

Graduate Student Guide

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, safety, transfer of credit from other institutions, and exceptions), and some basic information about the variety of opportunities available to you.

While the Department's requirement for degrees are explained here, the Graduate School has issued the Graduate Handbook, located on the web at <http://www.k-state.edu/grad/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 strive to make your graduate experience at KSU productive, full of opportunities, and highly educational. We encourage collegially among students and between students and faculty.

Admission

There are three possible ways in which a student is admitted to the graduate program: regular admission, provisional, and probationary. Students who have received a B.S. Degree in Chemical Engineering, with at least a 3.0 grade point average normally receive regular admission. Student 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 a 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 a M.S. or Ph.D. Degree. Once all prerequisites are fulfilled the student's status can be changed to regular admission. Students with grades in prior work below normal standards receive probationary admission. Students are removed from that status after completion of nine (9) graduate credits in course work (other than independent study) if all grades are B or better. Receiving a grade lower than a B may be 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 is not offered to students with provisional or probationary admission; they must support themselves.

On First Arrival

On first arrival at KSU, student's receiving financial support should meet with Debi Wahl with their driver's license, passport (for international students), and social security card, and complete the forms necessary (appointment papers, W-4, I-9, etc.) to be placed on the payroll. Students should also meet with the chair of the graduate committee to receive their initial office assignment. The permission forms necessary for keys to the assigned office and the outside door are obtained from the Accounting Specialist, while the keys are issued by the Key Control and Distribution Office in Dykstra Hall.

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

John Doe
Kansas State University
Department of Chemical Engineering
1005 Durland Hall
1701A Platt St.
Manhattan, KS 66506-5102

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. During their first semester in the graduate program, students should enroll in 9 credits of course work and no M.S. or Ph.D. research credits.

Graduate students on financial aid are required to enroll in 9 credit hours during the fall and spring semesters, and 3 hours during the summer. Enrolling in fewer hours can be cause for the Department to withdraw financial support. This is important as the number of graduate credit hours taken by students in our Department determines the financial support the Department receives from the university.

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. Students who plan to finish their PhD early in a semester may request permission from the Graduate School to enroll in fewer hours.

Graduate students are expected to enroll in courses which enhance and compliment their understanding of Chemical Engineering and improve their research. Taking a large number of courses in other departments to earn a degree other than Chemical Engineering can only be undertaken with permission of 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 735 Chemical Engineering Analysis I (3 hours)
CHE 815 Advanced Chemical Engineering Thermodynamics (3 hours)
CHE 822 Advanced Chemical Reaction Engineering (3 hours), and
CHE 862 Advanced Transport Phenomena I (3 hours).

For a M.S. Thesis, 6-8 hours of Master's thesis (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 to enhance his/her graduate research. 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.

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.

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

CHE 320 Introduction to 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)

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 perspective research projects available and the professor's expectations of their students. Students should have the professor initial the interview form from the graduate chair, indicating they have met with the professor. 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 for an M.S. Candidate consists of the student's advisor, and at least two other faculty. The supervisory committee is selected in consultation with the student's advisor, and should consist of faculty familiar 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: <http://www.k-state.edu/grad/graduate-handbook/> Once filed, any changes to the Program of Study or in supervisory committee must be approval by the Graduate School.

M.S. Thesis

The M.S. thesis must meet the style requirements of the Graduate School, listed at <http://www.k-state.edu/grad/graduate-handbook/chapter2.html#Theses%20and%20Report> and those required by the student's advisor. Copies of the thesis should be submitted to the supervisory committee at least two weeks prior to the final examination.

Final Examination

Upon approval of the thesis by the student's advisor, the student should arrange for 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.

Check list 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 talent for original, productive, and creative work 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/graduate-handbook/chapter3.html>.

Course Credit Requirements

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

CHE 735 Chemical Engineering Analysis I (3 hours)
CHE 815 Advanced Chemical Engineering Thermodynamics (3 hours)
CHE 822 Advanced Chemical Reaction Engineering (3 hours), and
CHE 862 Advanced Transport Phenomena I (3 hours).

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, up to 6 hours 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 a M.S. Degree may be used toward a doctoral degree if the supervisory committee decides that the course work 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 credits and research credits taken must add to at least 90 credit hours.

Language Requirements

There are no language requirements for the Ph.D. However, 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 PhD: the Qualifying Evaluation, 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 PhD level. The evaluation is to be completed before the start of the second academic year and consists of two parts:

1. Oral 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 the Monday following the final exams 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 a 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 finished 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. It is expected that the student will maintain a 3.0 GPA in all required chemical engineering courses that have been offered during their first two semesters in residence.

