GRADUATE PROGRAM REQUIREMENTS

for the degree of

Masters of Science, Thesis Option

Version 19

Revised for August 2008 by RBD
A. INTRODUCTION

These guidelines describe the Program requirements for the degree of Master of Science with Thesis in the Department of Chemical Engineering. It is the student’s responsibility to know and take appropriate steps to meet all Program requirements in this document. General requirements for the various degree program as well as descriptions of courses can be found in the University of Florida Graduate Catalog. A student is normally regulated by the rules set forth in the catalog published in the academic year of the student’s first term.

B. PROGRAM REQUIREMENTS FOR MASTER OF SCIENCE (M.S.)

Course Requirements.

The Graduate School minimum requirement for the M.S. degree is 30 semester credits including up to 6 credits in thesis research work (ECH 6971); the Chemical Engineering Department requires a minimum of 21 credits in courses, plus one credit in seminar (ECH 6926) per semester of residence after the first semester of residence.

Included in the 21 credits are three required courses that should be taken in first Fall semester: These are the Molecular Basis of Chemical Engineering (ECH 6272), the Continuum Basis of Chemical Engineering (ECH 6270), and the Mathematical Basis of Chemical Engineering (ECH 6847). Each student is expected to take a graduate course in reaction engineering, kinetics or biochemical engineering if offered before they graduate. In addition, at least two graduate Chemical Engineering science courses must be taken. If a minor is chosen, at least six credits of courses must be taken in it. All courses taken in the Chemical Engineering Department must be at the 5000 level or above to be credited toward the degree program. An example of the course of study for the M.S. degree is given below:
## Typical M.S. schedule

<table>
<thead>
<tr>
<th>First Year</th>
<th>Second Year</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall</strong> (9 credits)</td>
<td><strong>Fall</strong> (9 credits)</td>
</tr>
<tr>
<td>(3) ECH 6270 Continuum Basis</td>
<td>(1) ECH 6926 Seminar</td>
</tr>
<tr>
<td>(3) ECH 6272 Molecular Basis</td>
<td>(8) ECH 6971 Thesis Research</td>
</tr>
<tr>
<td>(3) ECH 6847 Mathematical Basis</td>
<td></td>
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<tr>
<td><strong>Spring</strong> (9 credits)</td>
<td><strong>Spring</strong> (9 credits)</td>
</tr>
<tr>
<td>(6) Two Chemical Engineering graduate courses, including a course in reaction eng., kinetics or biochemical eng.</td>
<td>(6) Two elective courses</td>
</tr>
<tr>
<td>(1) ECH 6926 Seminar</td>
<td>(1) ECH 6926 Seminar</td>
</tr>
<tr>
<td>(2) ECH 6971 Thesis Research</td>
<td>(2) ECH 6971 Thesis Research</td>
</tr>
<tr>
<td><strong>Summer</strong> (6 credits)</td>
<td><strong>Summer</strong> (6 credits)</td>
</tr>
<tr>
<td>(6) ECH 6971 Thesis Research</td>
<td>(6) ECH 6971 Thesis Research</td>
</tr>
</tbody>
</table>

**Research and Thesis** - Near the end of the first semester after enrolling in the program, the student will choose a research adviser. By the end of the first semester, the student must also, with the advice and consent of the research adviser, nominate a Supervisory Committee. The Supervisory Committee must have at least two members, one of whom must be Graduate Faculty member of the Chemical Engineering Department. If a minor is chosen, at least one member of the supervisory committee must be from the minor department. The supervisory committee is very important and should be chosen carefully. The supervisory committee advises the student, monitors the student's progress, supervises the preparation of the thesis, and conducts the final examination.

In Chemical Engineering, a candidate for the M.S. degree must prepare and present a thesis acceptable to the Supervisory Committee and the Graduate School. The candidate should consult the Graduate School Editorial Office for instructions about the form of the thesis. The University Calendar specifies final dates for submitting three copies of the abstract to the Dean of the Graduate School and for submitting the original copy of the thesis bound with an abstract. The college copy should be submitted to the college or
department by the specified date. After the thesis is accepted, it will be available electronically from the University Libraries.

When the student's course work is substantially completed and the thesis is in final form, the supervisory committee is required to examine the student orally or in writing on (1) the thesis, (2) the major subjects, (3) the minor or minors, and (4) matters of a general nature pertaining to the field of study. A written announcement of the examination must be sent to the Dean of the Graduate School. This exam may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred.

The supervisory committee (2 faculty members) and any other appropriate faculty members and the candidate must be present at the final examination. At the time of the examination, all committee members may sign the thesis signature page and the Final Examination Report, although these can be retained by the supervisory committee chair until acceptable completion of corrections.

**Other Remarks** - Graduate level work, totaling no more than 9 credits with a grade of “B” or higher, may be transferred from an institution approved by the Graduate School or 15 semester hours from post-baccalaureate work at the University of Florida. These credits will be applied toward the degree, but the grades will not be computed in the student's grade point average. Transfer of credit requires approval of the student's Supervisory Committee, the Chemical Engineering Department, and the Dean of the Graduate School. Petitions for transfer of credit for the M.S. degree must be made during the first semester of study and, if approved, transfer of credits must be included in the program of coursework.

