

# GRADUATE STUDENT HANDBOOK

Department of Chemical and  
Biomolecular Engineering

University of Illinois at Urbana-Champaign

**2021-22**

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## Chapter 1: General Program Information

### Mission of the ChBE Graduate Program

The mission of the Graduate Program of the Department of Chemical & Biomolecular Engineering is to provide graduate education and research that provides depth and breadth in the science and engineering disciplines that come together within the field Chemical & Biomolecular Engineering. This education prepares graduates for highly productive and distinguished careers in research, academia, or business. The primary focus of our program is the Doctor of Philosophy (PhD) in Chemical & Biomolecular Engineering.

The Department offers a graduate program leading to the PhD in Chemical & Biomolecular Engineering. With few exceptions, a MS degree (earned with or without a research thesis) is only available for students enrolled in our PhD program, as a milestone on the way to their PhD degree. The one exception is the 3+2 BS/MS degree program in which ChBE participates, under a master agreement between the University of Illinois at Urbana-Champaign and partner universities. A separate document focusing on the 3+2 BS/MS degree in Chemical Engineering will be developed in the future.

The Department also offers two special degrees in conjunction with other academic units. These include the joint MD/PhD program at UIUC and the A\*STAR – University of Illinois PhD Program (AUIP). In the former case, the Department participates in the Medical Scholars program that allows students to earn the degree of Doctor of Medicine (MD) simultaneously with the PhD in Chemical & Biomolecular Engineering. In principle, students registered in these two programs need to fulfill all the ChBE PhD requirements in order to receive the PhD degree in Chemical & Biomolecular Engineering.

### Departmental Governance

#### Faculty

The Department of Chemical and Biomolecular Engineering is led by the Department Head who is responsible for the functioning of the Department in accordance with the departmental bylaws. The Department includes a set of faculty with appointments in Chemical and Biomolecular Engineering and a set of Affiliate Faculty whose primary appointments are in other departments. Both regular and affiliate faculty may advise ChBE graduate students and serve on the students' preliminary examination and dissertation committees.

#### Director of Graduate Studies

The Head appoints the Director of Graduate Studies (DGS) and the Graduate Committee, which are faculty that oversee the entire graduate program. The members of the graduate committee, aided by ChBE staff, oversee and execute all elements of the graduate program, including the orientation program, the graduate curriculum, the Qualifying Exam, the Preliminary Exam, and the Final Exam (PhD defense).

The DGS serves as academic advisor for all incoming students during the first semester. (The Research Advisor is responsible for oversight and approval of the courses taken by each student toward the graduate degree after the first semester.) After the orientation meeting, each incoming student will meet with the DGS, or his/her designate, to agree on a set of courses for the first few semesters. The course selections should further the student's career goals while meeting the requirements and standards of the Chemical and Biomolecular Engineering Department. Furthermore, for some students, this may include additional remedial coursework to address gaps in undergraduate Chemical Engineering topics, for example for students that enter the program with an undergraduate degree other than Chemical Engineering. The Advisor is responsible for oversight and approval of the courses taken by each student toward the graduate degree.

### **Graduate Program Coordinator**

The Graduate Program Coordinator is responsible for the administrative support of the graduate program and assists the DGS and the Graduate Admissions Chair in their duties. The Coordinator acts as the primary resource for graduate students, providing information on basic program requirements and assistance with petitions, exam paperwork, room reservations, some reimbursements/educational allowance orders, exit checklists, as well as disseminating information regarding CRNs, and general announcements via email and Compass.

### **Graduate Committee**

The Graduate Committee exercises oversight over all coursework and Qualifying Exams taken by students to fulfill their degree requirements. As such, it enforces uniformity of level, sufficient intellectual rigor, focus, and breadth of the intellectual effort across the multidisciplinary field of Chemical and Biomolecular Engineering.

### **Statement on Academic Integrity**

Academic integrity is essential for maintaining the quality of scholarship in the Department of Chemical & Biomolecular Engineering and for protecting those who depend on the results of research work performed by faculty and students in the Department. The faculty of the Department of Chemical & Biomolecular Engineering expect all students to maintain academic integrity at all times in the classroom and the research laboratory and to conduct their academic work in accordance with the highest ethical standards of the engineering profession. Students are expected to maintain academic integrity by refraining from academic dishonesty, and by refraining from conduct which aids others in academic dishonesty or which leads to suspicion of academic dishonesty. Violations of academic integrity will result in disciplinary actions ranging from failing grades on assignments and courses to probation, suspension, or dismissal from the University.

### **University Non-Discrimination Policy**

The commitment of the University of Illinois at Urbana-Champaign (Illinois) to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on merit and be free from

invidious discrimination in all its forms. This policy is designed to promote a safe and healthy learning and work environment and to comply with multiple laws that prohibit discrimination, including: Equal Pay Act of 1963, Title VI and VII of the Civil Rights Act of 1964, the Americans with Disabilities Act Amendments Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments Act of 1972, the Pregnancy Discrimination Act of 1978, the Uniformed Services Employment and Re-employment Act, the Vietnam-Era Veterans Readjustment Assistance Act of 1974, the Genetic Information Nondiscrimination Act of 2008, and the Illinois Human Rights Act. This policy and the associated procedures are established to provide a means to address complaints of discrimination or harassment based on the protected categories described herein.

It is the policy of the University not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation including gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This University's nondiscrimination policy applies to admissions, employment, access to and treatment in the University's program and activities. Complaints of invidious discrimination prohibited by University policy are to be resolved within existing University procedures.

For additional information or assistance on the equal opportunity, affirmative action and harassment policies of the University, please contact: The Office for Access and Equity, 616 E. Green Street, Suite 214, Champaign, Illinois 61820, (217) 333-0885.

<https://oae.illinois.edu/discrimination-and-harrasment-prevention.html>

### College of Liberal Arts and Sciences Statement on Diversity

Diversity of academic pursuits, cultures, and people are part of the fabric of the College of Liberal Arts & Sciences at Illinois. The College of LAS is committed to providing a healthy, safe, and secure space for analytical and critical thinking, teaching, research, and innovation that fosters a community of global citizens prepared to make important contributions to society.

To do so, the College of LAS embraces the university's commitment to diversity, equity, and inclusion through the following actions:

- Creating and upholding inclusive and equitable processes and policies
- Promoting diversity, equity, and inclusion in the recruitment and retention of students, staff, and faculty
- Supporting diversity, equity, and inclusion across advising, mentoring, and the curriculum so that students from all backgrounds and abilities can succeed

At the core of our commitment to a diverse, inclusive, and equitable college is creating an environment where people with different cognitive and physical abilities and ethnic, racial, sexual, gender, and religious backgrounds can thrive. Part of that commitment is maintaining an educational and research culture free from religious, ethnic, racial, sexual, and gender harassment.