Oral Examination Evaluation Committee:

The evaluation committee will consist of four faculty members in chemical engineering and selected by the department head. At least two members of the committee should have served on the committee the previous year. Only three members are required to be present for each evaluation, since the student's advisor may not be present for the examination or a 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 faculty 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 which 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 student's 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 must be completed by the student's 30th month in the program (typically February of the student's third year). 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: <http://www.k-state.edu/grad/graduate-handbook/chapter3.html#Preliminary%20Examination>

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 prior to the proposal defense.

This written proposal should:

- i. Clearly state hypothesis and objectives of the research
- ii. Show 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 timeline for the remainder of the program
- vi. Justify the significance and the unique contribution of the work in the field
- vii. Explain 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 arrange for 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 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 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 perspective research projects available and the professor's expectations of their students. Students should have the professor initial the interview form from the graduate chair, indicating they have met with the professor. 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 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. After the student has passed the preliminary examination, the Graduate School appoints an outside chair, who will administrate the final exam.

Program of Study

Every doctoral student must file with the Graduate School a Program of Study, a formal list of the courses the student intends to take to fulfill the requirements of the degree. The program of study should consist solely of courses directly related to the doctorate. Full-time students must file their programs before the end of their second semester of graduate study. The student should prepare the program of study in consultation with the supervisory committee, all members of which must indicate their approval by signing the Program of Study form provided by the Graduate School. The head of the academic unit must then endorse the Program of Study and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. Subsequent changes in the program of study require 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 the student's first summer in residence, the 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 to be reviewed. This is to be submitted two weeks after completing the Oral Examination for the Qualifying Evaluation. The committee has one week to provide feedback and either approve the abstract or recommend changes be made.

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). The review should provide a concise but thorough review of all the relevant work that has been done in the area. This review 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. Organization could be chronological, thematic, or methodological.
3. Conclusions/Recommendations (1-2 pages): Provides a summary of what 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 by the last Friday in July. The committee will have two weeks to read the written review before the oral presentation.

Oral Presentation and Evaluation by the Supervisory Committee: The student will give a 15 minute oral presentation over the highlights in the literature review before the supervisory committee. The presentation will be followed by a period of questions (typically 30-45 minutes). This presentation should be scheduled two weeks following the submission of the written review at a time mutually agreed upon by the student and the supervisory committee. During a short discussion period after the questions, the committee will provide feedback and recommendations to the student related to their proposed area of research.

Departmental Seminar: During the fall semester, the student will give a 15 minute oral presentation over the highlights in the literature review during the Graduate Seminar Series. 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.

Seminar Presentation on Research Project

During the student's final semester, he or she is expected to give a 20 minute seminar on the thesis research project during the graduate seminar series. The student is responsible for working with the Graduate Seminar Committee to determine the date.

Checklist for earning a Ph.D.

See Appendix II

Timeline of Deadlines

During first semester

- Select Research Advisor/Major Professor

During first spring semester

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

Following the first spring semester:

- Critique of the paper for 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 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 start of the third semester in residence

- Receive notification on results of Qualifying Exam

During fall semester following the first summer

- Present Literature Review during the Graduate Seminar Series

During the third year in residence

- Submit Request for Preliminary Examination to the Graduate School (before the 29th month)
- Submit the written Thesis Proposal to the Supervisory Committee (before the 30th month)
- Oral Defense of the Thesis Proposal before the Supervisory Committee (two weeks after submitting the written proposal)

During the last semester:

- Present Thesis research in the Graduate Seminar Series
- 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 work
- Explain the methodology used to accomplish the work
- Discuss the fundamental elements of chemical engineering used in the work
- Explain the notable results of the paper
- 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 example 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 work
- Justify the rationale behind the project and methodology for testing the hypothesis
- Discuss the important conclusions from the work
- Explain how the results from this study might translate into another field
- Propose future work and include example on how those plans might be accomplished

Departmental Policies

Academic and Scientific Misconduct

All students are expected to be honest in course work 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 other than honest, the appropriate person (instructor, advisor, or Department Head) should be informed.

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 purposed for the change. Another professor must agree to be the student's advisor and provide financial support.

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. Use of the Department copy machine to copy complete textbooks is not permitted.

Staff Assignments and Contacts

See Attachment I

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 Karen (kstrathman@ksu.edu). Students may pick up the cards and take them to 134 Dykstra for processing. Key cards taken to Dykstra before 3:00 pm will be ready for pick-up the next working day after 9:00 am. A KSU ID card is required to pick up keys.

