exam for Qualifier)

End of the first summer:

- Submit written Literature Review to Supervisory Committee (last Friday in July)
- Present Literature Review to Supervisory Committee (two weeks after submitting written Literature Review)

Before the start of the third semester in residence

- Receive Notification on Results of the Qualifying Exam

Fall semester following the first summer

- Present Literature Review during the Graduate Seminar Series

The third or fourth year in residence

- Submit Request for Preliminary Examination to the Graduate School
- Submit the written Thesis Proposal to the Supervisory Committee
- Oral Defense of the Thesis Proposal before the Supervisory Committee (two weeks after submitting the written proposal)

The last semester:

- Submit Thesis Dissertation to the Supervisory Committee
- Submit Abstract and Defense Date to the Graduate School
- Defend Dissertation (2 weeks after submitting to the Committee)

Evaluation Criteria for the Four Oral Presentations:

Qualifying Exam – Paper Critique (by the evaluation committee) Is the student able to:

- Communicate clearly the main ideas of the paper
- Explain the justification/rationale for the research
- Explain the research methodology
- Discuss the fundamental elements of chemical engineering used in the work
- Explain the notable results
- Explain the impact of the work in the field
- Critique any weaknesses in the paper
- Propose any alternative methods or approaches
- Propose future work

Literature Review (by the supervisory committee) Is the student able to:

- Exhibit a thorough understanding of the state of the art in the field
- Communicate clearly the most notable accomplishments
- Identify areas lacking information or potential research areas within the field
- Discuss significant challenges and/or barriers
- Explain the societal impact and industrial applications of the field
- Propose future work

Preliminary Exam – Thesis Proposal (by the supervisory committee) Is the student able to:

- State the objectives & hypothesis of the overall project
- Explain the rationale behind the project and the approach chosen
- Demonstrate the significance of the work and the approaches/tools being developed and/or applied
- Propose a work plan consistent with the time and resources available
- Explain why certain methodologies were selected and discuss what alternatives were considered and why eliminated
- Propose future work and include examples on how those plans might be accomplished

Thesis Defense (by the supervisory committee) Is the student able to:

- State the objectives & hypothesis of the overall project
- Express the novelty and significance of the research
- Justify the rationale behind the project and methodology for testing the hypothesis
- Discuss the important conclusions
- Explain how the results from this study might translate into another field
- Propose future work and include an example of how those plans might be accomplished

Departmental Policies

Academic and Scientific Misconduct

All students are expected to be honest in coursework and research. Academic and scientific misconduct, such as cheating, plagiarism, deception of effort, or unauthorized assistance in courses, may result in a failing grade in the course or dismissal from the graduate program. If there is pressure to act in a manner that violates K-State academic integrity laws, the appropriate person (instructor, advisor, or Department Head) should be informed. Advisors should ensure that their advisees complete the CITI program courses covering academic and research misconduct.

Changing Advisor

To change advisor and research area, a student should submit a letter requesting this change to the Department Head, indicating the reason and purpose for the change.

When a faculty wishes to remove himself as a student's advisor, he should submit a letter, indicating the reason, to the Department Head with a copy sent to the student. This should be done at least six weeks before the professor intends to discontinue his support of the student.

Working Outside the Department

Research assistantships are sufficient to support a student without additional income, allowing the student to focus on their courses and research. Therefore, employment outside of the Department is not permitted.

Supplies and Equipment

Graduate students are expected to purchase their own supplies for the courses they are taking. In particular, students are expected to buy or borrow their own textbooks.

Keys

Students requiring keys should speak with their advisor. The advisor will email the person's name, KSU ID number, and a list of the rooms for which keys are needed to the Department Accounting Specialist/Graduate Program Assistant. A KSU ID card is required to pick up keys.

Purchasing Procedures

All purchases require a purchase order or interdepartmental requisition.