Diversity Resources

<https://diversity.illinois.edu/>

<https://kam.illinois.edu/resource/campus-connected-resources-diversity-equity-and-inclusion>



## Chapter 2: Requirements and Guidelines for ChBE Graduate Students

### General Policies Applying to All Graduate Students

This handbook is geared toward the requirements specific to the Department of Chemical and Biomolecular Engineering. For information on general policies for all graduate students, please review the Graduate College Handbook at: <https://grad.illinois.edu/handbooks-policies>.

### General Policies Applying to ChBE Graduate Students

#### Orientation Program for Incoming Students

An orientation program is offered at the beginning of the Fall semester to introduce incoming graduate students to the Chemical and Biomolecular Engineering Department, the operation of the Graduate Program, the departmental facilities, and the faculty and their research interests. Typically, a 2-hour orientation meeting is held during the week before classes start, followed by individual meetings with the Director of Graduate Studies (DGS), to plan coursework for the first semester.

#### Entrance and Placement Meetings

Incoming graduate students will meet with the Director of Graduate Studies, or a faculty representative, to discuss and identify academic deficiencies. The meeting will be brief, with the main goal to identify “holes” in the academic background of a student and to suggest courses or other actions for the student to take to address these issues early. A brief interview is a very efficient way to assess deficiencies. The placement meeting will be especially useful for incoming students who did not graduate from chemical engineering programs.

The Placement Meeting will consist of the following action items:

- Before meeting with an incoming student, the DGS (or faculty representative) will read the transcript of the incoming student to assess the nature of the student’s undergraduate curriculum.
- During the meeting, a key set of core ‘skills’ and core courses in the chemical engineering curriculum will be discussed.
- The outcome of the meeting might be a recommendation/requirement for the student to take one or more undergraduate courses (or graduate-level courses) to ‘fill in the holes’ of the student’s background. Students that have not previously taken a course on each of the core topics in the field of chemical engineering, namely kinetics, transport, and thermodynamics, taught *from the perspective of a chemical engineer* will be required to take CHBE 424, CHBE 421, and/or CHBE 321 during their first semester.
- Students that must take the EPI will be required to take a course that focuses on spoken English during their first semester and every semester afterwards until the student passes the EPI.

### Faculty Research Presentations

All ChBE faculty will deliver a 50-min presentation on their research programs during the first six weeks of the fall semester. Students are not allowed to have one-on-one meetings with faculty until all faculty have given a presentation on their research. Also, a series of Grad Start Lectures will be offered on topics such as career choice, how to choose a research problem, how to search the literature, and on how to create and present a good presentation. All incoming students are required to attend all elements of this program.

### Assignment of Advisors

Although exact dates will change from year to year, the following process will typically be followed. Students will attend presentations by each faculty member during the early part of their first semester. Students are required to attend all presentations. Once all presentations are completed, students will have a period of approximately two weeks to meet with faculty individually and further explore their research interests. Students are required to meet with at least five faculty members and obtain their signatures. In early October, students will submit to the department head a ranked list of their choices for research advisor. Students are assigned to research advisors by the department head, taking into account student rankings, faculty needs and faculty feedback.

### Coursework Requirements for PhD Program in ChBE

Students are required to complete 96 hours of course credit including thesis research (CHBE 599).

Students are required to take a **minimum of eight (8) lecture or laboratory (non-research) courses** (total of 32 hours) that form a coherent curriculum of study and are approved by the research advisor. All courses must be 500-level ChBE or 400-level or above non-ChBE. Although 300-level courses cannot be applied towards the coursework MS degree, occasionally the DGS may approve of a 300-level course for the PhD program (advanced approval is required).

### Distribution Requirements

- Applied Mathematics (CHBE 521)
- Courses covering at least three out of the four categories below.
  - Fluids (CHBE 522, Fluid Dynamics)
  - Mass/Heat Transport (CHBE 523, Heat and Mass Transfer)
  - Reaction Kinetics (CHBE 551, Chemical Kinetics & Catalysis)
  - Thermodynamics (CHBE 525, Statistical Thermodynamics)
- At least one non-ChBE 500-level course
- One bio-oriented course (see the appendices for a list of approved courses)
- Two elective graduate-level (400- or 500-level) science, engineering, math, or professional development courses
- **Note:** approval is required for any substitutions

## Graduate Course Checklist

Upon completion of all course requirements, the student is responsible for **completing the Graduate Course Checklist** and submitting it to the Graduate Affairs committee for approval.

## GPA requirements

- Students must maintain an average GPA of at least 3.0 in 500-level ChBE courses.
- Students must maintain a cumulative average GPA of at least 2.75.
- A grade of D or lower will count toward the GPA but will NOT fulfill any of the coursework requirements.
- GPA is also subject to Graduate College requirements (see *The Graduate College Handbook for Students, Faculty and Staff*).

## Students entering with MS or Graduate Credit

Up to three courses completed with a satisfactory grade (B or better) at another institution can be applied to meet any of the above requirements. For students with a MS or equivalent, this transfer of credit will reduce the total coursework requirement. Students with a BS will receive a waiver of the distribution requirement but are still required to complete a total of 8 courses at UIUC with at least 3 500-level ChBE courses.

## Students with a BS in discipline other than Chemical Engineering

We require that all students demonstrate proficiency in the core principles of chemical engineering. Attainment of such proficiency is assessed primarily through whether the student has completed undergraduate chemical engineering courses in the three core areas of the field, thermodynamics, heat and mass transport, and chemical kinetics. Students are required to complete CHBE 321, 421, and 424 in their first semester if they have not previously taken comparable courses.

## Enrollment Requirements for ChBE Program

ChBE students are expected to register for 14 hours (full time) for the fall and spring semesters, and for 8 hours over the full summer term.

## Departmental Seminar (CHBE 565)

The ChBE Department hosts a variety of seminar speakers in both the fall and spring semesters each year. Seminars are generally scheduled for 2:00pm on Tuesdays or Thursdays, but other days and times are possible. A schedule of seminars will be distributed via email to all students and faculty each semester. All graduate students are required to register for CHBE 565, ChBE Seminar, every fall and spring semester until they graduate. Furthermore, students are expected to attend at least 80% of the seminars each semester. This course is graded S/U (Satisfactory/Unsatisfactory); students with poor attendance record will receive the grade of U.

