

DEPARTMENT OF
CHEMICAL ENGINEERING
AND
MATERIALS SCIENCE

GRADUATE STUDENT BULLETIN

2009-2010

*Information provided in this document can change without notice.
Refer to the online version for the most up-to-date information at:
<http://www.cems.umn.edu/downloads/grad/GradBul.pdf>*

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I. THINGS YOU NEED TO KNOW AT THE START

WELCOME to the Department of Chemical Engineering and Materials Science (CEMS) at the University of Minnesota. We are delighted that you have joined the CEMS family, and we hope that you take advantage of the many opportunities here.

There is much to do between matriculation and the completion of your graduate studies. This bulletin provides information that should help you to maneuver through the rules and requirements of the University.

In this bulletin, we will refer to all of you as "graduate assistants", regardless of the specifics of your appointment or whether you are supported by an assistantship, a fellowship, or a traineeship. The information contained pertains to all of you.

A. STATEMENT OF GENERAL PURPOSE AND POLICIES

This bulletin contains essential information for all graduate students in the Department of Chemical Engineering and Materials Science. All students are responsible for understanding and following the information and policies contained in this document.

B. SOME NAMES AND RESPONSIBILITIES

Frank Bates is the Department Head	Amundson 391	625-0839
The Directors of Graduate Studies (DGS) are		
David Norris for ChEn	Amundson 46	625-2043
Dan Frisbie for MatS	Amundson 493	625-0779
Julie Prince is Assistant to the DGSs	Amundson 289	625-0382
Rachel Surber is in charge of accounting	Amundson 151T	625-4580
Mary Nissen is in charge of payroll	Amundson 151U	625-5386
Danny Williams is in charge of purchasing	Amundson 151R	625-2375
Raul Caretta is in charge of safety program	Amundson 151B	625-8066

Additional helpful phone numbers for the Department and the University can be found on page 28-30 of this bulletin.

C. THE START OF GRADUATE STUDY

Most graduate students find that the coursework of the first semester is demanding. You will not be alone if you feel a bit overwhelmed. The faculty will assume that you are familiar with material covered in your undergraduate ChE or MatS courses as well as mathematics, physics, and chemistry. The ChE courses include fluid mechanics, heat transfer, mass transfer, chemical kinetics, thermodynamics, reactor analysis, and design. The MatS courses include structure of materials, thermodynamics and kinetics, electronic properties of materials and mechanical properties of materials.

If you encounter problems, or are concerned that you are having problems, you should consult with the DGS in your program. It is important to remember that the DGSs are there to help. They will also monitor your academic progress and the progress you make during the first semester in choosing an advisor. Like students before you, you will also find that Julie Prince is an invaluable source of information.

D. STUDENT IDENTIFICATION "U CARD"

Student ID "U Cards" can be obtained at G22 Coffman Memorial Union from 8:00am-4:30pm weekdays or at the University Recreation Center from 11:00am-1:00pm and 4:00-6:00pm weekdays and on Saturdays from 11am-1pm. Additional information can be found at: <http://www1.umn.edu/ucard/umtc/tchome.html>.

E. REGISTRATION

You are responsible for knowing the Registration Policies and Procedures set forth by the University of Minnesota each semester. Registration Policies and Procedures can be found each semester in the Class Schedule (PDF format) at <http://onestop.umn.edu/onestop/registration.html>. In addition, you are also responsible for knowing the requirements of the Graduate School Grading System found at: <http://www.catalogs.umn.edu/grad/gen/grading.html>. See page 19 for additional CEMS requirements.

All graduate assistants must register during fall and spring semesters throughout their terms of appointments. You will lose your benefits if you do not register. For fall 2009 you must register by Monday, September 7 to avoid late registration fees, if your initial registration occurs after this date you will be assessed a \$50 late registration fee (\$100 limit per semester). If your initial registration occurs after Monday, September 14 you will be assessed a \$100 late registration fee. **Monday, September 7 is an official University of Minnesota Holiday**; you can register online but offices will be closed. We encourage you to have your initial registration done by **Friday, September 4** to avoid any problems.

The Graduate School policy requires that new graduate students meet with their advisors prior to their initial registration. For most students this will be done when you meet with David Norris or Dan Frisbie during Departmental Orientation. Foreign Nationals who do not have a Social Security Number will register after completing the document check with the Office of International Student and Scholar Services (ISSS). The Social Security Administration Office requires you to present to them a letter from ISSS verifying your F-1 status as well as full-time enrollment at the time you apply for your Social Security Number. Julie Prince will provide you with this letter.

Typical course sequences can be found on page 14 and 15 of this bulletin. Before attempting to register, you should browse through and read the registration information at One Stop on the University home page.

IMPORTANT: Email yourself (or print) a copy of your "Enrollment Summary" before you log off of the registration system. This will be your only receipt and proof that you have registered on time should a problem occur. Make sure you complete the Hospitalization/Insurance information section if registering by computer (see Items I & J on page 4 of this bulletin for more information). Every student has a student account. To view your student account online, go to onestop.umn.edu/Student and click on "View my student account."

You can also register in person if you do so by Friday, September 4. Download the Registration and Cancel/Add Form at <http://onestop.umn.edu/onestop/img/assets/9061/regadd1.pdf>, obtain permission numbers, if necessary, and bring the form to 200 Fraser Hall. Be sure you fill out the insurance information section (see section J of this bulletin for information on Insurance).

F. CHANGE OF REGISTRATION (CANCEL/ADD REQUIREMENTS)

All-University policies on Cancel/Adds apply to all students in all colleges. Complete information about changing your registration can be found at the One Stop Registration Website. If you decide before the semester begins not to attend, you must cancel before the first day of classes to avoid being charged for a percentage of the tuition, even if your RA appointment pays for a tuition waiver. However, no additional tuition is charged when any course addition is balanced by a course cancellation, i.e., a cancellation equals the number of credits being added, or a cancellation and course addition that keeps the total number of credits within the 14 credit tuition plateaus or bands.

On occasion, a course may be cancelled by the department offering the course. Contact the department immediately to see if other arrangements have been made. If no arrangements exist, it is then your responsibility to remove the course from your record by changing your registration. Cancellations are effective the day you officially cancel not on the date you stopped attending class. You will receive billing statements from Student Accounts Receivable for any credits over the maximum allowed with your assistantship (14 credits) and for fees or additional billing charge, if applicable. If you fail to pay by the due date on your billing statement, a hold will be placed on your records. The refund schedule can be found at the One Stop Registration Website.

G. COURSE APPROVAL/"CLASS PERMISSION NUMBERS"

Approval may be required if you want to register for some CHEN or MATS 5000 or 8000 level courses. See Laura Ericksen in Room 151 Amundson to obtain a permission number for 4000 or 5000 level CHEN or MATS courses. See Julie Prince in Rm. 289 for 8000 level CHEN or MATS 8000 courses. Permission numbers for courses outside the department must be obtained from the department that offers the course.

H. COURSE TIME CONFLICT APPROVAL

You may not register for courses that have less than 1 minute separation or overlapping times without approval of the instructors of both courses. If this happens you should fill out the Course Time Conflict Form found online at:

http://www.onestop.umn.edu/onestop/Forms/accessible/course_time.html

This form is designed to be filled out in your Web browser, printed, then submitted either in person, by mail or by fax. It cannot be submitted online. It is also available in pdf format at:

http://www.onestop.umn.edu/onestop/img/assets/9061/time_conflict.pdf

I. REGISTRATION HOLDS

If you were admitted to the Graduate School with a "degree pending," you will need to provide a n official transcript or other suitable material prior to registration. This is done in Johnston 309. Other holds may include Health Clearance and Visa Clearance (document check for international students). You must clear all registration holds before registering. See Julie Prince if you have difficulties (e.g. transcripts that were sent but cannot be found).

J FEES

You are responsible for paying all fees by the due dates defined on the original fee statements. A list of fees and a schedule for payment of fees can be found at the One Stop Registration Website. Fees are billed through Student Accounts Receivable. Student services fees, late registration, and any non-refundable fees assessed are the responsibility of the student and are not covered under tuition benefits (this includes any fees associated with canceling a course).

K. INSURANCE

Insurance packets with enrollment forms will be handed out during the Department Orientation in late August. University regulations pertaining to the Graduate Assistant Medical Plan can be found at: <http://www.shb.umn.edu/twincities/graduate-assistants.htm>.

Graduate Assistant Insurance Office (GAIO)
N-323 Boynton Health Service
Phone 624-0627
Email gradins@bhs.umn.edu

L. STUDENT HOSPITALIZATION INSURANCE FORM

You will be asked to provide insurance coverage information each semester you register. If you are taking the Graduate Student Health Insurance plan or have your own insurance coverage (through your parents, spouse etc.) you will need to check the option "Already have other coverage... ". You will need to complete the name of the insurance company, the policy number and the phone number of the insurance company.

If you are enrolled in the Graduate Student Health Insurance plan here is the information you'll need:

- Name of your insurance company: **HealthPartners**
- Insurance company phone number: **952-883-7500**
- Policy number: **This is your student ID number**

If you are registering for 6 or more credits and fail to provide the required information when registering, you will automatically be charged for the Student Health Insurance plan – which is not covered by your assistantship.

Foreign Nationals are required to take University health insurance. If you don't enroll in the Graduate Student Health Insurance plan you will automatically be charged for the Student Health Insurance plan.

Note: you do not need to enroll during the summer to receive continued insurance coverage, provided you have held at least a 50% RA appointments during fall and spring semesters. If you have any questions, please contact the Graduate Assistant Insurance Office at 612-625-6936.

M. OFFICE SPACE

Room 185 will be your office during the fall semester. Your U Card will give you access to this room. Bring your U Card to Teresa Bredahl in Room 185 to have your card entered into the reader. This room can also be accessed with a numeric code. Please ask Julie Prince or one of the computer staff in Rm. 185 for this code. Please do not share this code with **non-CEMS** students/staff, etc. Lockers in Rm. 185 are for first-year grad students. See Julie Prince for assignment of a locker. You will have to share the locker with another student. **Please, keep this room clean as it is used by others in CEMS.**

N. KEYS

Keys for offices in Amundson Hall are available as needed from Teresa Bredahl in Room 151 Amundson Hall. Your U Card will serve as your key to Amundson Hall. However, before you can have U Card access to the building or receive any office keys you must complete the New Employee Research Safety Training Requirement. You will be charged \$5.00 deposit fee for each key issued (\$10.00 for secure access keys). This fee is refundable when you return the keys. No refunds are available for lost keys and replacement keys will require a new deposit. You must pass the required safety tests before any keys can be issued. There are certain restricted keys that will require additional safety training before they can be issued.