Completion of Purchase Orders- Student

1. Purchase Order Number - Use the number on your personal set of PO numbers and cross it off the list. Then on the next PO you will use the next number and cross it off your list.
2. Vendor Box - Company Name, Address, City, State, phone and fax number are required. If you only have a phone number, call the vendor and ask for their fax number, or go online and most companies have it on their webpage. The exception to the fax number requirement is if you know the vendor only accepts web orders (for example amazon.com, abebooks, eBay)
3. Web Order - This is for a purchase to be made online (Amazon, eBay, etc.). Please check mark this box when and how you would like it purchased.
4. Date Requested - This line is for you to enter the date you sent the PO to your advisor.
5. QTY/Unit/Part Number/Unit Price - These are all required to be completed. If you do not know the price or part number, you will need to look it up in a catalog, on the web, or call the vendor. If you have a web purchase please write the item description on one line, then place the link to the item beneath that line.
Example:
Pipets
<https://www.amazon.com/Plastic-Transfer-Pipettes->
6. Shipping Method - This is a required box. Standard shipping is usually 5 to 10 business days. However, most orders arrive in 5 business days. If you think you need 2nd day or overnight delivery, you may want to call the vendor to find out the price.
7. For Use In Lab flag - Check the For Use In Lab flag if the item is for a lab.
8. Replacement Part flag - Check the Replacement Part flag if the item is to repair or fix a piece of equipment.
9. Internal KSU Account Number - The advisor should check the box for the account that will pay for the purchase.
10. Notes/Remarks - Any information you think we will need to process the PO.
11. Please send the completed PO to your advisor. They will then forward it to the CHE office, che-accounts@ksu.edu.

Suggestion: If you have a vendor you order from on a regular basis, save a copy of a PO with that vendor's information filled in. That way you will not have to retype the information every time. You might name that file the vendor's name so you can find it easily.

Safety

The required safety training courses must be taken through Environmental Health & Safety (EHS). Additional research-specific training provided by the department and/or supervisor must also be taken before students start working in laboratories. For the EHS guidelines, please visit their website. <http://www.k-state.edu/safety/index.html>. It is of utmost importance that students be constantly safety conscious and alert to prevent accidents or injury to themselves or others. Chemical Engineering laboratories, by their nature, are inherently dangerous places. Thus, students should exercise common sense and should not have friends, family, or any distractions present while experiments are being performed.

Conference, Workshop, Research-Related Travel

Graduate students who plan to attend conferences/workshops or other site visits should discuss their plans with their advisors and seek their approval. Students who expect to receive reimbursement must notify the ChE Department account specialist at least 10 days prior to their departure. The department can help cover registration fees and airfare, but students must make their own lodging arrangements and receive reimbursements upon return. Receipts are needed to receive reimbursements for meals and transportation, and should be submitted within ten days after traveling.

Vacations

It is the policy of the department that any graduate student on an assistantship must have approval in writing from their advisor to leave on vacation (Attachment I). Whether or not you will receive pay while on leave is at the option of your advisor. Typically, graduate students receive two weeks of paid leave per year. Your approval slip should be left with the office business manager prior to your departure. If you require a letter on your student status, you may get one from the office business manager for your advisor to sign. International students are required to inform the International Student Center of any travel.

Any out-of-state or international student on leave without pay for any of the following time periods will not be eligible to receive in-state tuition for the semester indicated.

Facilities

Computer Facilities

Desktop computers and internet connections will be provided by the department in the student's designated office space. Students can also borrow laptop computers and laser printers for temporary use. The computing resources are also available at the chemical engineering computer lab.

The College of Engineering Computer Services provides technical assistance (hardware and network issues) for the department. . After a licensed software is purchased, it is installed by

their technicians.

Submit any computer issues to support@engg.ksu.edu

Research Facilities

Research facilities are provided by the faculty advisor. In general, the department does not have any shared research facilities or equipment. However, most faculty are willing to share their equipment if asked. The facilities for the undergraduate laboratories can be used with permission from the faculty in charge of that facility as long as it does not interfere with undergraduate courses.

The department seeks to provide an atmosphere conducive to working and studying. Therefore, students are expected to use good sense and behave professionally and cordially while in the department.

Short visits to offices by friends and family are welcome; extended visits, including babysitting, are highly discouraged.