Occasionally, students want to take another course that conflicts with CHBE 565. These students should contact the Department Head with justification as to why they wish/need to

take the course conflicting with CHBE 565. Requests are considered on a case-by-case basis. Note: students must officially register and actively participate/attend another course to be considered for an exemption. Students cannot audit a course and receive an exemption.

### Research Seminar (CHBE 598)

All graduate students must register for CHBE 598 (Research Seminar) for 1 credit hour every semester, using the CRN of their research advisor (available from the Graduate Program Coordinator). Students registering for their first semester of graduate studies must register for 1 credit hour of CHBE 598 using the CRN of the Director of Graduate Studies. CHBE 598 provides credit for attending research-related meetings such as research group meetings. This course is graded S/U; students with a poor attendance record, as judged by his/her research advisor(s), will receive the grade of U.

### Thesis Research (CHBE 599)

Once an advisor is chosen, PhD candidates must register for CHBE 599 (Thesis Research) for zero or more credit hours every semester, including the semesters in which students take their Preliminary Exam and Final Examination (Thesis defense). A student who is registered for CHBE 599 and takes their Final Examination after the end of that term, but before the first day of classes for the following term, has met the registration requirement. A deferred grade (DFR) will be recorded each semester until the student completes the Final Examination. After the successful completion of the defense, all 599s will be graded S (or U if the student fails).

### General Registration Information

University of Illinois students register on-line using the UI Integrate system (also referred to as Self-Service or Enterprise). This system allows greater flexibility for student registration, because of its ease of access from personal computer systems.

Lists of courses offered for a specific term can be found by going to the Course Explorer website. The URL is: <https://courses.illinois.edu/>. The Class Schedule tab lists all courses offered for a particular semester, sorted by department. For a list of all courses offered by a department, students should follow the link to the Academic Catalog. To register for courses, students should click the tab on the right side of the page marked Register for Classes. Students can also go to the Office of the Registrar webpage (<https://registrar.illinois.edu/>) and follow the instructions under the Registration tab.

**Students are responsible for their own registration and for ensuring the accuracy of their schedules.** Students can check their registration online and print their schedules as needed. Students who find errors in their schedules should immediately correct these errors. See below for add/drop deadline information.

Students should note that changes to registration - including dropping, adding, withdrawal, or cancellation - should be considered carefully as these changes may impact tuition assessment, financial aid, waiver eligibility and other important aspects of student standing.

### Add/Drop Deadlines

Students must be registered for at least one (1) credit hour by 5:00pm the first day of class, or they will incur a late registration fee. Students may change their schedule on-line until the 10<sup>th</sup> day of class.

Students registering for their first class after the tenth day, registering for a full semester course after the 10<sup>th</sup> day, or registering for a course after the 6<sup>th</sup> week of instruction must complete a Late Registration & Late Course Change form. This form must receive approval and can only be submitted to the Graduate College by a ChBE department representative. Check the Graduate College website or ChBE Graduate office for a copy of the form.

After 5:00 p.m. on Reading Day, students must use a Graduate Student Petition (<https://grad.illinois.edu/gsas/gradpetition>) to add a class for that semester.

In the fall and spring semesters (summer deadlines vary), students can drop full semester classes on-line until the end of the eighth week of instruction. After the eighth week and until the end of the twelfth week of instruction, students wishing to drop full semester classes, without receiving a grade of W, may do so through using the Late Registration & Late Course Change form. After the twelfth week, students dropping a class will need to complete the Late Course Change form - with academic departmental approval - and will receive a grade of W for the class. After 5:00 p.m. on Reading Day, students must use a Graduate Student Petition to request to drop a class for that semester.

### Zero Hour Registration

Graduate students who have completed all degree requirements except the thesis or dissertation may consider registering for zero hours of research credit. It is important for such students to consider the implications of not being a full-time student, including no insurance coverage, no free bus transportation, nor access to University resources (ARC, library, etc.). Students may opt to purchase these services. For a list of what services each fee includes (<https://registrar.illinois.edu/tuition-fees/fee-info/>) and the cost of each fee (<https://registrar.illinois.edu/tuition-fees/tuition-fee-rates/>), refer to the Office of the Registrar site. Students with waiver-generating fellowships are not eligible for zero hours registration during the period of the fellowship.

### Graduate College (GC) 599

GC 599 is a zero credit hour registration option for advanced doctoral students who do not have any financial assistance (such as an assistantship, fellowship, etc.) that would cover their tuition and fees for the semester, but must maintain full-time enrollment to defer student loans. Students considering this course should first meet with the ChBE Director of Graduate Studies.

To be eligible to register for GC 599, a student must:

- have a guaranteed student loan that would require immediate repayment if the student were not registered for the minimum credit required by the lender to defer the loan,
- have passed the preliminary examination prior to the term in which he or she wishes to register for GC 599,
- have completed all Graduate College and departmental requirements for the degree except for completing the dissertation, defending, and depositing,
- not have any financial assistance that would cover tuition and fees, and
- complete and [submit the appropriate form](#) to the Graduate College.

Students who are required to complete a mandatory internship as part of their degree requirements may also register for GC 599, provided they comply with all but the third bullet point listed above.

Note: **ChBE students planning to accept an internship are expected to register for CHBE 510.** See Internships.

Students enrolled in GC 599 for zero credit are assessed Range IV tuition plus the general fee. Payment of the general fee provides students with access to their university e-mail and access to library services. Because students are not assessed other fees, they are not eligible for services associated with those fees. For example, if students registered in GC 599 wish to have health insurance, they must make alternative arrangements. For a list of what services each fee includes and for the cost of each fee, refer to the Office of the Registrar at <https://registrar.illinois.edu/>.

### [Additional Considerations for PhD Students in ChBE Training](#)

In addition to the mandatory [Lab Safety Fundamentals](#) course (MSE 492), which students will take in their first semester, an ethics seminar and three additional safety training modules are required and are described below.

#### [Mandatory Division of Research Safety Training](#)

The Division of Research Safety's on-line training is **mandatory** for ALL new employees or students working in research labs that have or use biological, chemical, or radiological materials. All ChBE graduate students must complete the on-line training **before being assigned a research advisor**. The on-line safety training can be found here:

<https://www.drs.illinois.edu/>

Click on the "Training" tab at the top of the page to open the training menu. Then click on "Laboratory Safety" link under the "Laboratory Safety" heading. Use the on-screen prompts to complete the module.