O. MAIL AND NOTICES

Mailboxes are located outside Amundson 151. Please use your box number for business mail sent to the department address. Mailboxes should not be used for personal mail. Mailboxes are shared and they should be checked on a regular basis.

II. FINANCIAL SUPPORT

A. 2009-2010 GRADUATE ASSISTANTSHIPS/FELLOWSHIPS

It is the Department's goal that all students receive approximately the same stipend. However, there may be small inequities for those having fellowships. The stipend for a typical first-year graduate student entering in fall 2009 is:

Stipend	\$ 25,500.00
Biweekly payment (at \$24.52/hour)	\$ 980.80 (<i>net, before taxes</i>)

Consult Mary Nissen (Amundson 151U) if you have questions.

Graduate assistants are usually appointed on a 12-month basis. You will have Teaching Assistantship (TA) responsibilities for one out of every three semesters and Research Assistantship (RA) responsibilities for the remainder. Renewal is subject to satisfactory degree progress under faculty supervision and limitations of department resources.

Your appointment in the department is a 50% appointment as either a RA or TA or a combination of both. **As a consequence, you may not receive pay for a job beyond your RA or TA appointment.** It is up to you and your advisor to ensure that this rule is not violated. See Mary Nissen, the DGS, or your advisor if you have any questions about this. This could also cause problems with the Department of Homeland Security for foreign nationals. Please check with the office of International Student and Scholar Services (ISSS) if you have any questions about this.

B. TEACHING ASSISTANTSHIPS, TAS

We believe that teaching is an important part of graduate education and hence the Department stipulates that all students participate in the teaching mission of the University. Accordingly, you will be required to perform TA duties at least one out of every three semesters. Duties include grading; record keeping; problem formulation; monitoring and grading of laboratory projects; organization and distribution of materials; and occasionally meeting a recitation section for an undergraduate course. On occasion, you may be asked to deliver a lecture.

Graduate assistants are required to indicate assignment preferences after discussion with their advisors using an online form. The final assignments are made based on student preferences and course needs. Chemical Engineering students are generally expected to serve at least once as TAs in the lab/integrative undergraduate courses, such as the Unit Operations Laboratory courses (ChEn 4401, 4402), Process Design (ChEn 4501), and Process Control (ChEn 4601). Materials Science students are generally expected to serve at least once as TAs in the undergraduate laboratory courses such as Introduction to Engineering Materials (MatS 2001), Materials Structure and Properties Laboratories (MatS 3801 and MatS 3851), Materials Processing (MatS 4301) and Materials Design and Performance (MatS 4221). Information about planning your TA assignments will be distributed by the Directors of Graduate Study.

The Department also provides graduate students with the opportunity to participate in the teaching of our undergraduate courses as recitation or lab instructors. This position carries a modest salary augmentation.

The Department recognizes outstanding TAs, and each year we solicit nominations/input from faculty and students. Names of TAs who have received special recognition are engraved on a plaque in Amundson 150.

International Students – It is a condition of graduate appointment in the department to act as a TA. It is University policy that all non-native English speaking graduate students acting as TAs must have demonstrated an English Language Proficiency (ELP) rating of 1. This rating can be achieved by passing SPEAK Test with a score of 55 or better. Therefore, it is the responsibility of the DGS to ensure that all non-native English speaking graduate students have taken and passed the SPEAK Test with a score of 55-60. For students who started in Fall 2009 you must take the SPEAK test on the date specified during orientation. Julie Prince will register you for this automatically and will notify you of the date. If a student does not pass the SPEAK test, the required ELP rating can be achieved by taking English language proficiency courses offered through the International Teaching Assistant Program (ITA) of the Center for Teaching and Learning Services (CTLTS). Additional SPEAK Test requirement information and information on the English language proficiency courses can be found on pages 16 and 17 of this bulletin. Taking the test early in your first semester will help establish whether English language proficiency courses are required.

C. RESEARCH ASSISTANTSHIPS, RAS

Stipends for RAs are paid from the advisor's research grants, and the duties of an RA are determined by mutual agreement with his/her advisor. In general, they coincide with degree research activities. When this is not the case, the RA is expected to spend no more time on his/her duties than does a TA appointed at the same percent time. Prompt, cooperative, and quality job performance is expected.

D. FELLOWSHIP OPPORTUNITIES

Several fellowship opportunities are available from the Graduate School or from private foundations. These opportunities are advertised throughout the year on the "Graduate Studies" bulletin board outside of room 151 Amundson. Additional information about these fellowships, and more, can be found in the Graduate School Catalog or online at <http://www.grad.umn.edu/fellowships>. If you wish to be considered for a Graduate School Doctoral Dissertation Fellowship, you must insure that all coursework is completed, that all grades have been reported, and that the necessary paperwork is filed on time.

Fellowship opportunities available for students who are in their first year of graduate studies include: The National Science Foundation (NSF) Graduate Fellowships <https://www.fastlane.nsf.gov/grfp/>, the National Defense Science Engineering Graduate Fellowships (NDSEG) <http://www.asee.org/ndseg/>, and the Homeland Security Fellowship <http://www.orau.gov/dhsed/>. All applicants for these fellowships must be citizens or permanent residents of the United States. We augment the fellowship stipends of students who hold a Graduate School Fellowship or fellowships from sources outside the University of Minnesota. The amount of the augmentation varies and should be discussed with the Director of Graduate Studies.

E. PAYCHECKS

Paydays are every other Wednesday. The first payment of the academic year will be **September 23**. Contact Mary Nissen to have checks deposited directly into your bank account. If you are not signed up for direct deposit you can pick-up your paycheck after 11:00 a.m. in Amundson 151U. If you are signed up for direct deposit you should print a copy of your pay statement online at <http://hrss.umn.edu/> (from the Self Service Action list click on Pay Statement). You will need your Internet ID (X500) and password to logon to this application. If you need help with your ID or password, call (612) 301-4357. If you have questions about accessing your pay statement online, call the HRMS/Payroll Assistance Call Center at 625-2016 or for technical assistance email: ess@umn.edu.

F. VACATIONS

The University provides no formal vacation for fellows, TAs, or RAs. However, the Department policy is you will not be removed from payroll if, with the concurrence of your advisor, you take no more than two weeks of what could be construed as vacation leave per year. **Note: First-year students - if you are planning to take any time off you need to discuss this with your advisor or prospective advisor.**

If you do not take a vacation in one year, then the following year you will not be removed from payroll if, with the concurrence of the advisor, you take no more than four weeks of what could be construed as vacation leave.

III. REQUIREMENTS

Students are advised to check the Graduate School Bulletin for possible changes. Questions concerning the new tuition and enrollment system should be directed to OneStop at 624-1111.

A. MAJOR PROGRAMS AND DEGREE REQUIREMENTS

The Department confers the Doctor of Philosophy (Ph.D.), the Master of Science (M.S.), and the Professional Master of Engineering (M.Ch.E. or M.Mat.S.E.) degrees.

The Doctor of Philosophy. The Ph.D. is primarily a research degree, and performance that leads to a research thesis is emphasized. Supporting coursework that considers the particular needs of the research program is planned in consultation with the advisor. At least 21 course credits must be completed within the major field, and at least 12 course credits must be taken within the minor or supporting program (minimum of 33 total course credits). At least 24 doctoral thesis credits must be completed.

Ph.D. students **must attend but not enroll for** the Department seminar for 6 semesters. Informal enrollment will be done within the Department. Attendance is taken, and only 4 absences are allowed per semester.

The emphasis during the first year of Ph.D. studies is on coursework, but background work for the thesis can be started. As shown in the sample program on page 13, concentrated research progress is expected during the summer after the first academic year.

By April 1 of the second year you **must** submit a dossier of materials to the graduate faculty in support of your application to formal Ph.D. candidacy. The dossier constitutes the formal written examination for the Ph.D. You will take an oral preliminary examination after the dossier is accepted by your committee. Satisfactory completion of the oral examination constitutes acceptance into Ph.D. candidacy. Students are encouraged to complete their oral preliminary examination before the end of the spring semester.

There is a final oral examination after you complete your thesis. At this time, you present and defend your Ph.D. research. Your interests and those of the Department are best served by adhering to the timetables for completion of degree requirements stated herein (Section III, H and I).

The Master of Science (M.S.) - Plan A. Master of Science programs are designed to be completed in approximately 2 years. They require a minimum of 14 course credits in the major field and a minimum of 6 course credits in one or more related fields (minimum of 20 total course credits). Coursework can be concluded by the end of spring semester, and significant thesis research can be started during the spring semester. 10 thesis credits must be completed. You must write a thesis based on an independent research project and then defend the thesis during a final oral examination. Master of Science students must also attend the Department seminar for each semester enrolled.

The Master of Science program described here is designated as Plan A degree in the Graduate School Bulletin. Plan B, an option that involves substituting papers and coursework for the thesis, is

not given by the Department. Students interested in obtaining a graduate degree without a thesis should consider the Professional Master's of Engineering degree.

Many M.S. students change to the Ph.D. program before, or after, completing the M.S. degree. Application for a change of status is done in consultation with the advisor and the DGS. If you change to the Ph.D. program, you do not need to complete the M.S. degree en route.

The Professional Master of Engineering (M.Ch.E. or M.Mat.S.E.). This degree is designed for employees of local industries who pursue their studies on a part-time basis. No financial support is available for the program. Potential applicants should contact the Graduate Studies Office for CEMS (Julie Prince) before applying for admission to the Graduate School.

Applicants should designate the Master of Engineering as their objective on the Graduate School application when applying. The Professional Masters degree is based on a minimum of 20 credits of coursework and a minimum of 10 credits through a work-related design project. (These 10 credits are master thesis credits xxxx8777).

