

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.ksu.edu/grad/handbook/index.html> 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 the Accounting Specialist 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
105 Durland Hall
Manhattan, KS 66506-5102

Advisor Selection and Interaction

Within three weeks of arrival at KSU, students should meet with all faculty, 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. Within three weeks, 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.

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 approval. During their first semester in the graduate program, students should enroll in 12 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.

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 Requirements

A minimum of thirty (30) credit hours are required for an M.S. Degree. The specific course 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).

The remaining 12 credit hours of courses are selected in consultation with the student's advisor, to permit specialization and to enhance his/her graduate research. For a M.S. Thesis, 6-8 hours of Master's thesis (CHE 899) are required. 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.

The following is a list of elective courses graduate students have applied toward their degree in recent years. This list is by no means all inclusive, but is simply to provide examples.

Chemical Engineering

CHE 626 Bioseparations
CHE 650 Hazardous Waste Engineering Seminar
CHE 661 Processing of Material for Solid State Devices
CHE 715 Biochemical Engineering
CHE 802 Selected Topics in Materials Science
CHE 867 Advanced Transport Phenomena II
CHE 871 Advanced Process Design and Optimization

Agronomy

AGRON 605 Soil and Environmental Chemistry
AGRON 645 Soil Microbiology
AGRON 820 Plant Water Relations

Biochemistry

BIOCH 521 General Biochemistry
BIOCH 755 Biochemistry I
BIOCH 765 Biochemistry II
BIOCH 757 NMR Laboratory
BIOCH 758 Protein Structure
BIOCH 790 Physical Biochemistry
BIOCH 890 Advanced Topics in Biochemistry

Biological and Agricultural Engineering

BAE 651 Air Pollution Engineering

Chemistry

CHM 820 Materials Chemistry

Civil Engineering

CE 551 Hydrology
CE 563 Environmental Engineering Fundamentals
CE 766 Wastewater Engineering: Biological Processes
CE 861 Environmental Engineering Chemistry

Computer and Information Sciences

CIS 500 Analysis of Algorithms and Data Structures
CIS 520 Operating Systems
CIS 560 Introduction to Data Management Systems
CIS 606 Translator Design I
CIS 636 Interactive Computer Graphics
CIS 725 Advanced Computer Networks
CIS 730 Principles of Artificial Intelligence
CIS 764 Database Design
CIS 775 Analysis of Algorithms

Electrical and Computer Engineering

EECE 694 Optoelectronics
EECE 895 Solid-State Electronic Devices

Industrial and Manufacturing Systems Engineering

IMSE 680 Quantitative Problem Solving Methods
IMSE 751 Applied Decision Theory
IMSE 802 Manufacturing Processes for Semiconductor Materials and Devices

Mechanical and Nuclear Engineering

ME 862 Finite Elements

Physics

PHYS 881 Introduction to Solid State Physics

PHYS 982 Solid State Physics

Statistics

STAT 703 Statistical Methods for Natural Scientists

STAT 704 Analysis of Variance

STAT 705 Regression and Correlation Analysis

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.

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)

Additional courses may be required for students without the prerequisites for these courses.

Supervisory Committee

The supervisory committee for an M.S. Candidate consists of the student's advisor, and at least two other faculty, one of which must be from another department. 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.ksu.edu/grad/gdeline.htm>. 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 meet the style requirements of the Graduate School, listed at <http://www.ksu.edu/grad/policy.htm> 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.ksu.edu/grad/gdeline.htm>.

Course Requirements

A minimum of 90 hours is required for a Doctor of Philosophy degree, consisting of at least 30 research credits. Of the 24 to 30 hours of course work beyond the M.S. Degree, 15 hours should be 800-level or above, in addition to doctoral research hours. No more than 6 hours of course 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.

Language Requirements

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

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.

Examinations

A preliminary exam is given to students following their second semester in the Ph.D. program, 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 exam consists of two parts, a written research proposal independently developed by the student, and an oral presentation on the anticipated research to be performed at KSU. The written research proposal must be prepared following the most recent National Science Foundation Grant Proposal Guide (NSF 04-23 as of September, 2004, available at http://www.nsf.gov/pubs/gpg/nsf04_23/). Prior to the exam, the student must submit a written project summary of three potential topics to his/her major advisor. One of these topics will be selected by the examining committee, and the student will have six weeks to complete the proposal. Within two weeks after submitting the proposal, the student will give an oral presentation describing the background, objectives, and methodology of the proposed research to the examination committee. The examination committee will consist of three Chemical Engineering Graduate Faculty, appointed by the Department Head.