At the end of the training module, a certificate of completion will be displayed. **The certificate should be printed and MUST be submitted to the department head along with the research advisor selection form.**

#### Mandatory Online SCS Safety Exam

To ensure compliance with OSHA regulations all SCS employees (i.e., graduate students, undergraduate research assistants, teaching assistants, etc.) are required to read the School of Chemical Sciences Chemical Hygiene Plan and pass the SCS Safety Exam. The purpose of this requirement is to provide necessary safety information and confirm that employees understand this information. The SCS Hygiene Plan be downloaded from the following link: <https://scs.illinois.edu/system/files/inline-files/2019%20SCS%20CHP.pdf>, or by clicking on the "SCS Chemical Hygiene Plan" link under the "Safety and Facilities Management" heading on the right side of the following page: <https://scs.illinois.edu/resources/facilities-management-and-safety-resources>.

All ChBE graduate students must complete this on-line training in Illinois Compass **after being assigned a research advisor but prior to beginning any laboratory work.**

Login instructions for the SCS Safety Exam are as follows:

- Go to the following website to access the exam: <https://go.scs.illinois.edu/safety-exam>
- Login, using your NetID and Active Directory password.
- After you log in, you will be taken to your Canvas course menu. To take the exam, select the "Enroll in Course" button.
- Take the exam, which consists of 50 questions. It is an open book exam based on the School of Chemical Sciences Chemical Hygiene Plan.
- The exam may be taken as many times as needed to achieve a passing score.
- When you have **obtained a passing score, print, and complete the "Laboratory Safety Training Check List"**. The form can be obtained by going to the following website: <https://scs.illinois.edu/resources/facilities-management-and-safety-resources> and clicking on the "Safety Training Check List" link underneath the "Safety and Facilities Management" heading on the right side of the page.
- **Make 3 copies of your completed Laboratory Safety Training Check List form.** Keep 1 for your records, put one copy in your future research lab's safety manual, and send the original via campus mail to the following address: SCS Safety, Box 21-1 Noyes Lab, MC-712. There is a campus mailbox by the mailroom on the ground floor of RAL.

#### Mandatory Responsible Conduct of Research (RCR) Training

To ensure compliance with the requirements set by many Federal funding agencies, all new CHBE graduate students are required to complete online and in-person Research Integrity training. The online training consists of the **Physical Science Responsible Conduct of Research Course** that is provided by Collaborative Institutional Training Initiative (CITI). This course is available here: <http://www.citiprogram.org/>.

Instructions for the on-line training are provided in the appendices. The purpose of this requirement is to provide necessary information about research ethics and confirm that graduate students understand the responsible conduct of research. All ChBE graduate students must complete this on-line training and **email their completion certificate to the DGS and Graduate Program Coordinator when they submit their list of professors they would like to have assigned as a research advisor.**

All students are **also required to attend a seminar on Research Ethics**, which is typically held in October of the first year.

### University Code of Conduct/Ethics Training

The University Code of Conduct states: Those acting on behalf of the University have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the University and take no actions incompatible with their obligations to the University.

With regards to professional conduct, those acting on behalf of the University should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility
- Trustworthiness by acting in a reliable and dependable manner
- Evenhandedness by treating others with impartiality
- Respect by treating others with civility and decency
- Stewardship by exercising custodial responsibility for University property and resources
- Compliance by following State and Federal laws and regulations and University policies related to their duties and responsibilities
- Confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents

The State of Illinois mandates that all employees are required to participate annually in on-line Ethics Training. Generally, the training window is the month of October. Failure to comply can result in disciplinary action including dismissal.

For guidance on issues or to report a violation, contact the University Ethics and Compliance Office 866-758-2146 or [ethicsofficer@uillinois.edu](mailto:ethicsofficer@uillinois.edu).

### Title IX Training

To supplement the University's Nondiscrimination Statement (see above), the Statement on Sex Discrimination, Sexual Harassment, and Sexual Misconduct Statement "...prohibits and will not tolerate sex discrimination, sexual harassment, or other sexual misconduct (including sexual assault, sexual violence, and sexual abuse) of or by students, employees, or visitors and will take action to provide appropriate remedies when such conduct is discovered."

To that end, all students, staff, and faculty at the University are required to participate in Title IX (sexual misconduct) training. The *Sexual Assault Prevention: Graduate Students* coursework is



designed for new and returning graduate students and must be completed before or during their first semester in the program. Failure to complete the course will result in a registration hold until training is complete.

The *Preventing Harassment and Discrimination* training is conducted annually. Employees will receive notification of the training, which is usually held in March. Failure to complete the training can result in disciplinary action up to dismissal.

Note that graduate students who hold assistantships are required to complete both training components, as they fall under the categories of student and employee. For more information regarding policies and procedures for UIUC, contact 217-333-3333 or [titleixcoordinator@illinois.edu](mailto:titleixcoordinator@illinois.edu). To report a Title IX incident, go to [wecare.illinois.edu](http://wecare.illinois.edu). For additional resources, see Personal Safety Tips for Women below.

### Intellectual Property

Intellectual Property in the *General Rules Concerning University Organization and Procedure* ([https://www.bot.uillinois.edu/governance/general\\_rules#art3](https://www.bot.uillinois.edu/governance/general_rules#art3)) stipulates that **all intellectual property**, which includes inventions, discoveries, original data, instrumentation, visualizations, computer programs, records of research and experimental finding, that is produced by any person through use of University resources such as facilities, equipment, funds, **belongs to the University**. The creator's obligation to assign rights to the University is stipulated by the Illinois Employee Patent Act. Failure to give rights for the research products listed on this checklist is a violation of University policy and State law and will jeopardize your ability to continue in the department.

### Satisfactory Academic Progress

All graduate students must maintain a **cumulative grade point average (GPA) of at least 2.75** to continue in the Chemical and Biomolecular Engineering Graduate Program. The cumulative GPA is computed on all courses taken for credit except thesis and seminar courses in which DFR, S, and U grades are recorded.

A student who fails to maintain a cumulative GPA of at least 2.75 will be placed on limited status. If the student's cumulative GPA is still less than 2.75 after one semester on limited status, he/she may not continue in the Chemical and Biomolecular Engineering Graduate Program, and further registration is prohibited. A degree candidate must have a cumulative GPA of at least 2.75 to receive a graduate degree. A cumulative GPA of at least 2.75 is also required in undergraduate courses taken for credit to remedy background deficiencies.

Graduate students may not use the "Credit/No Credit" option for 300-level and 400-level courses.