The work-related design project is to be an in- depth study of an engineering design project. It need not represent a publishable research project. It can contain elements that the M.S. thesis would not, including economic considerations, design consultation, social relevance, and the like. The amount of work should be the same as an M.S. thesis. This degree also requires a final oral examination, (with a committee of 3 faculty members, one of which is the project advisor) focused on the design project.

The Professional Master of Engineering is a terminal degree. Only under exceptional circumstances will the Graduate School and the participating programs allow a student to transfer to an M.S. program.

B. SELECTION OF ADVISOR AND THESIS TOPIC (PH.D. AND MASTERS)

You are expected to select a thesis advisor during your first semester. The process begins during orientation when the faculty give presentations that define their areas of research. You then meet with each member of the CEMS faculty, exploring research opportunities to the extent appropriate. Return interviews are appropriate as you focus your interests. Be sure to get a signature on the faculty roster (available at orientation) when you finish an interview. The fully-signed roster with rank-ordered preferences for advisors **must** be returned to Julie Prince by **November 16, 2009**.

C. MINOR OR SUPPORTING PROGRAM

You must choose a minor or supporting program. If you choose a **minor program**, you must complete at least 12 credits in coursework in the minor field (6 for Masters); this is done in consultation with your advisor and the DGS of the department administering the minor. If you choose a **supporting program**, you must complete at least 12 credits (from one or more fields outside of your major); selection of courses is done in consultation with your advisor and the DGS. Most students choose the supporting program because of its greater flexibility.

D. GENERAL REGISTRATION REQUIREMENTS

1. All students must register every fall and spring by the deadline specified in the class schedule, to maintain active status and to avoid paying a late registration fee.
2. Master's degree students may register any semester for coursework, including "Special Topics" and similar courses, or for master's thesis credits (course 8777).
3. Ph.D. students can register any semester for coursework, including "Directed Research" and similar coursework. Ph.D. students can register for doctoral thesis credits (course 8888) the term after passing the preliminary oral examination.
4. A registration category called "pre-thesis credits" was created for Ph.D. students who register to satisfy requirements external to the Graduate School but who have not passed the preliminary oral examination. Examples of such requirements include registration to maintain loans, assistantships, and visa status. Ph.D. students who have not passed the preliminary oral examination can register for doctoral pre-thesis credits (8666). These credits resemble doctoral thesis credits (8888) in that they are not graded.

Attributes of 8666:

- Prerequisite: Doctoral student who has not passed prelim oral
- 1-6 cr; max 6 cr per fall, spring, or summer term
- Up to 2 repetitions, totaling up to 12 credits, allowed
- Graduate program consent for the third and fourth registrations, for up to an additional 12 cr (or 24 cr total).

Doctoral pre-thesis credits **cannot** be used to meet Graduate School requirements. For example, they cannot be used to meet the 24 doctoral semester thesis credit requirement (8888) or any course credit requirement.

5. Students who hold an assistantship must register at full-time status each fall and spring semester. The tuition benefit granted to students holding an assistantship for AY 2009-2010 is capped at \$5,606.00 per semester which is equivalent to 6-14 credits. All tuition above this benefit eligibility will be your responsibility.
6. Ph.D. candidates who have taken at least 24 semester thesis credits need only register for 1 graded or thesis credit per semester. To defer student loans, Advanced Doctoral students must register for a specific one-credit course that certifies them as full-time students. This course is designated as CHEN or MATS 8444 for the Ph.D. A form must be completed by the student and approved by the advisor and DGS each fall and spring semester. The form is kept on file in the students graduate program file. This form is available from Julie Prince, Mary Nissen or from the Graduate School website under the forms for Doctoral students. The form is called "Full-Time Status with One Credit Registration Application".

MS candidates who have taken at least 10 semester thesis credits need only register for 1 graded or thesis credit per semester. To defer student loans, Advanced Masters students must register for a specific one-credit course that certifies them as full-time students. This course is designated as CHEN or MATS 8333. **You must apply for this benefit by filing the Advanced Masters Tracking Flag form with the Graduate School by the specific**

deadline in the semester prior to completing all your course and thesis credits, and each semester that you wish to hold the 8333 benefit. After obtaining advisor and DGS approval, submit the form by the deadline specified, to the Graduate School for final approval. Students are notified by the Graduate School when approved and a copy of the approved form is kept on file in the students graduate program file. This form is available from Julie Prince, Mary Nissen or on the Graduate School website under the forms for Masters students. The form is called "Full-Time Status with One Credit Registration Application".

E. THESIS CREDIT REQUIREMENTS

1. Master's Plan A students: 10 semester thesis credits (8777).
2. Ph.D. students: 24 semester thesis credits (8888) eligible the term after passing the preliminary oral examination.
3. Reduced thesis credit tuition rate is available for Ph.D. students who have
 - passed the preliminary oral examination,
 - registered for a minimum of 24 Ph.D. semester thesis credits,
 - register only for doctoral thesis credits.

The reduced rate is not available until the semester *after* these conditions have been met. Students who qualify for the reduced tuition rate will be identified by the Registrar's office and will be sent revised fee statements at the end of each semester's registration period. Those who have paid tuition at the higher rate will be eligible for a refund. University accounts charged for the tuition of assistants and fellows will be credited as appropriate.

F. SAMPLE SCHEDULE FOR DISTRIBUTION OF CREDITS

Doctoral Students	2009-2010 YEAR 1		2010-2011 YEAR 2		2011-2012 YEAR 3		2012-2013 YEAR 4	
	Course Credits	Thesis Credits	Course Credits	Thesis Credits	Course Credits	Thesis Credits	Course Credits	Thesis Credits
F	12	0	6	0	0	14	0	1*
S	12	0	3	0	0	10	0	1*
Totals	—	—	—	—	—	—	—	—
	24	0	9	0	0	24	0	2

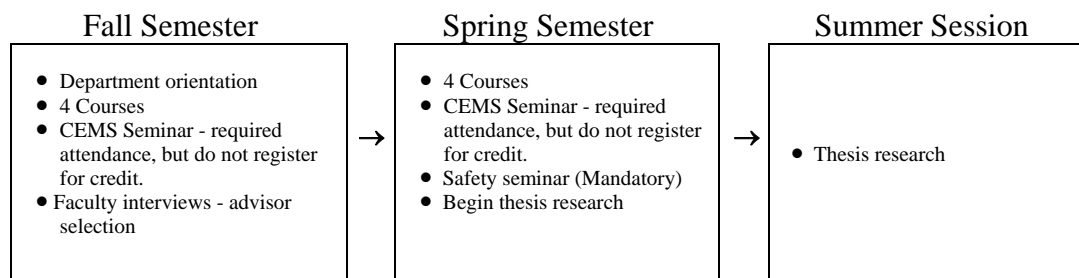
Masters and M.S. Students	2009-2010 YEAR 1	
	Course Credits	Thesis Credits
F	12	0
S	8	4
SS-I and/or II 0		6
Totals	—	—
	20	10

Types of Thesis Credits and Course Numbers:

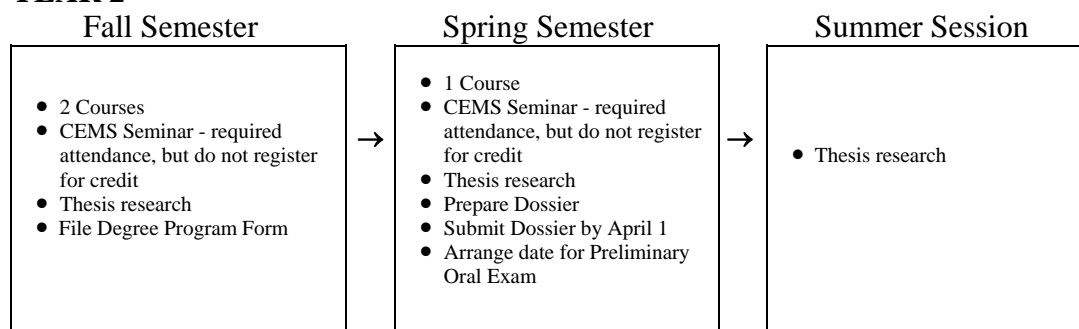
- CHEN 8666 or MATS 8666 - Doctoral Pre-Thesis Credits. Created for Ph.D. students who register to satisfy requirements external to the Graduate School but who have not passed the preliminary oral examination. (See Page 11 of this bulletin for additional information).
 - CHEN 8777 or MATS 8777 - Thesis Credits: Master's.
 - CHEN 8888 or MATS 8888 Thesis Credit: Doctoral.
- * Ph.D. candidates who have taken at least 24 semester thesis credits need only register for 1 graded or thesis credit per semester. Students who need to maintain full-time status for any reason (deferring loans or assistantship then apply for FTE benefit – CHEN 8444 or MATS 8444) see item #6 on page
- * **Grad 999** http://www.grad.umn.edu/current_students/registration/grad_999.html. A zero-credit, zero-fee (late registration fees apply), non-graded registration option - is an option for those Graduate School students who must register solely to meet the Graduate School's registration requirement. **This option should NOT be used by students who are still being supported by the Department as a Research Assistant.** It is intended to be used only by students who have left the University or are in the process of graduating. Students who fall into this category will need to register for GRAD 999, every fall and spring term until they have complete all degree requirements and graduate. Questions about your eligibility for Grad 999 should be directed to Julie Prince.