If a student fails the written portion of 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.

In the same semester that the student submits the research proposal, an oral presentation outlining the work the student intends to do should be present to the supervisory committee. This presentation should include (a) a statement of the problem; (b) a short background on the topic; (c) the plan of approach in the research; (d) the objectives of the research; and (d) an estimation of the time, experiments, and materials required.

The results of the preliminary examination are indicated on the ballot by the signatures of the supervisory committee, acting on the recommendations of the examining committee.

With the advisor's recommendation, candidates are encouraged to present a summary of his/her research results 3 to 6 months before the anticipated completion of the Ph.D. to the supervisory committee. This provides the committee and the candidate to discuss the sufficiency of the data and the validity of its interpretation, and to make recommendations for completing the degree.

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.

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.

Checklist for earning a Ph.D.

See Appendix II

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 Cindy (cbarnhrt@ksu.edu). Key cards will be typed and signed on Fridays and Wednesdays. Students may pick up the cards after 2:00 pm that day and take them to 109 Dykstra for processing. Key

cards taken to Dykstra before 4:00 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.

Cindy 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.

Professors will forward the email to pomail (just as they do with purchase orders). The professor should include what account they wish to have pay for the items. Please be sure to include this information, or we will have to reject the request back to you.

Once we receive the email in pomail, we will write out the requisition and put it in the mailbox of the person who requested it.

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. Every attempt will be made to process orders received by 11 am each business day. The PO will either be rejected (if not properly completed) or the order placed. Orders received after 11 am will be processed on the next business day.

Linweld has worked with our department to set up on-line ordering that will meet our needs. Each professor's research group has a user name and password. It is important that you NEVER change your user name or password. To order gas canisters you will need to go to <https://ecom.linweld.com/> and log. You will then create a shopping cart.

Once you have filled your cart with everything you need, you will need to enter one of your PO numbers in the "PO Number" box of your shopping cart and click on Send E-Mail. The system will then e-mail your professor a copy of the shopping cart for his approval. If your professor approves the order, he or she will forward the e-mail along with an account number for the payment to pomail so that the order can be placed. Your professor will receive confirmation of the order when it is placed. Further information on the Linweld ordering system is attached.

Web orders can sometimes be placed. E-mail a link to the web site along with the PO to your advisor. The advisor will then forward the web information along with 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 card is available to take with you for these purchases and a receipt must be brought back to Cindy.

Office supplies must be purchased from KSU Office Supply Store (not the Union Book Store) or from our state contract vendor, Corporate Express 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 Cindy immediately. Chemistry Stores, Biology Stores, Hale Library, Physics Shop and Glass Shop do not give receipts. KABSU, Office Supply, 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 Cindy 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 Cindy 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 Alison 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 Alison's 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 Cindy's in box. 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 special procedures are required. A sign in sheet form must be completed before you are allowed to pick up the chemicals and before you take a requisition to the KSU storerooms. The sheet is on a clipboard in Alison's office.

You will fill out your name, the full chemical name, chemical manufacturer, an R if it is a replacement chemical or an A if it is an additional chemical for your lab, the quantity and form, what room it will be kept in, a Y or N if a MSDS sheet came with the chemical, and the date. There is an example at top of the sign in sheet. If you get a MSDS sheet with your chemical, leave the original with the sign out sheet and put a copy in the MSDS book located in the lab where the chemical is going to be. On new chemicals, if no MSDS sheet is received you will need to acquire one for your lab and give a copy to Dave.

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, abebooks, ebay).
3. Web Order Box
Check the box if you know that ONLY web orders are allowed.
4. Credit Card Order Box
Check the box if you know that ONLY credit card orders are allowed.
5. Return PO To Me Box
Check the box if you plan to take the PO to a vendor and pick up the order yourself. These will usually be local vendors (for example: Waters True Value, Stanion Electric, Mead Lumber). Checking this box means that after the PO is signed, the original PO will be placed in your mailbox for you take with you to the store. You will return with an invoice or receipt and place that in Cindy's box.

6. 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. The only exception to this requirement is if you are picking up the item locally (K-mart, Waters True Value, etc.). In this case give a fair estimate.

7. Shipping & Handling

This is not required information by the department, however your professor may require it.

8. 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.