### Academic Probation

Students whose GPA falls below 2.75 at the end of a semester is automatically placed on Academic Probation by the Graduate College the following semester. If the student's cumulative GPA is above 2.75, nothing needs to be done for the student to be moved off probation the following semester. Note that if the student receives an unsatisfactory grade the following semester, they will remain on probation and could risk dismissal.

If the cumulative GPA also falls below 2.75, the student is given one semester to raise the cumulative GPA above 2.75. This can be accomplished by taking a graded course and obtaining a grade high enough to raise the GPA to the desired level. Failure to achieve this can result in dismissal from the program and University.

### Annual Academic Progress Reviews

The Graduate College requires that all units hold annual academic progress reviews for all graduate students.

Campus policy stipulates that graduate units must conduct annual academic progress reviews for all graduate students enrolled in degree-seeking programs at least once every academic year. A written copy of the review must be given to the student and be placed in the student's academic file.

ChBE academic progress reviews include the following elements:

- A student self-report and assessment of academic and research progress
- A review prepared by the adviser to focus on an assessment of degree progress and student strengths and weaknesses. A copy of this written review is given to the student.
- An opportunity for the student to discuss this review in person.

The annual review process is conducted during the summer. All graduate students will receive an email with instructions on how to complete their self-report and assessment of academic and research progress and a list of deadlines. Students are expected to comply with these deadlines.

### Changing Advisors/Switching Research Groups

Occasionally, a student and faculty advisor develop problems in their working relationship, or a student's research interests may change, and the student may consider changing research advisors. This option may be available pending the availability of openings in other labs. Students who are dissatisfied with their current faculty advisor are strongly encouraged to speak to the Director of Graduate Studies. Students must be aware that there is no guarantee another lab can be secured and depending on the student's year of study, it can delay graduation. For these reasons, every effort should be made to re-establish a satisfactory working relationship with the original advisor.

Because dissatisfaction with a faculty advisor can be stressful, graduate students are encouraged to contact the campus Counseling Center

(<https://counselingcenter.illinois.edu/counseling>) for support and help. A student who (after all above discussions) still wishes to change research groups must meet with the Director of Graduate Studies.

The responsibility to find an advisor who is willing to take them into their group rests solely on the student. When such an advisor is found, the student must inform the Director of Graduate Studies and complete a Group Transfer Checklist form (see appendices).

### Appeal and Grievance Procedures Resources

The Graduate College has resources and procedures to assist graduate students with resolutions. Please see the Chapter 9 of the Graduate College Handbook at <https://go.grad.illinois.edu/handbook> or the Student Code document <http://studentcode.illinois.edu/> for further information.

### Teaching Requirement

All graduate students are expected to serve as Teaching Assistants as part of the educational requirements of the PhD program. TA duties may involve leading a weekly discussion section, grading homework and exams, and/or supervising undergraduate students in a laboratory course. Students are **typically expected to serve as a TA in three different semesters** (the number of semesters are dependent upon the program of enrollment; i.e. 3+2 or AUIP). For students with certain fellowships, one semester may be waived.

Prior to the start of each fall and spring semester, students who are eligible to TA will be given the opportunity to request to TA in certain courses. However, the department will make final TA and course assignments, after considering student preferences, as well as department needs and faculty preferences.

When serving as a TA, students are required to be present the entire semester, including the first week of class and for the final exam. Students that have scheduled a vacation that overlaps with the first week of class will need to cancel their vacation plans or they may not be allowed to TA.

All teaching assistants are required to attend the **mandatory Graduate Academy for College Teaching** program prior to their first teaching assignment. Students beginning their second year in the ChBE program will be registered by the Graduate Program Coordinator to attend the fall session, which is scheduled the week before classes begin. The Grad Academy is held over two days. Students are also required to schedule a 90-minute practice teaching session.

### Expectations of Students Who Serve as Teaching Assistants or Graders

The handout below is disseminated to all Teaching Assistants in ChBE. This document is also located on Compass and is included in the Appendices.

**Expectations of Students Who Serve as Teaching Assistants or Graders**  
**Dept. of Chemical and Biomolecular Engineering**  
**University of Illinois at Urbana-Champaign**

Spring 2018

The purpose of this document is to establish general expectations for graduate students who serve as Teaching Assistants in the Department of Chemical and Biomolecular Engineering. Note that individual faculty or instructors will have specific guidance with regard to TA responsibilities that will supersede this document. The intention here is to establish a set of general expectations.

*Time Expectations*

Your responsibilities will require on average 10 hours of effort per week. This effort may be spread across attending lecture, leading discussion sections, office hours, problem set and exam preparation, proctoring, and grading. Individual TA responsibilities may differ within and between classes, but the total amount of work integrated over time should be equally distributed among all TAs.

*Attending Lecture | Understanding course content*

Individual faculty will communicate their expectations regarding you attending lecture. However, it is the expectation that all TAs both fully understand the course content and be able to teach others. This may require you to attend lectures regardless of instructor expectations.

*Discussion Sections*

Discussion sections are a critical part of the instructional model. They provide the opportunity to reinforce topics covered in lectures. Teaching discussion section is a critical responsibility for TAs. Instructors typically will communicate their specific expectations on a weekly basis regarding content to be covered (e.g., teaching additional lecture material; solving specific problems). At times the instructor will ask the TAs to come up with appropriate material and problems for a discussion section. You are expected to adequately prepare for each section meeting (understanding the particular problems and solutions as well as the underlying theory) so that you are able to properly lead the section.

You are expected to engage with the students in your section(s) for the entire allotted time of each section. Simply posting solutions at the start of section, and/or ending the session early is unacceptable. Some courses have additional components (e.g., software-based assignments) that will require TAs to be available for additional office hours or to run specialized sections, for example in a computer lab. These expectations will be communicated to you by your instructor.

*Office Hours*

All TAs are expected to hold weekly office hours. Expectations for office hours vary class to class, but are typically in the range of 1 – 4 hours per week. You are expected to be available for the entire period of office hours. Office hours cannot be canceled or rescheduled without the instructors consent. You are expected to understand all problem set questions and their solutions (as well as discussion section questions/solutions) prior to attending office hours.

*Course-related Emails | University-provided Email Accounts*

All course-related emails (either from the instructor or from students) need to be addressed promptly and completely. All course-related emails should be sent/received via your university-provided email address. Similarly, students are expected to communicate with the teaching staff using their own university provided email addresses (netid@illinois.edu). Do not send from/reply to a non @illinois account (like gmail; DO NOT use it!)