G. TYPICAL PROGRAM SEQUENCE FOR THE PH.D. IN CHE

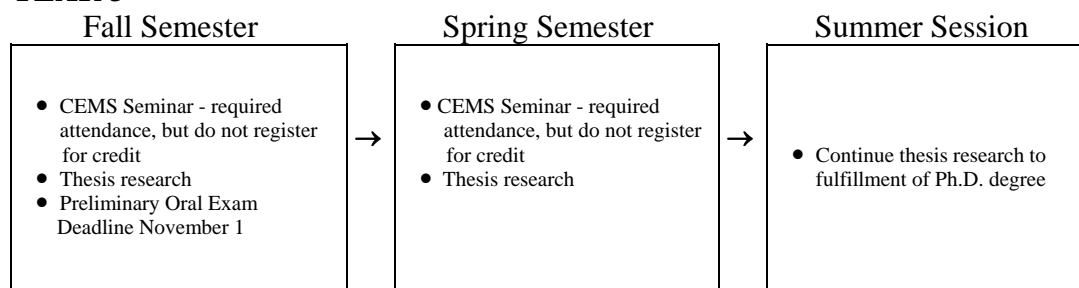
YEAR 1



YEAR 2



YEAR 3



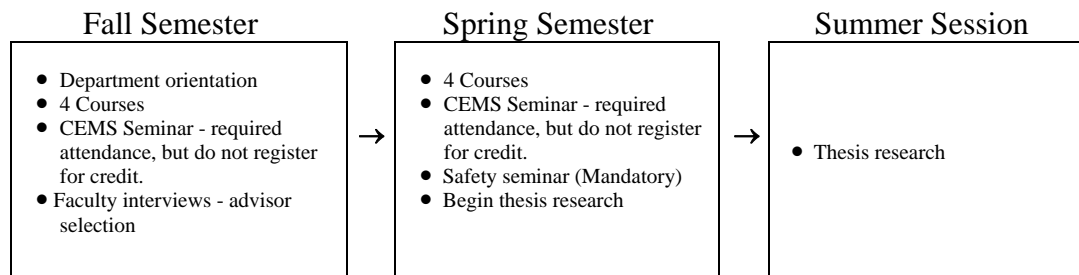
Note: All chemical engineering students registered in the Ph.D., the M.S.Ch.E.–Plan A, or the Professional Masters (M.Ch.E.–Design Project) degree programs are required to take at least four out of the following courses:

ChEn 8101, 8201, 8301, 8401, 8402, 8501

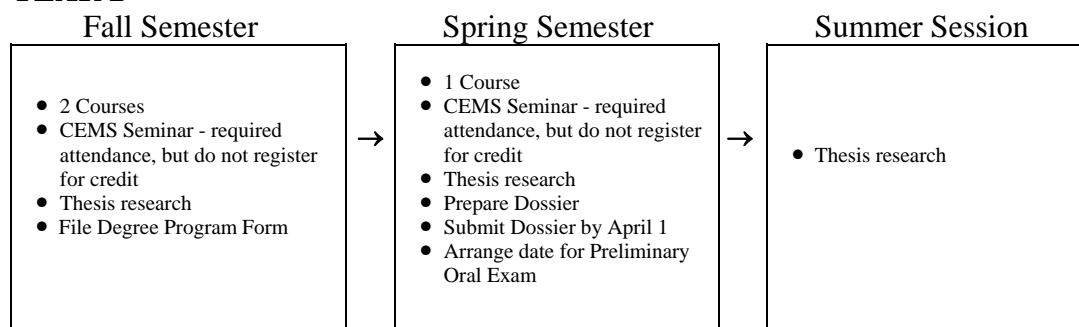
You should refer to the Major Program description for additional credit requirements. Attendance at seminar is not required for students registered in the Professional Masters program.

H. TYPICAL PROGRAM SEQUENCE FOR THE PH.D. IN MATS

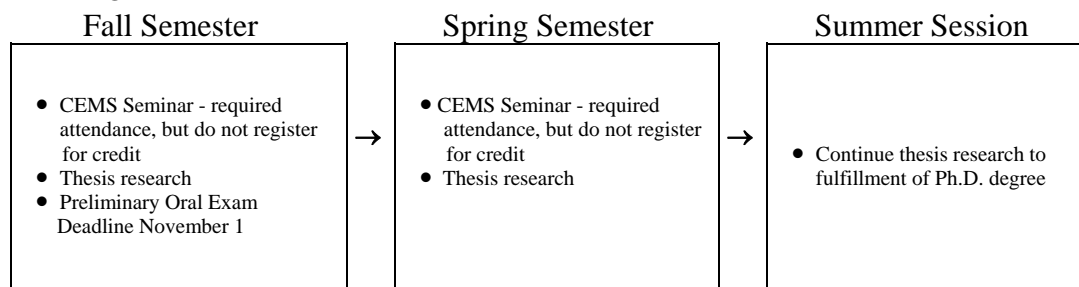
YEAR 1



YEAR 2



YEAR 3



Note: All materials science students registered in the Ph.D., the M.S.Mat.S.E.–Plan A, or the Professional Masters M.MatS.S.E.–Design Project degree programs are required to take the following courses:

MatS 8001, 8002, 8003, and 8004

You should refer to the Major Program description for additional credit requirements. Attendance at seminar is not required for students registered in the Professional Masters program.

I. SPEAK TEST REQUIREMENT

The department believes strongly that English language proficiency is critical to many aspects of your graduate student experience and your future professional career. The University of Minnesota has specific English language requirements that must be satisfied before a student can be a Teaching Assistant (TA). Consequently, the DGS has instituted a policy to ensure that any English deficiencies are corrected as early as possible. The course of action detailed below is *mandatory* for all Ph.D. students.

The University of Minnesota requires that all nonnative English speaking Teaching Assistants (TAs) must demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship. The University of Minnesota policy considers a nonnative speaker to be a person who grew up in a home where the primary language was not English. Note that this applies to US citizens, to students who have degrees from institutions in the US, and to students from countries where English is the medium of instruction.

When you meet with the DGS individually, after the Department Orientation, he will determine your status based on this policy and will make the appropriate recommendation. If you are a nonnative English speaker, you will be required to take the SPEAK Test before or during the first 2-weeks of the fall semester. The website concerning the SPEAK test is:

<http://www1.umn.edu/ohr/teachlearn/nonnative/speak/index.html>

The Center for Teaching and Learning Services will notify you and Julie Prince about the results of your SPEAK Test. The chart below indicates the range of scores and their English Language Proficiency (ELP) rating. If your score is less than 55 (an English Language Proficiency, ELP, rating of 2-5), you must meet with the DGS to discuss the required corrective action, as shown in the chart.

<u>Speak Score</u>	<u>ELP Rating</u>	<u>Implication</u>
55-60	1	Eligible for all TA duties; no further instruction in English communication skills is required.
50	3	Must enroll in GRAD 5105, which is an English communication skills course taught at the Center for Teaching and Learning Services (CTLTS). You can enroll either in Spring 2010 or Fall 2010.
45	4	Must enroll in a sequence of two English communication skills courses (GRAD 5102 and GRAD 5105) taught at the Center for Teaching and Learning Services (CTLTS). You must enroll for GRAD 5102 in Spring 2010 and in GRAD 5105 in Fall 2010.
20-40	5	Must enroll in a sequence of three English communication skills courses (Foundations, GRAD 5102 and GRAD 5105) taught at the Center for Teaching and Learning Services (CTLTS). You must enroll in Foundations in Spring 2010, in GRAD 5102 in Fall 2010, and in GRAD 5105 in Spring 2011.

Below are more detailed descriptions of the different English language communication courses offered through the International Teaching Assistant Program (ITA) of the Center for Teaching and Learning Services (CTLS).

FOUNDATIONS for Language and Culture of Teaching in the United States.

This non-credit course is designed for prospective TAs who have scored 20-35 on the SPEAK test and who have an English Language Proficiency rating of "5". The goal of the course is to increase pronunciation, fluency and listening skills in preparation for taking Language and Culture of Teaching in the United States. The class meets twice weekly in seminar and also includes tutorial sessions.

GRAD 5102: PREPARATION for University Teaching for Nonnative English Speakers.

This two-credit course is designed for graduate students who wish to increase their understanding of the theory and practice of teaching in higher education in the United States. It is the first in a two-course sequence fulfilling the mandate of the Minnesota State Second Special Legislative Session of 1985 and University of Minnesota policy, *English Proficiency for Nonnative English Speaking Teaching Assistants*. The course emphasizes awareness of cross-cultural communication issues in the context of the instructional setting. Its goal is to provide students with a foundation in interactive teaching practice, familiarity with the diverse characteristics of undergraduate students, and strategies for effective classroom communication. In the simulated setting of the lab experience, students will also have the opportunity to put into practice the theories they are learning.

SUPPLEMENTAL PREPARATION for University Teaching in the United States.

This non-credit supplemental practice course is designed for those students with a SPEAK score of 40 who are currently enrolled in GRAD 5102 *Preparation for University Teaching for Nonnative Speakers of English* or for those students who have completed GRAD 5102 with an English Language Proficiency Rating of 4. The goal of the course is to increase pronunciation and listening skills necessary for a TA position. The course is highly individualized and includes tutorial and practice teaching sessions. Instructor recommendation is necessary for this non-credit course.

GRAD 5105: PRACTICUM in University Teaching for Nonnative English Speakers.

This 2 credit course is the second in a two-course sequence designed to fulfill the mandate of the Minnesota State Second Special Legislative Session of 1985 and University of Minnesota policy, *English Proficiency for Nonnative English Speaking Teaching Assistants*. As such, it addresses the pedagogical, practical, and language skills necessary for nonnative English speaking TAs to instruct students at the University of Minnesota. The focus of GRAD 5105 is the application of teaching and learning theories in an authentic classroom situation, and an examination of cross-cultural issues in higher education. It builds on the knowledge of teaching theory and language skill development which made up *Preparation for University Teaching for Nonnative English Speaker*. In GRAD 5105 students will discuss advanced issues in instruction, teach in a real university setting, reflect on their performance, and identify areas for further study and professional development.

SUPPLEMENTAL PRACTICUM in University Teaching in the United States

This non-credit supplemental practice course is designed for those students with a SPEAK score of 45 who are currently enrolled in GRAD 5105 *Practicum in University Teaching for Nonnative Speakers of English* or for those students who have completed GRAD 5105 with an English Proficiency Rating of 2. The goal of this individualized course is to enhance those areas of classroom communication most relevant to each student. Regularly scheduled 1:1; meeting times will be scheduled.

LANGUAGE AND TEACHING CONSULTATIONS. Non-credit work for students who have achieved an ELP rating of "1" but who wish to continue their language and teaching development is offered based on staff availability. For more information, please contact Jane O'Brien, Program Director for Initiatives for Nonnative Speakers of English at obrie093@umn.edu

J. MANDATORY SAFETY TRAINING

Everyone is required to do safety training. You will be suspended from the payroll if you do not complete the required safety training, when offered. Raul Caretta, our Research Safety Officer, will provide more information. Check our web page at <http://www.cems.umn.edu/about/safety/index.php>.

K. MANDATORY ETHICS SEMINARS

Everyone is required to attend the seminar on Professional Ethics offered in the first year of our graduate program.