Students have historically needed 16 to 20 months (4 to 5 academic-year semesters) to complete the degree requirements. Financial support is normally provided to the student through the completion of his/her degree program (as defined by submission of the final thesis to the graduate school). Of course, continued support depends on satisfactory progress by the student. Satisfactory progress is determined by a student’s thesis research adviser. A letter from each student’s adviser on his/her progress is required at the end of each semester.

Students are strongly encouraged to register for required courses at the earliest possible opportunity.

**C. GENERAL Policies and Requirements**

**Florida State Residency Requirement** - For tuition purposes, all eligible students (i.e. those who receive tuition waivers and who are U.S. citizens, permanent resident aliens, or legal aliens granted indefinite stay by the Immigration and Naturalization Service) must take appropriate actions to become in-state residents by the end of their first year. Failure to do so may result in loss of the tuition waiver.

**Course Registration Procedures** - Graduate students must get the approval of their adviser for registration of courses, prior to registration. Approval forms can be obtained in 227 CHE Bldg.

**Continuance Policy for Stipends** - The graduate program is one of intensive study and each student is expected to work seriously toward completion of the degree requirements. Each student will continue to receive stipend support up to 5 academic years of full time study for PhD students and 2 years for MS students, subject to funding availability and satisfactory progress toward completion. Extensions of this limit may be requested by petition that includes a written plan and timeline for completion of the degree.

**Concurrent Degrees** Graduate students who wish to enroll in a concurrent degree program must obtain the appropriate forms from the graduate school. The graduate coordinator will sign these forms only after consulting the chair and after the student's graduate adviser has given written approval for the student to enroll in the concurrent degree program. A copy of all communications regarding the application for the program will be maintained in the student’s graduate folder with the Graduate Program Assistant (Shirley Kelly).
**Leave Policy** - Though Graduate Research Assistantships and Fellowships do not formally provide for leave or vacation time, the Department of Chemical Engineering has established guidelines for granting student leave time. Stipend-supported graduate students accrue 15 business days of leave each fiscal year (a fiscal year begins July 1 and ends on June 30 of the following academic year; business days exclude weekends and University of Florida holidays). Unused leave may accumulate from one fiscal year to the next, but the total annual leave may not exceed 20 business days in any given fiscal year. No compensation for unused leave shall be made at the end of a student’s studies. Students whose leave exceeds the limits, without written approval of the advisor, are subject to reductions of stipend and may lose the privilege of receiving a tuition waiver for one or more semesters.

The specific dates of absence must be pre-approved by the student’s advisor by signature on the leave form (appended below), which is to be completed and submitted to Mrs. Shirley Kelly in 409 CHE Bldg. Importantly, the form includes contact information during the student’s absence must be provided in the event that an emergency should develop.

**Academic Honesty and Ethical Conduct in Research** - All students admitted to the University of Florida have signed a statement of academic honesty committing themselves to be honest in all academic work and understanding that failure to comply with this commitment will result in disciplinary action. Students are expected to produce their own work in homework, projects, and exams. Unauthorized collaboration in take-home exams, projects, and individual assignments is a serious violation of the university honor code and could lead to a grade decrease, course failure, and loss of degree status.

Students are expected to maintain high ethical standards in the conduct and reporting of scientific and scholarly research. Students are responsible for ethical research conduct to the University, to the academic community, to those sponsoring the research, and to the community at large. Research Misconduct, including fabrication or falsification of data, or plagiarism in proposing, performing, or reviewing research or reporting of results, is a most serious offense that can greatly damage the welfare and reputation of the students, faculty, and the University. For more information regarding Research Misconduct, see [http://www.admin.ufl.edu/DDD/attach06-07/R10101-0704.pdf](http://www.admin.ufl.edu/DDD/attach06-07/R10101-0704.pdf)

From the UF Student Handbook: “Plagiarism is not tolerated at the University of Florida. Plagiarism in a thesis or dissertation is punishable by expulsion. If the plagiarism is detected after the degree has been awarded, the degree may be rescinded. For a thorough discussion and the law, see [www.rbs2.com/plag.htm](http://www.rbs2.com/plag.htm). A briefer discussion and some tips for avoiding it are provided at [www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml).
LEAVE FORM

STUDENT NAME: ____________________________________________

UF ID NUMBER: ____________________________________________

FISCAL YEAR: JULY 1 20____ TO JUNE 30 20____

LEAVE INFORMATION

DATE OF DEPARTURE _________________________________________

DATE OF RETURN __________________________________________

TOTAL NUMBER OF BUSINESS DAYS OF ABSENCE _________________

CONTACT INFORMATION DURING ABSENCE (PROVIDE A PHONE NUMBER IF AVAILABLE)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SIGNATURES

STUDENT: __________________________________________________

Signature ______________ Date ______________

ADVISER: __________________________________________________

Signature ______________ Date ______________