*Problem Sets | Exams*

Individual grading responsibilities will be communicated to you by the instructor. But graduate TAs will be required to facilitate creating or proofreading questions and solutions for problem sets and exams in a timely manner. Instructors will also communicate expectations regarding proctoring exams and grading. It is the TAs responsibility to be available to assist with exam proctoring, grading, and grade entry for all exams, including the Final Exam.

### Grading

Grade all assignments in a timely, fair and consistent fashion. Be sure to provide feedback (suggestions for improvement, rationale for points deducted etc.) on all assignments and exams. Students desire and deserve feedback. That is how students learn from mistakes. Proper feedback is a critical component of the instructional model and is often the best indicator to students regarding their understanding of the problem. You will be responsible for both completing grading as well as recording grades in a manner that is timely and prescribed by the course instructor.

### Privacy and FERPA

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Public-release of information other than 'directory information' (such as student name, address, telephone number) is not allowed. You are not allowed to discuss a student's progress with any other student or even their parents without express permission from the student. You are also forbidden to post grade or student-identifying information on freely available or searchable internet sites (e.g. google docs). The university provides secure web sites (e.g., compass2g, U. Illinois Box sites) for such information, and use of one of these sites is integral to most courses in ChBE.

## Qualification Exam in ChBE

The Graduate College does not require qualification examinations, but the ChBE program does. Qualification exams, usually given at the end of Stage I of the doctoral work, evaluate the student's knowledge in the field and preparation for the doctoral program. The format of these examinations are determined by the program, as described below. The ChBE program internally appoints committees to conduct these examinations.

### Qualification Exam on Research

Students will take a qualification exam on their research at the end of the first year (August). The research-based qualifying exam has two parts:

- Written report – Students will submit a 5-page written report to the faculty 1 week prior to the exam. The written report should have the following sections: abstract, motivation, results (acquired by the student), proposed work, conclusions, references.
- Oral presentation – Students will give a 20-minute presentation on their research to a subset of the faculty (3-4 faculty per panel), followed by 10 minutes of questions.

The goal of the oral research exam is to test the potential for conducting research, communication skills, experimental design, critical thinking, and general knowledge of chemical or biomolecular engineering.

The following criteria are considered in the evaluations:

- Definition of the research problem
- Knowledge of fundamental scientific principles
- Familiarity and knowledge of relevant literature
- Experimental design/approach to the solution
- Quality of preliminary results
- Ability to critically evaluate preliminary results and define future direction

- Quality of written and oral presentations

The following grading rubric is generally used to evaluate performance:

- Student can express him/herself well in written form
- Student can express him/herself in oral form
- Student is poised under pressure
- Student clearly understands the research project and the relevant, fundamental science and engineering background
- Student can gauge the context of his/her work relative to prior work
- Student is productive, or shows signs of productivity
- Student understands the tools used in the work, expected results, meaning of the results, and can draw deeper conclusions
- Student can effectively define and understand the path forward

Possible outcomes/scoring:

- **High Pass** – Excellent performance and excellent proposal; exceptionally strong in all aspects; student exceeded the expectations of the faculty. Student is functioning at the level of a highly productive graduate student.
- **Pass** – Reasonable to solid performance. Successful proposal and presentation. No further action required.
- **High Retake** – Student is capable of passing with a better performance. A second retake exam would help to polish and bring out the best in the student. The decision of requiring a second oral exam is up to the committee and is one possible option as the outcome. A second possible option would be to require the student to clarify the points that were unclear (*e.g.*, proposed experiments, experimental design), in which case the reply may be submitted in writing, and a second oral exam is not required. The decision regarding the outcome and follow-up lies with the judgment of the committee and will be made considering the best interest of the student.
- **Retake** – With a much better performance, the student is capable of passing. Retake is necessary to demonstrate the ability of the student to succeed in research, and to demonstrate mastery of skills. Student will be asked to retake the oral exam within two months (*e.g.*, no later than October of Year 2). On the second (retake) exam, the student is required to receive a minimum score of Pass to remain in the program. If the student receives any score lower than a Pass, then the student will be asked to leave the program with a terminal Master's degree.
- **Fail** – Student was far below the acceptable level of a graduate student in the program. There were serious concerns that the student cannot make successful progress to obtain a PhD degree in the program. Student does not understand basic concepts in the field. One outcome is that the student will be asked to leave the program with a terminal Master's degree, without the possibility of a retake exam. A second outcome is that the

student will be asked to retake the oral exam within two months (*e.g.*, no later than October of Year 2). On the second (retake) exam, the student is required to receive a minimum score of Pass to remain in the program. If the student receives any score lower than a Pass, then the student will be asked to leave the program with a terminal Master's degree.

## Internships

Internships are not required of ChBE students but may enhance the educational experience for some. For information on internships, students should speak to their advisor or the School of Chemical Sciences Career Services Office located in 105 Noyes Lab.

Most internships are conducted over the summer semester. Students are expected to register for CHBE 510 for 0 hours the semester in which they are interning. Because the student will be employed off-campus, they will not receive a waiver-generating Research Assistantship appointment. If the student received a waiver-generating assistantship in the spring semester, an automatic summer waiver will cover the summer registration for 0 hours. The summer waiver does not cover health insurance/services, which must be purchased by the student (or provided by the internship). Additionally, 0-hour registration fees do not include on-campus services (ARC, transportation, library system). Students may opt to purchase those services on their own.

Students who choose to participate in an internship during the academic year will not be covered by a tuition waiver and are expected to pay the 0-hour registration tuition costs (roughly \$1700 per semester) in addition to health care and health service fees. Again, students may opt to purchase other University services not provided with 0-hour registration.

Students must complete the CHBE Internship Checklist to verify that they are aware of the costs associated with an internship and an agreement to pay said costs. The form will also be used to track what companies are offering CHBE students internships and expected salary rates.

**If a student accepts an internship, it is imperative they notify the ChBE Director of Graduate Studies, Graduate Program Coordinator, and the Associate Director for Finance and Administration *at least one semester prior to the beginning of the internship.***

## MS Degree Options

The MS degree in ChBE is intended primarily for students planning to continue in the PhD program, or for those in the 3+2 BS/MS degree programs. As a result, the Department currently admits only students interested in the PhD program. The only exception is for those applying to the 3+2 BS/MS degree program.

There are currently two options to earn a Master of Science in Chemical Engineering. The first option is a thesis-based research program requiring a thesis. The second option is a non-thesis Master of Science in Chemical Engineering, which is a coursework-only option. The MS degree

is optional for students in the PhD program. With few exceptions, a second MS degree in Chemical Engineering is not offered to students that already have a MS degree in Chemical Engineering from another institution.