L. TA TRAINING PROGRAM

The Center for Teaching and Learning Services offer campus wide workshops, courses and facilitated discussions about teaching and learning. Second year students are considered "new TAs" and we strongly encouraged you to attend the "New TA Orientation" or any of the other "Workshops" offered in late August each year. These workshops are free!!

M. TRANSFERS

Students are admitted into the CEMS department with the expectation that they will graduate from the major (ChEn or MatS) to which they were admitted. Transfer between majors, or to another department, is not encouraged. Students who think they may wish to change majors should first contact their DGS; there may be significant negative financial consequences associated with major changes.

IV. QUALIFYING FOR AND OBTAINING GRADUATE DEGREES

A. DEGREE PROGRAMS

The M.S. Degree Program Form (DPF) must be submitted to the Graduate School after completion of 10 credits. For students enrolled full-time, this would be during the second semester of study.

For Ph.D. students entering Fall 2009 the DPF should be completed by the end of the 3rd semester (so December 2010). For Ph.D. students entering Spring 2010, the DPF should be completed by the end of the second week in May 2011. During the fall semester of your second year, Julie Prince will provide you with information for the DPF and instructions for your Dossier. All requirements stipulated on the degree program must be met before your degree can be cleared to take your final exam. You can make changes to your approved program by petition to the Graduate School.

Coursework taken for grade as S/N cannot be counted as major coursework on the Degree Program Form without advanced approval of your advisor and the DGS. It is CEMS Policy that a maximum of 6 credits can be taken S/N.

Maximum Incomplete Grade Policy: CEMS graduate students are allowed to have a maximum of 6 credits of incomplete grades at any given time. Grades for incomplete courses that are listed on your approved Degree Program Form should be submitted before you can take your Final Oral Examination. If necessary, and with permission from your advisor and the DGS, you can petition to remove and replace the incomplete course from Degree Program Form.

B. RESEARCH FACULTY

CEMS faculty can be considered for advisors, co-advisors, or as major field members on preliminary or final oral examination committees.

C. GRADUATE FACULTY IN CEMS

The following list of faculty hold senior or affiliate senior membership on the Graduate School Faculty Roster for CEMS. Everyone on this list can advise students in either Chemical Engineering or Materials Science. Faculty not listed below but who have senior or affiliate senior status in CEMS may be eligible to serve as a member of your committee. A complete Graduate School Faculty Roster can be found at http://www.grad.umn.edu/faculty_rosters/index.html. Check with Julie Prince if you have questions about this list.

Eray Aydil Roberto Ballarini (Civil) Victor Barocas (BME) Frank Bates Aditya Bhan Matteo Cococcioni Edward Cussler Prodromos Daoutidis Jeffrey Derby Kevin Dorfman Lorraine Francis C. Daniel Frisbie William Gerberich Steven Girshick (ME) Wayne Gladfelter (Chem) J. Woods Hally (Phys)	Marc Hillmyer (Chem) Russell Holmes Wei-Shou Hu Yiannis Kaznessis David Kohlstedt (Geo/Geophy) Efie Kokkoli Uwe Kortshagen (MechE) Satish Kumar Chris Leighton Timothy Lodge Christopher Macosko Alon McCormick K. Andre Mkhoyan David Morse David Norris David Odde (BME)	Hans Othmer (Math) Lanny Schmidt Claudia Schmidt-Dannert (Bio) Wei Shen (BME) David Shores Ronald Siegel (Pharmaceutics) J. Ilja Siepman (Chem) William Smyrl Friedrich Srien Beth Stadler (ECE) Robert Tranquillo Michael Tsapatsis Chun Wang (BME) Jianping Wang (ECE) Renata Wentzcovitch
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D. THE DOSSIER

If you are a Ph.D.-track student, you will prepare a dossier and pass a preliminary oral exam that is based in part on the dossier. The dossier is used to ascertain your potential for Ph.D.-caliber research. It serves as the Department's written examination.

The dossier is expected to demonstrate your ability to conceive and describe a research project. It is not expected to show finished results. It **must** be approved by your advisor before it is submitted. The dossier includes:

- A brief statement of your personal and educational background, your areas of specialization or competence, and your plans for the future.
- Copies of your approved DPF and your transcript records.
- A research proposal consisting of:
 - Description of thesis problem with appropriate literature survey;
 - Description of proposed experimental and/or theoretical approach;
 - Results based on research completed to date;
 - A discussion of directions along which the research project is likely to evolve and the techniques to be developed; and
 - Any further evidence of your ability to perform original research, such as special studies, reports, or manuscripts.

Approval is signified when your DGS and advisor sign the Graduate School Preliminary Written Examination form. If it is not approved, you will meet with your advisor to identify deficiencies that can be resolved—or to consider other opportunities.

The dossier must be submitted to Julie Prince for distribution to your committee by April 1 of the second academic year. Financial support will be suspended automatically if you do not meet the deadline.

E. PRELIMINARY ORAL EXAMINATION

Arrangements for the preliminary oral examination are made after the dossier is approved. The preliminary oral exam should take place during spring semester of the second year, immediately after approval of the dossier. The exam must be scheduled in the Graduate School at least 1 week prior to the exam date.

Committee members can be any faculty on the CEMS Graduate Faculty Roster who holds a Senior Member or an Affiliate Senior Member appointment. The roster can be found at: http://www.grad.umn.edu/faculty_rosters/faculty.html. Any faculty listed on the roster under Chemical Engineering or Materials Science (Twin Cities) can count as a major or a supporting committee member, **but at least two members of your committee MUST be faculty from the Chemical Engineering and Materials Science Department (i.e., Senior Members).**

Note: CEMS requires one additional committee member than required by the Graduate School.

We require 3 readers (2 in addition to your advisors if co-advised). The readers will include your advisor(s), your random member (who will be from CEMS), and one other member of your

committee. At least **two of the readers must be faculty from the Chemical Engineering and Materials Science Department** (i.e., Senior Members).

The oral starts with a presentation of the proposed research (approx. 20 minutes) followed by discussions of the proposed research. The examination is then opened to general questions pertaining to the major and minor fields. Successful completion signifies acceptance into candidacy. Unsuccessful completion may lead to a retake or a recommendation to convert to the M.S. program. The latter requires that you file Change-of-Status and revised DPF with the Graduate School.

F. SATISFACTORY DEGREE PROGRESS

The Graduate School Constitution requires that your progress be evaluated annually. In the spring of each year your advisor will receive a copy of your Annual Review Form. After completion of your review, the form should be signed by you, your advisor, and the DGS. The original will be kept on file with the Department. The review will include the following:

- Progress in research
- Degree requirements and milestones
- TA assignments

Satisfactory progress for M.S. students is judged by completion of coursework by the end of the second semester, initiation of research in the second semester, submission of a thesis, and successful defense of the thesis. This can be done in one calendar year.

Satisfactory progress for Ph.D. students is judged by completion of most coursework during the first two academic years, submission of the dossier by April 1 of the second year, and completion of the preliminary oral examination by November 1 of the third year. Thereafter, your thesis advisor, who will inform you and the DGS if there are deficiencies, determines satisfactory progress.

You can be removed from payroll within an appointment period if

- You do not submit the dossier by the April 1 deadline,
- You fail to attend required safety meetings, or
- You fail to make satisfactory academic progress.

There may be probationary reappointments for up to one year at the discretion of your advisor. In these cases, you are entitled to a written explanation as to cause and the avenues for appeal. Graduate assistants will be continued on salary during appeals.

If, for reasons of conscience, you choose not to accept work on a specific project or to accept salary from a specific funding source, then you may choose to seek another project or a different advisor, free of prejudice.

An overall GPA of 2.80 is required for the M.S. and Professional Masters programs in CEMS. For the Ph.D., the Department requires a 3.0 overall GPA. A one-semester warning will be issued if your GPA falls below the required 3.0 minimum. If the deficiency remains, a hold will be placed on enrollment and special arrangements must be made with the Graduate School. Consult the Graduate School Bulletin for more information.

G. FINAL ORAL EXAMINATION

MS and Ph.D. candidates must stand for a final oral examination in defense of the thesis. In preparation, you must submit the necessary forms and assemble your examining committee. You are responsible for obtaining grades for courses that have incompletes, such as seminars or special topics. If your actual degree program differs from the program that you filed with the Graduate School, you can petition to make the appropriate changes or additions. A list of the required forms and a timetable for submitting the necessary forms is located on page 33 of this bulletin.

Copies of your M.S. or Ph.D. thesis should be given to

- your advisor(s) - bound copy unless otherwise requested
- the Department - bound copy
- the Graduate School - 1 unbound copy that must contain the signature page

M.S. Degree - The thesis is read by an examining committee that consists of at least two representatives from the major field and one from the minor/supporting program. The final oral covers any work fundamental to the major and minor/supporting fields. The final oral is attended only by you and your examining committee (3 faculty; 4 if coadvised).

Ph.D. Degree - The final examining committee consists of at least four members, three from your major field and one from the minor/supporting program. If you have a co-advisor(s), all advisors count as one, so you will need a total of 5 committee members. You are to indicate who will serve as chair. He/she cannot be your advisor or co-advisor. The chair need not be a thesis reviewer and need not be from the major field. You also choose the thesis reviewers. At minimum, reviewers include the advisor(s), one additional major field examiner, and one examiner from the minor/supporting program (3 total). Consult the Graduate School Bulletin for details.

Committee members can be any faculty on the CEMS Graduate Faculty Roster who holds a Senior Member or an Affiliate Senior Member appointment. The roster can be found at: http://www.grad.umn.edu/faculty_rosters/faculty.html. Any faculty listed on the roster under Chemical Engineering or Materials Science (Twin Cities) can count as a major or a supporting committee member, **but at least one members of your committee MUST be faculty from the Chemical Engineering and Materials Science Department (i.e., Senior Members)**.

Note: You must enroll the title of your thesis with the Graduate School (Thesis Proposal Form). Once this form is approved you can request the grad packet, which includes the thesis reviewers report form, and other forms necessary to graduate. Instructions for the preparation of the thesis, including format and binding specifications and advisor's signature requirements, are available on the Graduate School website.