Petitions and Other Special Requests

Petitions for changes to the program of study should follow Graduate School guidelines. Every K-State graduate student has the freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances. More information on graduate student rights and grievance procedures can be found here: <https://www.k-state.edu/grad/student-success/graduate-handbook/appendixa.html> Other petitions should be submitted to the student's advisor and/or department head.

Attachment I: Vacation Request Form

GRA REQUESTING LEAVE:	
MAJOR PROFESSOR:	
BEGINNING DATE:	
RETURN DATE:	
EXPECTED GRADUATION DATE:	

CONTACT INFORMATION WHILE ON VACATION:

EMAIL:	
PHONE:	

GRA SIGNATURE: _____

After completing this section, print document, sign and take to your advisor.

☐ Advisor, please check appropriate box and

sign below All paid

☐ Split ____% Paid ____% Unpaid

☐
Leave without pay*

ADVISOR'S SIGNATURE: _____

It is the policy of the department that any graduate student on an assistantship must have approval in writing from their advisor to leave on vacation. Whether or not you will receive pay while on leave is at the option of your advisor. Typically, GRAs receive two weeks paid leave per year. Your approval slip should be left with the office business manager in the front office prior to your departure. If you require a letter on your student status you may get one from office business manager for your advisor to sign.

International students are required to inform the International Student Center of any travel.

*Any out-of-state or international student on leave without pay for any of the following time

periods will not be eligible to receive in-state tuition for the semester indicated.

On leave without pay any time between 9/1 and 11/17, pays out-of-state tuition for the fall semester.

On leave without pay any time between 2/1 and 4/17, pays out of state tuition for spring and summer semesters.

Appendix I: Graduate School Guidelines for Master's Students

Students are responsible for being familiar with Graduate School Policies. This information sheet is offered as a convenient summary of procedures for completing your degree. Please consult with your supervisory committee if you have any questions about these procedures. An updated version of the Handbook is also available at <https://www.k-state.edu/grad/student-success/graduate-handbook/>

You should:

____ **1.** Confer with the head of the department (or graduate program director) concerning the selection of a major advisor. Your major advisor will recommend other graduate faculty members to form your supervisory committee. One member of the committee may be from outside your department.

____ **2.** File your Program of Study before the end of your second semester of graduate school if you are a full-time student, or upon the completion of 9 credit hours if you are a part-time student. A student should prepare the Program of Study in consultation with the major professor and supervisory committee. The program must be approved by all committee members and the head of the academic unit. It is then submitted for approval by the Dean of the Graduate School.

____ **3.** Choose one of the following program options (subject to the approval of your department or program):

A) Thesis: a minimum of 30 hours of graduate credit including a master's thesis (research credit of 6 to 8 semester hours)

B) Report: a minimum of 30 semester hours of graduate credit including a written report of 2 semester hours of research on a topic in the major field

C) Non-thesis/non-report: a minimum of 30 semester hours of graduate credit in course work only, including evidence of scholarly efforts, such as term papers or production of creative work.

NOTE: Candidates for the Master of Regional and Community Planning must satisfactorily complete a minimum of 48 hours; candidates for the Master of Public Administration must complete 42 hours; and candidates for the Master of Fine Arts must complete 60 hours. Other master's degrees may also require more than 30 hours.

____ **4.** Enroll before you take final examinations and/or graduate. Final examinations are to be scheduled during periods when classes are in session.

____ **5.** Check your program for courses completed more than six years before the semester in which you will receive your master's degree. If the program contains coursework more than six years old, the final Master's examination will normally include an examination over the body of coursework listed on the program of study. The form and

content of this examination will be determined by each Master's program which may impose additional requirements for revalidating the student's competency in the supporting coursework.

 6. Circulate a satisfactorily typed copy of the thesis/report to committee members before scheduling the final examination.

 7. Bring an "Approval to Schedule Final Examination" form signed by your major advisor, department head or graduate program chairperson, and all committee members to the Graduate School office two weeks before the examination with the date, time, and location for the final exam. If choosing a thesis or report option, bring a copy of the abstract and thesis/report title page. A Graduation Information Form will also need to be completed. You will receive written notification if there are problems that might delay your graduation if your program is in order.