The following sections outline the requirements for the two MS degree programs that have been approved by the University and are published in the [Academic Catalog](#).

#### Thesis-based MS Degree in Chemical Engineering

- **Coursework Requirements** - The thesis-based MS in Chemical Engineering requires completion of a minimum of 32 credit hours in total, which includes a minimum of 20 credit hours in courses and 12 credit hours in CHBE 599 (Thesis Research). Courses must include 8 hours of 500-level or greater ChBE courses and 12 hours of 500-level or greater courses overall (e.g., 8 h ChBE + 4 h non-ChBE or 12 h ChBE), all of which must be approved for graduate credit. The remaining 8 hours may be chosen from 400-level or greater courses from any department. In addition, all courses must form a coherent program of study approved by the student's advisor. Finally, a minimum of 12 credit hours in CHBE 599 (Thesis Research) is required for the degree. A minimum GPA of 2.75 is required for completion of the degree.
- **Master's Thesis** - The thesis-based MS degree in Chemical Engineering requires completion of a thesis based on original research conducted with an advisor who is a member of the Graduate Faculty. The advisor has the responsibility for directing the research and approving the thesis. Only the advisor and the Department Head are required to sign the Certificate of Committee Approval (CCA); no committee is required.

The Department does not impose specific format or length requirements. However, the advisor should ensure that the thesis includes review and critical analysis of relevant scientific literature, reports original research results, and incorporates appropriate analysis and discussion of data in a form appropriate for submission to a peer-reviewed journal.

Students will be assigned a thesis advisor as described below for the PhD program.

- **Time Limits** - MS candidates are expected to complete all degree requirements by no later than the end of the third year in the graduate program. Students should pass their prelim before applying for their MS degree. Students are required to complete a petition to request conferral of the MS degree in Chemical Engineering as soon as the requirements are completed. Please contact the Graduate Program Coordinator for assistance with the petition.

#### Non-thesis MS Degree in Chemical Engineering

- **Coursework Requirements** - The non-thesis MS in Chemical Engineering requires completion of a minimum of 32 credit hours in total, which includes a minimum of 30



(or 32) credit hours in courses and 2 (or 0) credit hours in CHBE 565 (ChBE Seminar). Note that CHBE 565 must be taken each semester that the student is in residence, but only a maximum of 2 credit hours can be applied to the non-thesis MS degree option. The remainder of the courses must include 12 hours of 500-level or greater ChBE courses and 16 hours of 500-level or greater courses overall (e.g., 12 h ChBE + 4 h non-ChBE or 16 h ChBE), all of which must be approved for graduate credit. The remaining 16 hours may be chosen from 400-level or greater courses from any department. In addition, all courses must form a coherent program of study approved by the student's advisor. A minimum GPA of 2.75 is required for completion of the degree.

- **Time Limits** - MS candidates are expected to complete all degree requirements by no later than the end of the third year in the graduate program. Students should pass their prelim before applying for their MS degree. Students are required to complete a petition to request conferral of the MS degree in Chemical Engineering as soon as the requirements are completed. Please contact the Graduate Program Coordinator for assistance with the petition.

## Graduate College Requirements for the PhD Degree

### Credit and Residence

Doctoral degrees require successful completion of a minimum of 96 semester hours of graduate credit, except for those programs approved otherwise. Doctoral degrees also require successful completion of the preliminary and final examinations.

### Degree Stages

The doctoral degree is comprised of three phases or stages of progress, with each stage having unique components and milestones.

- **Stage I:** A doctoral student is considered to be in Stage I from initial enrollment in the Graduate College to completion of a Master's degree or its equivalent. Transfer credit can only be applied to Stage I. The ChBE department's criteria for evaluating a student's progress at this first stage of doctoral work includes GPA, satisfactory progress in research, and whether the student passed the qualifying examination. Evaluation of progress in Stage I, whether by examination or other formal review, should take place no later than the end of the second year after a student enters the doctoral program. The evaluation results should be communicated in writing to the student. Students who apply to the ChBE doctoral program having already completed a master's degree equivalent to that awarded by the ChBE Department at the University of Illinois are generally considered to be in Stage II of the doctoral program. However, they still need to complete the qualifying exam at the beginning of Stage II.
- **Stage II:** A doctoral student is considered to be in Stage II from completion of the Master's degree or equivalent to completion of all departmental requirements (except the defense and deposit of the dissertation), including passing the Preliminary

Examination. In CHBE, doctoral students entering with a master's degree will take a Qualifying Examination early in Stage II. Stage II consists of one or more years devoted to course work and research in preparation for the preliminary examination. A student who passes the Preliminary Examination has completed Stage II and is often referred to as being "ABD" (all but dissertation). A student who has completed Stage II is formally a candidate for the doctoral degree.

- **Stage III:** Stage III is the time from the completion of Stage II to passing of the final defense and deposit of an approved dissertation. See the Graduate College web site (<https://grad.illinois.edu/students>) for deadline dates for final examinations and deposits.

### Time Limits

The time by which a doctoral candidate is expected to complete all degree requirements varies depending on whether the student was accepted with a master's degree that will fulfill Stage I requirements. A doctoral candidate who must complete all three stages of the degree is expected to complete all degree requirements within seven years of first registering as a degree-seeking student in the graduate degree program. If the doctoral candidate has completed a master's degree at the University of Illinois at Urbana-Champaign within the last three years that will fulfill Stage I requirements, the student is expected to complete the Stage II and III requirements within six years of first registering as a doctoral student in the graduate degree program. Students who have not completed Stage III by the end of year seven of a doctoral program if the student entered as Stage I, or by the end of year six if the student entered at Stage I will be put on academic probation. Stages of a doctoral program are described below. Exceptions to these time limits are reviewed on a case-by-case basis through the Graduate College petition process.

### Preliminary Examination– Graduate College Policies

#### Timing of the Preliminary Examination

In the Department of Chemical and Biomolecular Engineering, all graduate students in the PhD program are required to take the Preliminary Exam *no later than their 6<sup>th</sup> semester* in the program, which is during their 3<sup>rd</sup> academic year (by the end of the Spring semester of Year 3). If the student does not take the Preliminary Exam by this time, then their status in the PhD program can be considered in jeopardy due to a lack of satisfactory progress towards the degree.

The Preliminary Examination is one of the Graduate College requirements for completion of Stage II of graduate study.

- The student, committee chair, and at least one additional voting member of the committee must be physically present for all oral components of the examination (i.e., presence by video or teleconference is not acceptable). If the committee has more than

one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present.