You must schedule your final oral examination in the Graduate School after the thesis has been judged ready for defense. Note that scheduling must be done at least one week prior to the exam date.

The final oral examination is made up of two parts. The first is a public seminar. The second allows your committee to examine the thesis and your training in more detail. It is not open to the public. Please give copies of public invitations to Julie Prince.

H. SIGNING OUT AFTER COMPLETING THE DEGREE

If you are on University payroll, it is important that you see Mary Nissen the semester before your last semester to get started on your termination paperwork. In addition, you are required to fill out a Check-out/Termination form, which is available from Mary Nissen in Room 151. You are responsible for obtaining signatures before you leave for the following:

- disposal of (or transfer of) all chemicals, with approval of your group's safety officer;
- closing your computer accounts;
- returning keys; and
- giving your forwarding address to Mary Nissen and Julie Prince

V. USEFUL GENERAL INFORMATION

A. BOOKSTORE

The campus bookstore is located in Coffman Memorial Union – Mpls Campus, and at the St. Paul Student Center. Textbooks, computers, computer supplies, and general school supplies are also available from the bookstore. For additional information visit: <http://www.bookstore.umn.edu/>.

B. BUDGET “EFS” NUMBERS

Most advisors will give you an EFS number when you begin work on a research project. This will allow you to charge project-related supplies and expenses. Please use the complete number each time -- and print clearly. Also note that your advisor(s) will expect you to use these EFS numbers responsibly. Your advisor(s) must raise funds to support these and will not appreciate unnecessary expenses.

C. CAREER SERVICES

IT Career Services provides a variety of services to graduate students and post-docs seeking career or job search information. The office is host to on-campus interviews with employers from a variety of employment sectors. The office posts job opportunities on line, and assists job seekers with all aspects of the job search process. Scheduled workshops or individual appointments are available to provide information and assistance in writing resumes/CVs, job search correspondence, building interviewing skills, and developing an individual job search strategy.

The IT Career Services is located in Lind 50, 624-4090. The office maintains an extensive employer information library, and a career and employment resource center. For more information, please refer to the website at, <http://www.it.umn.edu/career> for access to specialized information for graduate and professional school students, annual career fairs/events and other career related resources.

The CEMS Department maintains a folder containing letters and postings from Universities and companies. Most are for academic positions. This folder is located in Amundson 151. Check with one of the office staff if you wish to check it out for 1-2 hours.

D. CEMS-COUNCIL OF GRADUATE STUDENTS

The (CEMS-CGS) was formed to improve communication between faculty and graduate students. In the past, the CEMS-CGS has held career forums to educate students on different career options, worked with the Directors of Graduate Study to improve teaching assistant assignments, helped address student concerns regarding the availability of computer facilities, and developed a primer for second-year graduate students preparing for their oral exams. In the coming year, the CEMS-CGS will continue to focus on these issues as well as develop an interactive online forum for all CEMS students. The CEMS-CGS also encourages CEMS students to serve in the University-wide student government, such as the Council of Graduate Students (COGS), the Graduate and Professional Student Assembly (GAPSA), the Student Senate, and various University committees.

All CEMS graduate students are encouraged to participate in the CEMS-CGS and are eligible for full membership. Officer and class-year representative elections are held in late January. Contact the CEMS-CGS at cems-cgs@tc.umn.edu or <http://www.cems.umn.edu/orgs/cgs/> to get involved.

E. CHANGE-OF-ADDRESS

Inform Mary Nissen and Teresa Bredahl in CEMS if you have changes in your home or office addresses, phone numbers or preferred email. Address changes should also to OneStop at 624-1111.

F. COMMONS ROOM

The Commons Room (Amundson 150) is shared by CEMS faculty, staff, and graduate students. The Commons Room is for relaxing, reading, eating, and socializing. You will find coffee, a refrigerator, microwaves, and a sink for your convenience. A small journal and book library in Amundson 150 is available for students use. Please use it and please keep the collection better organized than you found it.

There are a few common-sense guidelines in the Commons Room:

- Provide your own utensils, including coffee or tea cups.
- If the coffee runs out, please make more. Ask someone from the main office for guidance.
- **Please clean up after yourself.** This includes papers, chairs, and washing off tables. We do not hire the staff to clean-up after you.
- Please help keep both the microwaves, refrigerator and the counter-top and sink areas clean.
- The refrigerator will be cleaned weekly. Food, including containers, left after 4:30 on Friday will be thrown out.

G. COMPUTERS

First-year graduate students and all undergraduate students in the Institute of Technology (IT) pay the University's IT Technology (IT Tech) fee. These fees pay for computing equipment and software in the undergraduate computing lab in 132 Amundson and the graduate student computing lab in 185 Amundson.

Students who pay the IT Tech fee may utilize additional computer labs maintained by IT Labs. To obtain an IT Labs account or to find computer lab locations outside CEMS, visit the IT Labs website, <http://www.itlabs.umn.edu>.

The Minnesota Supercomputing Institute (MSI) is located in Walter Library and provides advanced computing capabilities. It is open to any University of Minnesota researcher; graduate students must obtain approval from their advisor before using resources at MSI. You may find out more about MSI by visiting their homepage, <http://www.msi.umn.edu/>.

First-year graduate students are encouraged to use the CEMS Graduate Computing Lab in 185 Amundson Hall, where seven Windows computers and four Macintosh computers are available. Graduate students may also use computers in 132 Amundson, the undergraduate computing lab, where competition for computers might be more intense.

There are two printers located in 185 Amundson: Escher, an HP LaserJet 8150 black and white laser printer; and Vincent, a Xerox WorkCentre color wax printer. The cost for printing to Escher is five cents per page; the cost for Vincent is 25 cents per page. You will be prompted to enter a University EFS number before printing. For personal printing, please deposit money to your printing account in the CEMS Main Office in 151 Amundson.

One Windows computer, Raphael, is attached to a scanner with a document feeder. Each of the Windows computers has Photoshop and the Standard version of Adobe Acrobat. All of the computers have CDRW drives and writable DVD drives.

When you join the department, you will be given a password that will let you logon to Windows, Linux, and CEMS email. CEMS departmental passwords must be changed every 180 days. For information regarding selecting a secure password as well as other security-related information, please visit the University's Safe Computing website, <http://safecomputing.umn.edu>.

Your home directory will be automatically mapped as H:\ when you login to the CEMS Windows domain. On Linux, use SSH to authenticate to your shell account and browse on your home directory root to the .windows folder, which corresponds to your mapped home in Windows.

The storage space for your account is 500 MB. This is for everything stored in your Home (H:\) drive (including your Windows roaming profile, your Home directories, email IMAP folders, etc.). These data are backed up automatically each evening. We recommend storing important data to your Home (H:\) so it can be backed up.

The University also provides 1GB of storage space through your University email account. This space is accessible using SFTP (secure file transfer protocol). Read more about this space and how to access it by visiting <http://www.umn.edu/adcs/help/filetransfer.html>.

Another useful University service is NetFiles, which allows you to store up to 5GB of data and share files with persons inside and outside the University. This is a powerful service for working collaboratively and for sharing large files. You may read more about NetFiles at the main NetFiles webpage, <http://www.umn.edu/netfiles/>

The computers in 185 Amundson are primarily intended for instructional use. You may use the computers for research or personal purposes if they are idle, but you should relinquish a computer if someone needs it for instructional or research activities.

For more information regarding computing resources in CEMS, visit the departmental Wiki at <http://www.cems.umn.edu/wiki>. To learn more about the CEMS IT Office and to request assistance, visit the CEMS IT Office homepage at <https://www.cems.umn.edu/dept/itoffice>.

H. COPYING

A large copy machine is located in Amundson 151F. This large copier is for staff only during the hours 7:45-9:00 a.m. and 3:00-4:30 p.m. A smaller color copier is located in 185 Amundson and is available at any time if you have an EFS number. Consult the staff in the main office if you need assistance in operating either copier. Only the small copier is to be used for book or journal copying. Walter Library has copy cards for purchase that can be used for library copiers.

I. E-MAIL ACCESS

Each CEMS computing account includes an email address, yourusername@cems.umn.edu. The University's Academic and Distributed Computing Services (ADCS) will provide another email

account, which is also referred to as an “x.500 account”. For more information regarding University email accounts, check the ADCS website by going to <http://www.umn.edu/adcs/info/accounts.html>.

We suggest you choose one account as your primary account and forward email from one to the other. To forward your University email to your CEMS account, browse to the ADCS web page listed above and choose the "forward your mail" link. To forward your CEMS email to your University account, create a forward file on your Linux shell account containing the email address to forward your mail to. To forward your CEMS email, go to <https://www.cems.umn.edu/dept/logon.php>, login using your University X.500 ID and password, and select "Email Settings" from the list of options.

The CEMS email server supports email connections using the POP and IMAP protocols, which are supported by nearly every email client. Examples of email client software are K-Mail, Microsoft Outlook, Microsoft Outlook Express, Eudora, Mozilla Thunderbird, and Netscape Messenger. Mozilla Thunderbird is the recommended email client for Windows, MacOS, and Linux for everyone at the University of Minnesota. Whatever email client you use, it must use SSL or TLS for encrypted authentication to protect your password.

You will need to configure your email client to access your CEMS email account. For detailed instructions about configuring various email clients to connect to CEMS email, logon to <https://www.cems.umn.edu/dept/logon.php> using your University X.500 ID and password and select CEMSWiki from the list of choices. On the wiki Main Page, choose Email. On the Category:Email page, choose the name of your email client. Each email client page contains a section entitled “CEMS Email Configuration.” For instructions about configuring your University email, visit <http://www.umn.edu/adcs/help/email/clients.html>.

University email accounts may be used to access email from the University web mail site at <http://www.mail.umn.edu>. CEMS email account may be used to access email from the CEMS web mail site at <http://webmail.cems.umn.edu>.

While the University and CEMS mail servers block some spam, the CEMS server is less restrictive. If the CEMS mail server determines a message to be spam, it is not blocked but has a ***SPAM*** header affixed to it. This allows you to create rules or filters on your email client to handle as you see fit any message tagged with this header. We recommend moving mail tagged as ***SPAM*** to a Junk or Spam folder, where you may look at it periodically to determine if you wish to delete it or not. If you receive a spam email message in your CEMS account, forward it to spambox@cems.umn.edu. If you receive a message marked as ***SPAM*** that is not actually spam, please forward it to hambox@cems.umn.edu. The mail server learns what is and isn't spam each evening, and every message forwarded to these mailboxes helps make the server more effective.