Purchasing Procedures

All purchases require a purchase order or interdepartmental requisition.

Karen will provide you with interdepartmental requisitions for items purchased from other KSU departments such as photo services, chemistry storeroom, glass shop, etc.

Send an email to your professor stating that you need a requisition, the name of the place it is to be made out to and a description of what you are getting. After you have permission, please see Karen and she will provide you with a requisition slip.

When using interdepartmental requisitions, you will need to make a copy of it and then give the copy to Karen or place it in her "In Box" for our record keeping before purchasing supplies. If you end up not using an interdepartmental requisition, please return it to us so that we can clear our records.

Purchase orders are to be filled out completely and emailed to your advisor. Separate directions on the specifics of completing this form are attached. After assigning the account number(s) your advisor will email the PO to pomail@ksu.edu. The PO will either be rejected (if not properly completed) or the order placed.

Web orders can be placed. Please include the web link on the PO that you send to your advisor, they will then forward the PO to pomail@ksu.edu. It is the responsibility of the person placing the order to locate vendors, check prices and collect bids. Any purchase order submitted that does not have the required information will be rejected back to the person placing the order for correction. This will typically delay the order by one day even if the error is immediately corrected.

Items available through Facilities Store Room must be purchased from them. A requisition slip is available to take with you for these purchases and a receipt must be brought back to Karen.

Office supplies must be purchased from KSU Office Supply Store (not the Union Book Store) or from our state contract vendor, Staples if available.

When items are picked up in person from campus vendors, a receipt will be given to you by the vendor, which you need to give to Karen immediately. Biology Stores, Hale Library, Physics Shop and Glass Shop do not give receipts. Chemistry Stores, Facilities, Union Book Store, and Photo Services do give receipts.

Local purchases are sometimes made from vendors with whom we have accounts. For these purchase orders, the original PO will be placed in the mailbox of the person requesting the purchase. It will be the responsibility of that person to take the PO to the vendor and pick up the items requested. The vendor will give you a receipt at that time and you should give the receipt to Karen immediately. For these local vendor purchases you may give a general estimate of what the cost will be.

Sometimes, when billing is not available from the vendor, an individual can make the purchase and reimbursement can be requested. Prior to using this option, a purchase order must still be completed, submitted and processed. Upon approval the original PO will be placed in the mailbox of the person requesting the purchase. It will be the responsibility of that person to take the PO to the vendor and pick up the items requested. The vendor will give you a receipt at that time. You must sign the back of the receipt and write down your social security number and address. Give the receipt to Karen and she will process a personal reimbursement.

Items available from State contracts must be purchased from State contracts and are exempt from bidding requirements.

All purchases of over \$5,000 require that a Purchase Requisition be completed and submitted to the purchasing department for a formal bid process. This limit is **NOT** per item, but the cost of the entire order with shipping. You must contact Debi prior to beginning this process.

Large or unusual orders may be held for department head approval at the discretion of the accountant.

Office staff will contact you when we received notification from vendors on ship dates or back orders. If you need to check on the status of an order, please email pomail@ksu.edu with the PO number, vendor name, and your question.

When orders arrive you will be notified by email. The packages will be located in Mail office area. When you pick up the order you should check the items to the packing list. Put a check mark next to each line of the packing slip that is correct. Circle any items listed on the packing slip that did not come. Indicate on the packing slip if this is a partial shipment, complete shipment, or if there are missing items. The packing slip should be dated and initialed and placed in Karen's inbox tray. Mechanical or electrical items should be tested before the packing slip is turned in. The packing slip is what indicates to staff that it is okay to pay the bill.

If chemicals are included in the order, please provide a copy of the MSDS sheet to Karen, the original will be placed in the lab it will be used in.

Completion of Purchase Orders

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 are required. Phone and fax number are required. If you only have a phone number, call the vendor and ask for their fax number. There is a phone located in the main office that can be used for these calls. The exception to the fax number requirement is if you know the vendor ONLY accepts web orders (for example: amazon.com, ablebooks, ebay).
3. Web Order Box
Check the box if you know that ONLY web orders are allowed.

4. Date Requested

This line is for you to type the date that 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 on one line then place the link to the item beneath that line.

Example:

Pipets

<https://www.amazon.com/Plastic-Transfer-Pipetts->

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. If the account is not listed, check the Other box and type in the account number.

10. Notes/Remarks

Any information that you think we will need to process the PO.

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.

Duplication Privileges

Students are permitted to copy materials associated with their research with permission from their advisor. Students are not permitted to copy entire textbooks needed for their courses.