 8. Submit to the Graduate School office three final copies of the thesis report on at least 50% cotton paper. Two of the bound copies remain in the Library, and the third is for your department.

All forms are available in your department office or the Graduate School office, 103 Fairchild Hall. Calendars are published each semester with deadline dates for the submission of materials for meeting degree requirements during that semester. A Student Guide with information about thesis preparation and other requirements is also available.

Appendix II: Graduate School Guidelines for Doctoral Students

Students are responsible for being familiar with Graduate School policies. This information sheet is offered as a convenient summary of procedures for completing your degree. Please consult with your supervisory committee if you have any questions about these procedures. An updated version of the Handbook is also available at <https://www.k-state.edu/grad/student-success/graduate-handbook/>

You should:

____ **1.** Confer with the head of the department (or graduate program director) concerning the selection of a major advisor. Your major advisor will recommend other graduate faculty members to form your supervisory committee. At least one of the committee members must be from a graduate program different from your own.

____ **2.** Meet with your committee and discuss the following:

- | | |
|--|---------------------------------|
| A) language requirements (if any) | D) residency requirement |
| B) program of study | E) courses |
| C) preliminary examination | F) dissertation topic |

File your Program of Study in the Graduate School office after one semester of graduate study, or at least two semesters before the preliminary examination.

____ **3.** Take written preliminary examinations, which may be supplemented by oral examination if the supervisory committee desires, after your program is filed and you have completed two-thirds or more of your courses. A full-time student should normally complete the preliminary examination within three years of entry into a doctoral program. You must be enrolled the semester that you take preliminary examinations. Notify the Graduate School office one month before the date of your preliminary examination by completing a Preliminary Examination Form which is available in the Graduate School. Preliminary examinations must be completed at least seven months prior to the final oral examination.

____ **4.** Complete the foreign language requirements (if any) at least seven months before your final oral examination. The Department of Modern Languages will notify the Graduate School when you have achieved proficiency in a foreign language required by your supervisory committee.

____ **5.** Enroll continuously for the Fall and Spring semesters after you pass the preliminary examination. If you live more than 30 miles from Manhattan, you may make arrangements to enroll by mail by contacting the Graduate School office prior to the enrollment period.

____ **6.** Check the date of completion of your preliminary examination. If you have not completed the dissertation and final oral examination within five years from the end or the semester in which you have passed your preliminary examinations, you will be

dropped from candidacy.

7. Check with your major advisor about the style to be followed when writing your dissertation. The Graduate School Student Guide, published each semester, specifies the physical requirements for the dissertation.

8. Enroll before you take final exams and/or graduate.

9. Circulate a satisfactorily typed copy of the dissertation to your committee members. Allow sufficient time for their review of the dissertation (normally at least two weeks).

10. Arrange a final examination with your committee during a period when classes are in session. Obtain an "Approval to Schedule Final Examination" form from the Graduate School to be signed by all committee members, the department head and/or graduate program chairperson, and your outside chairperson. Return it to the Graduate School at least two full weeks before the examination with the date, time, and place of your final examination and a copy of your abstract and abstract title page. A Graduation Information form will also need to be completed. You will receive written notification if there are problems that might delay your graduation or if your program is in order.

11. Submit to the Graduate School three final copies of the dissertation on at least 50% cotton bond paper. (Two bound copies remain the Library and the third is for your department.) An abstract must be included with each copy of the dissertation.

12. Complete the questionnaires for the Survey of Earned Doctorates and for the K-State Alumni Association and the agreement form for University Microfilms International (UMI). An abstract, abstract title page, and a dissertation title page are needed for UMI. Bring all these forms to the Graduate School office when you turn in your dissertation.

All forms are available in your department office or at the Graduate School. A calendar is published each semester with deadlines for the submission of materials to meet degree requirements for graduation during that semester. A Student Guide with information about the preparation of a dissertation and other requirements is also available.