Many email clients have what is called “adaptive message filtering”, which lets you tell your email client what is spam and what is not. Mozilla Thunderbird and Microsoft Outlook are examples of email clients with adaptive message filtering based on your input. By telling the email server and your email client about spam, you can profoundly reduce the quantity of unwanted email you see every day.

You may set up a personal web site on your CEMS account or your University account. In your CEMS shell home is a directory called public_html where you can create your web site. Your URL will be <http://www.cems.umn.edu/~username>. For instructions on creating a homepage on your University account, go to <http://www.umn.edu/adcs/help/webpage.html>. The CEMS IT Office can help with specific problems but we are not set up to teach HTML to students. To learn more about creating and designing web pages, go to an Internet search engine (e.g. Google or Yahoo) and search for "HTML tutorial". There are many to choose from.

For answers to many questions about general information technology services at the University, start browsing from <http://www.umn.edu/adcs/help>.

For more information on a variety of subjects specific to CEMS, you can access the CEMS IT Office web page at <http://www.cems.umn.edu/itoffice>. We encourage you to use this site to find for solutions to many problems and to request help through an online form.

J. FAX MACHINE

Our FAX number is (612) 626-7246. Faxes sent to you should include your name and mailbox number. An EFS number is required to send a fax long-distance. For help, ask one of the staff in Amundson 151.

K. GRIEVANCES

Graduate students may submit a grievance to the head of the Department, the DGS, or faculty members, as he/she deems appropriate. If a graduate student wishes arbitration of a grievance, the elected Departmental Grievance Committee will hear the case and recommend action.

L. HELPFUL PHONE NUMBERS - DEPARTMENT

Accounting, Payroll, Other

Financial Director for CEMS.....	Rachel Surber	151T.....	625-4580
Assistant to Financial Director.....	Ann Tran.....	151Q	624-5295
Payroll and HR Manager	Mary Nissen.....	151U	625-5386
Purchasing Manager.....	Danny Williams.....	151R	625-2375
Travel & Reimbursements	Jody Peper	112	625-4048
Machine Shop	Bill Gruhlke	361	625-2825
Access for Building and Office Keys	Teresa Bredahl.....	151	625-0154
Mail Room/Copying Help.....	Sue Wermager	151	625-0054
Undergraduate Studies, Asst to DUGS	Laura Ericksen.....	151	626-5762
ADMIRE Office: Abu Dhabi Minnesota			
Institute for Research Excellence.....	Connie Galt.....	289	625-9102

Assistants to:

Aydil	Connie Galt.....	289	625-9102
Bates.....	Marsha Riebe.....	393	625-4356
Bhan.....	Phil Jensen	170	625-9075
Caretta.....	Teresa Bredahl.....	151	625-0154
Cococcioni	Jessica Raines	257	626-7630
Cussler	C.J. Stone.....	185F.....	624-5763
Daoutidis.....	Phil Jensen	170	625-9075

Derby	Connie Galt.....	289	625-9102
Dorfman	Jessica Raines	257	626-7630
Francis.....	Phil Jensen	170	625-9075
Frisbie	C.J. Stone.....	185F	624-5763

Assistants (to) continued:

Gerberich.....	Phil Jensen	170	625-9075
Holmes	C.J. Stone.....	185F	624-5763
Hu.....	Jessica Raines	257	626-7630
Kaznessis	Jessica Raines	257	626-7630
Kokkoli	Jessica Raines	257	626-7630
Kumar	Phil Jensen	170	625-9075
Leighton	Teresa Bredahl.....	151	625-0154
Lodge	Carol Makkyla.....	324 Smith.....	624-9033
Macosko.....	Phil Jensen	170	625-9075
McCormick	Phil Jensen	170	625-9075
Mkhoyan	Teresa Bredahl.....	151	625-0154
Morse	Phil Jensen	170	625-9075
Norris	Teresa Bredahl	151	625-0154
Schmidt	Phil Jensen	170	625-9075
Schott	Teresa Bredahl.....	151	625-0154
Shores.....	C.J. Stone.....	185F.....	624-5763
Smyrl.....	C.J. Stone.....	185F.....	624-5763
Srienc	Jessica Raines	257	626-7630
Tranquillo.....	Kris Govro.....	7-105 BSBE.....	626-3332
Tsapatsis.....	Phil Jensen	170	625-9075
Wentzcovitch	C.J. Stone.....	185F.....	624-5763

M. HELPFUL PHONE NUMBERS - SERVICES

University Information (if calling from on-campus phone)	0
University Information (from off-campus phone)	625-0000

Some services frequently used by students in CEMS are given below.

Computer, Internet and E-Mail Help Line (ADCS) Technology Helpline.....	626-4276
Chemistry Stockroom, Smith S-17	625-3329
Chemistry and Chemical Engineering Librarian, Walter Library	624-9399
Council of Graduate Students (COGS), 405 Johnston Hall.....	626-1612
Environmental Health & Safety.....	626-6002
Media Resources (equipment and projection)	625-3001
Facilities Management IT Zone:	
Customer Service & Building Maintenance	624-2900
Janitorial - Supervisor (call after 3:00 p.m.).....	624-9380
Emergency Repair – After hours, weekends, holidays	625-0011
Glass Technology Services (glassblowers) 49 Smith Hall	625-9573
Graduate Student Insurance Office, N-323 Boynton Health Services.....	624-0627
Graduate Assistants HR Office (Student Help Benefits Office).....	625-6936
Graduate & Prof. Student Assembly (GAPSA), Coffman, Suite 234	625-2982
Mechanical Engineering (tool & crib)	
Research Shop, 163 Mechanical Engineering	625-1301
Grad Student Shop, 177 Mechanical Engineering.....	625-7855

N. INFORMATION SOURCES

Computer Resources - Departmental

- CEMS Computer Systems Office (CEMS Accounts) – Log-on at the CEMS Site for Faculty, Grad, Staff, and Visitors at – <http://ww.cems.umn.edu>
- Computer Resource/Instruction Books – Jim Pirie in 185 Amundson
- Software Support and Grant Process Support – CJ Stone in 185 Amundson

Computer Services – University

- Academic Computing – <http://www1.umn.edu/adcs/>
- Digital Technology Center – <http://www.dtc.umn.edu/>
- Information Technology Newsletter – <http://www1.umn.edu/oit/newsletter/>
- Internet Accounts – <http://www1.umn.edu/adcs/info/accounts.html>
- Internet/E-mail account initiation and options (U of MN) – <http://www.umn.edu/validate>
- Institute of Technology Computing Facilities – <http://www.itlabs.umn.edu>
- Minnesota Supercomputing Institute – <http://www.msi.umn.edu/>

Graduate Student Information Other Miscellaneous Information

- Boynton Health Services – Graduate Assistant Health Plan – <http://www.shb.umn.edu/twincities/graduate-assistants.htm>
- Center for Teaching and Learning – <http://www1.umn.edu/ohr/teachlearn/>
- Council of Graduate Students (COGS) – <http://www.cogs.umn.edu>
- CEMS Council of Graduate Students (CEMS-CGS) – <http://www.cems.umn.edu/orgs/cgs/>
- Disability Services – <http://ds.umn.edu/>
- Guide to Campus and Twin Cities Area Activities – <http://www.sao.umn.edu/>
- Graduate and Professional Student Assembly (GAPSA) – <http://www.gapsa.umn.edu>
- Graduate Assistants Human Resources: Employment Services – <http://www.umn.edu/ohr/gae>
- Graduate School – <http://www.grad.umn.edu>
- Graduate School Fellowship Office – <http://www.grad.umn.edu/fellowships>
- Graduate School Forms – http://www.grad.umn.edu/current_students/forms/index.html
- Graduate School Student Services – http://www.grad.umn.edu/offices-contacts/student_services.html
- International Student and Scholar Services (ISSS) – <http://www.iss.umn.edu>
- Office for Equity and Diversity – <http://www.academic.umn.edu/equity/>
- OneStop Student Services (Class Schedule, Register, etc.) – <http://onestop.umn.edu>
- Student Conflict Resolution Office – <http://www.sos.umn.edu/>
- University Department Directory – <http://www1.umn.edu/systemwide/directories/index.html>
- Womens Center – <http://www1.umn.edu/women/>

Bookstores and Libraries, Directories

- University Bookstores – <http://www.bookstores.umn.edu>
- University Department Directory – <http://www1.umn.edu/systemwide/syssear.html>
- University Library – <http://www.lib.umn.edu/>
- University International Directory – <http://www.international.umn.edu/directory/>
- Minneapolis Public Library – <http://www.mplib.org>

- St. Paul Public Library – <http://www.stpaul.lib.mn.us/>
- State of Minnesota – <http://www.state.mn.us>

Policies and Codes of Ethics

- Graduate School Codes of Ethics – <http://www.grad.umn.edu/Ethics/index.html>
- Equity, Diversity, Equal Opportunity, and Affirmative Action
http://www1.umn.edu/regents/policies/administrative/Equity_Diversity_EO_AA.html
- Student Conduct Code
http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.html
- Student Education Records
http://www1.umn.edu/regents/policies/administrative/Student_Education_Records.pdf

O. LIBRARY

Walter Library is located on the Mall of the East Bank Campus. The Science and Engineering Library, located in Walter, houses all books and journals related to the science and engineering departments. You will need a student identification card to borrow books. The Digital Technology Center located at Walter Library houses several University programs such as the Minnesota Supercomputing Institute for Digital Simulation and Advanced Computation for supercomputing research, advanced networking and telecommunications laboratory, and Laboratory for Computational Science and Engineering, as well as work space for collaborations among digital technology experts from around the University and from industry.

P. Parking and Transportation (Car, Bike, Bus and BusPass)

Call Parking Services at 626-PARK for information about contract lots; go online at <http://www.umn.edu/parking>.

Lottery for 24-Hour Contract Parking - These contracts are sold through a lottery system each semester. Locations may vary each quarter, but include spaces on the East Bank, West Bank, and St. Paul campuses. Information on this can be found at <http://www1.umn.edu/pts/studentcontracts.htm>.