If copier runs out of paper, please refill. If copier jams, try to clear the jam first. If you cannot, ask Karen for assistance. When copying books, do not push down the lid of the copier on to the book, as this will break the glass.

The department copier is only for department related copying.

Telephone and Fax Privileges

Students are permitted unlimited local telephone and fax calls. Only research related long distance telephone calls and faxes are permitted with prior permission by the student's research advisor. Facilities for such communications are only available in the main Chemical Engineering Office.

Personal faxes can be sent.

Safety

A copy of the University Safety Manual will be provided to all new graduate students. You are required to read and adhere to the procedures outlined in this manual. For the Environmental Health & Safety 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.

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 II). Whether or not you will receive pay while on leave is at the option of your advisor. Your approval slip should be left with Debi in the front office prior to your departure. If you require a letter on your student status you may get one from Debi for your advisor to sign. International students are required to inform the International Student Center of any travel.

Facilities

Computer Facilities

Computers and internet connections are normally provided to graduate students by their advisor. Laser printers are provided by the department, and shared by all graduate students.

College of Engineering Computer Services provides technical assistance for the department. They provide tech support for hardware and network issues. All licensed software is installed by their technicians. They have media for installation of software after the license is purchased. Process a purchase order for your software needs, and then contact CECS regarding installation.

The department has a MathCAD site license that allows only twenty-five users to use the software at one time. All non-undergraduates are required to log off during the time that the undergraduate student classes that require this software are in session.

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, we expect students to use good sense and to behave professionally 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. Other petitions should be submitted to the student's advisor and/or department head.

Attachment I: Staff Assignments and Contacts

Debi Wahl- Accountant II

Primary Contact:

Payroll and Personnel
Accounting – Fund Balances
Financial Reporting
Purchasing \$5,000 and over
Faculty Recruitment

Provides backup for:

Purchasing
Travel
Payment Processing
Hourly Time Sheets
Keys

Danita Deters- Administrative Specialist

Primary Contact:

Dr. Edgar's Calendar
Scheduling Conference Room
Departmental Functions
ABET
Undergraduate Recruitment
Alumni Interaction
Award Nominations
Plumbing, Air, Steam and Building Problems
Undergraduate Enrollment
Textbook Orders
Class Evaluations
KSIS

Provides backup for:

Keys
Mailboxes
Shipping and Mailing
Oversight of General Work Area and Equipment
Hourly Time Sheets
Website

Student Employee

All Copying
All Scanning
Bulletin Boards
Filing
Mailings and Mail Sorting
Errands
Vendor Files

Karen Strathman- Accounting Specialist

Primary Contact:

Purchasing
Travel
Payment Processing
Hourly Time Sheets
Keys
Mailboxes
Shipping and Mailing
Oversight of General Work Area &
Equipment
Inventory Under \$5,000
Graduate Applications
Seminars

Provides backup for:

Scheduling Conference Room
Departmental Functions
Plumbing/Air/Steam and Building
Problems
Undergraduate Enrollment

Dave Threewit (Shop)- Research Technician

Safety
Support for Undergraduate Lab Equipment
Support for Research:
Electrical
Inventory Equipment \$5,000 or over
Completed form signed by advisor required
for all work

CECS

Computer Problems (Hardware)
Network Problems

Major Professor

Vacation Approval
Key Request Approvals and Room
Assignments
Purchase Order Approval

International Student Center

W4/Tax Filing
Visa Issues
Work Permits

Attachment II: Vacation Request Form

GRAD STUDENT REQUESTING LEAVE:	
MAJOR PROFESSOR:	
BEGINNING DATE:	
RETURN DATE:	
EXPECTED GRADUATION DATE:	

CONTACT INFORMATION WHILE ON VACATION:

EMAIL:	
PHONE:	

GRAD STUDENT SIGNATURE: _____

ADVISOR SIGNATURE: _____

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

Any student on an assistantship must get a signed approval from their advisor prior to their departure.