9. For Use In Lab flag

Check the For Use In Lab flag if the item is for a lab.

10. Replacement Part flag

Check the Replacement Part flag if the item is to repair or fix a piece of equipment.

11. Non-Consumable and Consumable flags

Check the Non-Consumable box if the item will not be used up over time and the Consumable box if the item will be used up over time. Examples of non-consumable are tools and equipment. Examples of consumables are gas cylinders, pipe fittings and test tubes and chemicals.

12. Personal Reimbursement flag

Check the Personal Reimbursement box if you plan to pick the item up at a store and be reimbursed. If you check this box, you also should check the Return PO to Me box at the top of the form.

13. Date Requested

This line is for you to type the date that you sent the PO to your advisor.

14. Date Ordered, Ordered by, Order Method

These lines should be left blank. They are to be filled in by the office staff who places the order.

15. 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.

16. 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.

Staff and faculty have priority use of the copier. Students should step aside to allow office staff access. If a staff member is using the copier, the student must wait. If you cannot wait, copies can be purchased from the Engineering Copy Center at your expense.

If copier runs out of paper, please refill. If copier jams, try to clear the jam first. If you cannot, ask Cindy 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. Personal copies can be made at the Engineering Copy Center located in Fiedler Library.

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. Students must record their long distance telephone calls and faxes in the log books. Facilities for such communications are only available in the main Chemical Engineering Office. Personal faxes can be sent at the Engineering Copy Center located in Fiedler Library.

Safety

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

In general, the shop manager will provide any machining necessary for a student's research and students are encouraged to take advantage of his expertise. A Shop Request Form must be completed and signed by the advisor (Attachment I). If under special circumstances a student needs to use the power tools, permission must first be obtained from the shop manager.

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. Typically, GRAs receive two weeks paid leave per year. Your approval slip should be left with Alison in the front office prior to your departure. If you require a letter on your student status you may get one from Alison 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 fall semester.
On leave without pay any time between 2/1 and 4/17, pays out of state tuition for spring and summer semester.

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

Cindy Barnhart

Primary Contact:

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

Provides backup for:

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

Florence Sperman

Primary Contact:

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

Provides backup for:

Mailboxes
Shipping and Mailing
Oversight of General Work Area and Equipment

Alison Hodges

Primary Contact:

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

Provides backup for:

Purchasing
Travel
Payment Processing
Hourly Time Sheets
Keys

Britany Palmateer

Schedule for Fall 05:

Yet to be determined

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

Dave Threewit (Shop)

Safety
Support for Undergraduate Lab Equipment
Support for Research:
Electrical
Inventory Equipment \$5,000 or over
Completed form signed by your advisor
Emergency Supplies: small materials (bolts, screws, etc.)
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 III

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 Alison in the front office prior to your departure. If you require a letter on your student status you may get one from Alison 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 with out 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 fall semester.

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

Appendix I

Graduate School Guidelines for Master's Students

Students are responsible for being familiar with Graduate School Policies. This sheet of information is offered as a convenient summary of procedures for completing your degree. If you have any questions about these procedures, please consult with your supervisory committee. It is recommended that you purchase the Graduate Handbook which is available in the K-State Student Union Bookstore. An updated version of the Handbook is also available at <http://www.ksu.edu/grad/handbook/index.html>.

You should:

___ **1.** Confer with the head of the department (or graduate program director) concerning 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 of 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 major field
- C)** Non-thesis/non-report: a minimum of 30 semester hours of graduate credit in course work only, but including evidence of scholarly effort, 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 that were completed more than six years before the semester in which you will receive your master's degree. If the program contains course work more than six years old, the final Master's examination will normally include an examination

over the body of course work 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 course work.

____**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 in the Graduate School office, 103 Fairchild Hall. Calendars are published each semester with deadline dates for 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 sheet of information is offered as a convenient summary of procedures for completing your degree. If you have any questions about these procedures, please consult with your supervisory committee. It is recommended that you purchase the Graduate Handbook which is available in the K-State Student Union Bookstore. An updated version of the Handbook is also available at <http://www.ksu.edu/grad/handbook/index.html>.

You should:

___ **1.** Confer with the head of the department (or graduate program director) concerning 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 the outside chairperson of the final oral examination and 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 of these forms to the Graduate School office when turning in your dissertation.

All forms are available in your department office or the Graduate School office, 103 Fairchild Hall. A calendar is published each semester with deadlines for 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.