Free Night and Sunday Parking - Enter after 8 p.m. and exit before 8 a.m., Monday-Saturday. Parking is free all day on Sunday (must enter and exit on Sunday). **Exception:** During special events, patrons will be charged special event rates until 30 minutes past the start of the event.

Available at:

- 4th Street Ramp (East Bank)
- 21st Avenue Ramp (West Bank)
- Gortner Avenue Ramp (St. Paul)

Department Parking Pass Program – A limited number of parking passes are available to students who want to park after 4:30 pm M-F or weekends. There is a \$5 charge to belong to the "Parking Program" for the entire academic year. Passes are issued on a first come, first served basis. They cannot be checked out before 2:00 p.m., and they **must** be returned by 12:00 p.m. on the following afternoon. There is a \$5 fine if the pass is not returned during the week (M-Th), \$10 if returned on Friday **before** the lottery at 2:00, **and** \$15.00 if kept over the weekend. See Teresa Bredahl in Rm. 151 Amundson to sign up for this program.

Free Campus Shuttle - You can get wherever you need to go at the University on the campus shuttle system. For example, the St. Paul Campus is only a 10-minute ride using the Campus Connector. All campus shuttles are free and use a color-coded bus stop mapping system. Visit <http://www1.umn.edu/pts/shuttle.htm> for additional information, including maps and schedules.

Metro Busses - The Metro Transit provides most of the regular route bus service in the Twin Cities and has excellent bus service. The Twin Cities Campus Busing Guide is available from Parking and Transportation Services and Metro Transit. To learn more about the buses available to your area, call the Transit Information Center at 612-373-3333 or visit one of the campus kiosks at: Phillips-Wangensteen Building, Williamson Hall Bookstore, Parking and Transportation Services, West Bank Skyway Store, and the St. Paul Student Center. Additional information can also be found at <http://www1.umn.edu/pts/metrobuses.htm>.

U-Pass/unlimited bus rides - The U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It's valid on all regular metro-area bus routes, as well as express, local, limited-stop, or Downtown Zone routes. Metro Transit is the primary bus line running in the Twin Cities area, providing service to just about any destination you desire. U-Pass may not, however, be used on some special event services. To order the U-Pass go to <http://www1.umn.edu/pts/upass.htm>.

Q. PHONES ON CAMPUS

Calling to another campus phone - Dial the last 5 digits of the phone number to call or fax anywhere on campus

Calling to an off-campus phone (local calls) - Dial 8 for an outside line, followed by the number. The Area Codes for Minneapolis are: 612 for greater Minneapolis, 763 for northern suburbs of Minneapolis, and 952 for southern suburbs of Minneapolis.

Long Distance - Rules and instructions for dialing long distance can be found in the front pages of the UM Phone Book. Personal long-distance calls **cannot** be charged to the U of M.

You can charge University of Minnesota business related calls to an EFS number if using a phone in Amundson Hall. Forms for recording these calls are available from our accounting office. Visit <https://ucardcalling.umn.edu/> for information on using your U Card as a calling card for personal use.

R. SECURITY

We are occasionally subjected to thieves who roam the halls looking for easy pickings. Do not leave your office unattended and unlocked. You are encouraged to ask politely for the identity and purpose of any stranger you encounter in the building after regular office or evening class hours.

The Security Monitor Program offers a free walking/biking escort service to and from campus locations and nearby adjacent neighborhoods. To request an escort from a trained student security monitor, please call 624-WALK shortly before your desired departure time and walk safe. Visit <http://www1.umn.edu/police/escort.html> for additional information.

S. SUPPLIES

Supplies for research from outside vendors, the University Stores, or from the University Bookstores can be ordered through Danny Williams online at <http://www.cems.umn.edu/>; after you log-on go to Purchasing.

If you want to purchase chemicals or supplies from the Chemistry Stockroom in Smith Hall you will need to see Ann Tran to initiate a chemistry stockroom card on your EFS number. You need advisor permission before you can obtain this card or before you can make purchases from outside vendors or University Bookstores.

T. TIMETABLE OF GRADUATE REQUIREMENTS

There are several forms you will need to complete during your studies, most of which can be downloaded from <http://www.grad.umn.edu> (under Current Students) or can be picked up in 316 Johnston Hall.

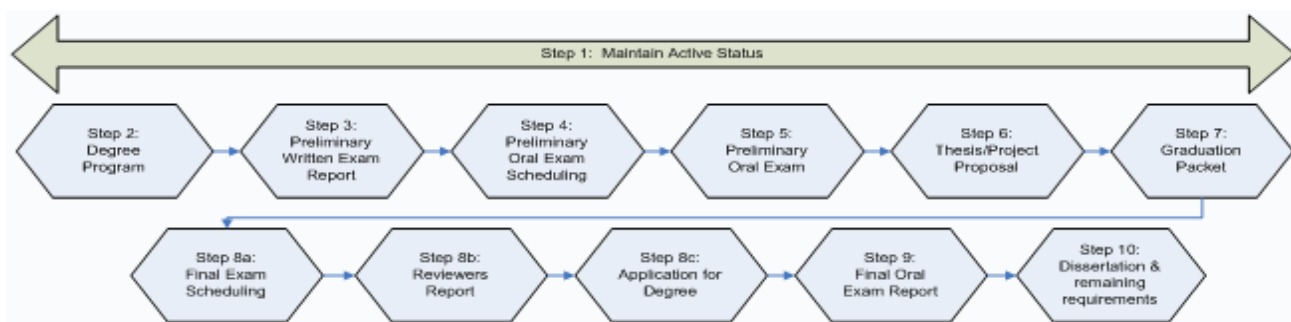
Ph.D. Students Who Entered in Fall 2009

Before or during the first 2-weeks of the fall semester of your first year.	Attend the SPEAK TEST <i>All nonnative English speaking students or students who grew up in a home where the primary language was not English. This applies to US citizens and to those who have degrees from institutions in the United States or countries where English is the medium of instruction.</i>
November 16, 2009	Turn in completed Roster Sheet to Julie Prince
End of 3 rd Semester (so December 2011)	File Degree Program Form
April 1, 2011	Turn in Dossier to Julie Prince
April – May 2011	File Written Exam Report Form (Julie Prince will give this to you after you pass the written exam). It must be filed at least one week prior to your Preliminary Oral Exam.
April – May 2011	Present your Preliminary Oral Exam – Students are encouraged to schedule the exam before the end of spring semester 2011, and must schedule it officially with the Graduate School at least one week prior to exam.
Within one working day of completion of the exam	File Preliminary Oral Exam form.
By End of Third Year	File Thesis Proposal form
After Approval of Thesis Proposal form	Request Graduation Packet. This packet will contain Thesis Reviewer's Report and Application for Degree Form (among others).
First working day of the intended month of Graduation	File Application for Degree (included in the Graduation Packet)
One week prior to the final oral defense	Submit Final Oral Examination Form to the Graduate School (electronically)
Prior to your final oral exam date	Submit Thesis Reviewer's Report form. You should give readers at least 2-weeks and check with them in advance, in case they will be out-of-town, to avoid problems.
One working day following completion of the final oral defense	Submit Final Oral Examination Report Form (this will be sent to the Chair of your examining committee after you schedule exam with the Graduate School).
Last working day of the intended month of graduation	Submit the thesis abstract and one copy of the thesis, all signed by your advisor(s), plus the Microfilm Agreement Form and the Survey of Earned Doctorates PhD students can now submit their dissertation and abstracts electronically. See the Degree Completion Procedures at

http://www.grad.umn.edu/current_students/ for more information.

U. GRADUATE SCHOOL – DOCTORAL DEGREE-COMPLETION REQUIREMENTS

The following Graduate School requirements are to be completed in the following order as shown in the graph below.



For specific information and access to forms required for Doctoral Students go to:
http://www.grad.umn.edu/current_students/

Degree Completion Check List for the Ph.D.

http://www.grad.umn.edu/current_students/doctoral/phdedd-Checklist.pdf

To help you keep track of your degree completion requirements, check-off each step when completed, and retain this check list for your reference.

V. GRADUATE SCHOOL – MASTER’S DEGREE-COMPLETION REQUIREMENTS

The following Graduate School requirements are to be completed in the following order as shown in the graph below.



For specific information and access to forms required for Master's Students go to:
http://www.grad.umn.edu/current_students/ - click on Master's Plan A (with thesis) & Professional Master's of Engineering (design project option). *We do not offer the Plan B or the Coursework only Plan C options.*

Degree Completion Checklist for the Master's (Plan A or Professional Master's of Engineering

http://www.grad.umn.edu/current_students/masters/planachecklist.pdf

To help you keep track of your degree completion requirements, check-off each step when completed, and retain this check list for your reference.

Again – complete checklist at: http://www.grad.umn.edu/current_students/masters/plana.html

Forms for master's students at: http://www.grad.umn.edu/current_students/

W. GRADUATE STUDENT SERVICES AND PROGRESS OFFICE STAFF

(May 2009)

Shannon Gilligan, Student Personnel Coordinator

Phone: 612.625.2306

E-mail: gradssp@umn.edu

- *Preliminary oral exam scheduling and clearance*
- *Language certifications*

Amber Knapp, Coordinator, Master's Degree Services

Phone: 612.625.4019

E-mail: gsmast@umn.edu

- *Master's and Certificate degree progress and clearance*
- *Master's thesis formatting and submission questions*

Stacia Madsen, Coordinator, Doctoral Degree Services

Phone: 612.625.0168

E-mail: gsdoc@umn.edu

- *Doctoral degree progress and clearance*
- *Doctoral final oral exam scheduling*
- *Dissertation formatting and submission questions*
- *Registration exception requests*

Renaë Faunce, Coordinator, Graduate Student Services

Phone: 612.625.5833

E-mail: gscmte@umn.edu

- *Committee substitution requests*
- *Degree Program and Thesis Proposal approvals*

Marci Freundsuh, Assistant to the Dean

Phone: 612.625.0068

E-mail: gsasdean@umn.edu

- *Master's advanced status (FTE) registration applications*
- *Graduate School time extension petitions*
- *>75% graduate assistantship appointment requests*

Karen Starry, Director

Phone: 612.625.2815

E-mail: starry@umn.edu