Appendix I: Graduate School Guidelines for Master's Students

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY MASTER'S DEGREE CHECKLIST – THESIS/REPORT

FOR MORE INFORMATION:
103 FAIRCHILD HALL · 785-532-6191

LORI GRELK
lmgrelk@ksu.edu

COLLEGE OF EDUCATION
COLLEGE OF HUMAN ECOLOGY

JAMIE CLARK
jamieclark@ksu.edu

COLLEGE OF AGRICULTURE
COLLEGE OF ARCHITECTURE, PLANNING &
DESIGN
COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF ENGINEERING
MASTER OF TECHNOLOGY
MASTER OF PUBLIC ADMINISTRATION
MASTER OF PUBLIC HEALTH
MASTER OF FINE ARTS

ANGIE PFIZENMAIER
akt@ksu.edu

COLLEGE OF ARTS AND SCIENCES
COLLEGE OF VETERINARY MEDICINE

Deadline	Requirement
Prior to completion of 9 hours of coursework	<ul style="list-style-type: none"> Review Graduate Handbook and departmental handbook. Complete prerequisite/deficiency requirements. (if applicable) Select major professor. Select supervisory committee. Prepare Program of Study. Identify compliance requirements regarding research for notation on Program of Study. Submit Program of Study to the Graduate School.
After 9 hours of completed coursework	<ul style="list-style-type: none"> Submit Program/Committee Change Form if any changes have been made to courses and/or committee. Obtain approval of thesis or report proposal (if required by the program) Obtain a compliance number for use of human subjects/animals/biohazards. (if applicable) Collect and analyze data. (if applicable) Write thesis or report. Obtain major professor approval for distribution of thesis or report to supervisory committee.
Semester of intent to graduate	<ul style="list-style-type: none"> Provide major professor and supervisory committee a copy of thesis or report a minimum of 10 working days prior to scheduled defense. Submit "Approval to Schedule Final Examination" form a minimum of 10 working days prior to final examination to the Graduate School. Complete Graduation Application in iSIS Complete online commencement registration IF participating in commencement. Submit final examination ballot to the Graduate School. Make revisions to thesis/report until expectations of major professor and supervisory committee are met. Submit ETDR ballot to the Graduate School. Prepare final copy of ETDR and submit to KREx. Complete online surveys (exit survey, ETDR survey) and K-State Alumni Association information. Clear all financial obligations with university for transcript and/or diploma release.

Appendix II: Graduate School Guidelines for Doctoral Students

THE GRADUATE SCHOOL AT KANSAS STATE UNIVERSITY DOCTORAL DEGREE CHECKLIST

FOR MORE INFORMATION:
103 FAIRCHILD HALL · 785-532-6191

LORI GRELK
lmgrelk@ksu.edu

COLLEGE OF EDUCATION
COLLEGE OF HUMAN ECOLOGY

JAMIE CLARK
jamielclark@ksu.edu

COLLEGE OF AGRICULTURE
COLLEGE OF ARCHITECTURE, PLANNING &
DESIGN
COLLEGE OF BUSINESS ADMINISTRATION
COLLEGE OF ENGINEERING

ANGIE PFIZENMAIER
akt@ksu.edu

COLLEGE OF ARTS AND SCIENCES
COLLEGE OF VETERINARY MEDICINE

Deadline	Requirement
2 nd semester or completion of 9 hours	<ul style="list-style-type: none"> Review Graduate Handbook and departmental handbook. Complete prerequisite/deficiency requirements, (if applicable) Select major professor. Select supervisory committee. Prepare Program of Study. Identify compliance requirements regarding research for notation on Program of Study. Submit Program of Study to the Graduate School.
7 months prior to graduation date	<ul style="list-style-type: none"> Submit Program/Committee Change Form if any changes have been made to courses and/or committee. Schedule Preliminary Examination(s) and/or Qualifying Examination(s) a minimum of 7 months prior to date of graduation. Submit "Request for Preliminary Examination Ballot" form at least one month prior to date of examination. Submit signed preliminary examination ballot to the Graduate School within one week following examination. Obtain approval of dissertation/research proposal if required by the program. Obtain a compliance number for use of human subjects/animals/biohazards, (if applicable) Collect and analyze data. Write dissertation & obtain major professor approval for distribution to committee and outside chairperson. Enroll fall and spring semesters (and summer if last semester) after admission to candidacy.
Semester of intent to graduate	<ul style="list-style-type: none"> Select dates to schedule final examination in consultation with major professor, supervisory committee and assigned outside chairperson. Provide major professor, supervisory committee and assigned outside chairperson a copy of the dissertation a minimum of 10 working days prior to scheduled final examination. Submit "Approval to Schedule Final Examination" form a minimum of 10 working days prior to final examination to the Graduate School. Complete Graduation Application in iSIS. Complete online commencement registration IF participating in commencement. Submit final examination ballot to the Graduate School. Make revisions to dissertation until expectations of major professor and supervisory committee are met. Submit ETDR ballot to the Graduate School. Prepare final copy of ETDR and submit to KREx and UMI/ProQuest. Complete Survey of Earned Doctorates, online surveys and K-State Alumni Association information. Clear all financial obligations with university for transcript and/or diploma release.