- All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation, and results determination of all oral components of the examination.

### Registration and Enrollment Requirements

The Graduate College requires that all doctoral candidates **must be registered for the entire academic term during which they take the Preliminary Examination**. For this purpose only, “academic term” is defined as extending to and including the day before the first day of the following academic term. If enough thesis credits have been accumulated, registration for zero hours is acceptable. See for more information about enrollment in GC 599 for loan deferral. For students in approved joint degree programs at UIUC and in the [Medical Scholars Program](#), registration in either program during the academic term in which they defend meets the enrollment requirement. (If enrolled in a joint degree program with an external institution, enrollment requirement must be fulfilled at the University of Illinois and student should confirm whether any additional requirements exist with the external institution’s degree program).

### Preliminary Exam Committee Appointment Process

The Preliminary Examination is conducted by a committee appointed by the dean of the Graduate College upon recommendation of the executive officer of the unit. The committee must be appointed before the exam takes place, and the Graduate College strongly recommends submission of the Request for Appointment of Doctoral Examination Committee form at least three weeks in advance of the exam date.

In ChBE, the preliminary examination committees are assigned by the Director of Graduate Studies (DGS), with input solicited from the student’s research advisor. Final assignments are contingent upon approval from the graduate college. At the start of each semester, the DGS emails the ChBE faculty, requesting the names of students who plan to take their preliminary exam that semester. The DGS also asks for the approximate date of the exam (i.e., late November or early February), a list of 4 potential ChBE faculty for the committee (of which 2 must be tenured), and the name of one committee member from a department outside ChBE. Students should discuss which faculty they would like to have on their committee with their advisor but should not contact any ChBE faculty to serve on their committee or send requests to the DGS. After consulting with their advisor, students are required to contact the potential committee member who is not a member of the ChBE faculty and obtain verification that the outside faculty member is willing to serve on the committee. An email is suitable verification, and it needs to be forwarded to the DGS. The DGS will then assign a committee that meets the departmental and graduate college requirements, which are listed below.

Once a committee has been appointed it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College, except in the case of a Defer result, see below. Any

revisions to the membership of an active committee must be approved by the Graduate College in advance of the examination.

### Preliminary Exam and Final Examination Committee Membership Requirements

The Graduate College requires that the preliminary examination committee must include at least four voting members, at least three of whom must be members of the Graduate Faculty, and at least two of whom must also be tenured at the Urbana-Champaign campus of the University of Illinois. **Please note:** the ChBE department requires that one of the four members of the committee is a faculty member from another department at the University of Illinois. Faculty with primary appointments in departments outside of ChBE may be counted either as the external committee member or as the internal member, whichever is desired. In addition, the chair of the examination committee must be a member of the Graduate Faculty that is also a faculty member in the ChBE department. The DGS will appoint a ChBE faculty member to serve as the chair of the committee for students whose advisor is not faculty in the ChBE department. Note that the Graduate College allows for faculty that are not the student's dissertation adviser (or director of research) to serve as the chair of the committee.

- The dean of the Graduate College must approve, in advance, the inclusion of non-Graduate Faculty members that have an earned terminal degree in their field of study who make a significant contribution as a voting member on the committee. To request the approval of a non-Graduate Faculty member to vote, a curriculum vitae for the individual and a justification from the chair of the committee must be submitted to the DGS. The DGS will submit this material with the request for appointment of the doctoral committee.
- The tenure requirement can be met by term members of the Graduate Faculty who retired or resigned with tenure for a period following their resignation or retirement, according to the Policy on Graduate Faculty Membership.
- If there are more than four voting members on the committee, at least half of the voting members must be members of the Graduate Faculty.
- Non-voting members may be appointed but are rare on preliminary examination committees.

### Results

Decisions of the Committee for the Preliminary Exam are recorded on the Preliminary Exam Result form. The voting members of the committee must make one of three decisions:

- Pass the candidate. The candidate passes the preliminary exam if the Director(s) of Research and all Committee members vote Pass.

- Fail the candidate. The candidate fails the Preliminary Exam the Director of Research or any Committee member votes Fail. A program may, but is not required to, grant the student another opportunity to take the preliminary examination after completing additional research or writing, as recommended by the committee. However, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.
- Defer the decision. If this option is chosen, the same committee must re-examine the student, the second exam must occur within 180 calendar days of the date of first exam, and the outcome of the second exam must be pass or fail.

### Number of Attempts

After a fail result, a student will only be allowed to take the preliminary examination one additional time while working toward the completion of any one program of study.

### Preliminary Exam Result Form (PER)

All results must be recorded with the Graduate College on the Preliminary Exam Result form. All voting members of the committee must sign the Preliminary Exam Result form. Decisions of the committee for preliminary exam must be unanimous.

The result of the examination is communicated to the student and to the Graduate College as soon as possible at the conclusion of the exam. If this office is not informed of the result of the preliminary examination within six months after the scheduled examination date, the committee is considered dissolved. If the examination took place, but the committee failed to submit the results within six months, a petition must be submitted to the Graduate College requesting that the result be accepted from the committee after the 6-month deadline (<https://grad.illinois.edu/gsas/gradpetition>). If the examination did not take place within six months of the scheduled date, then a new committee must be appointed before the examination occurs. The newly appointed committee may, but does not have to, consist of the same members as the dissolved committee.

### Second Preliminary Exam

If more than five years elapse between a doctoral student's preliminary and final examinations, the student is required to demonstrate that his or her broad knowledge of the field is current by passing a second preliminary examination.

### Guidelines for the Preliminary Examination in ChBE

Per the instructions of the Graduate College

(<https://grad.illinois.edu/gradhandbook/2/chapter6/committees-exams>) both the written and oral portion of the Preliminary Exam should:

- Clearly state the goals of research and progress to date
- Clearly state the plans for moving forward and proposed work

Please note the importance of the second point above: students must spend ample time explaining and detailing the proposed (future) work. Students must also provide sufficient justification for pursuing this work. For example, planning for only 1-2 slides on future work in a 45-minute presentation is not sufficient.

We recommend an equitable balance between prior results and future (planned) work, for example, a 70% / 30% balance between prior results and future (planned) work in both the written and oral presentations is appropriate. This would equate to ~10-12 slides in a 40-slide presentation dedicated to proposing and discussing future research to finish the PhD.

### Guidelines for the Written Report of the Preliminary Exam

The written report should adhere to the following guidelines and **must be submitted electronically\* to your committee members no later than seven calendar days from the date of your exam:**

- **Required Sections**

- Title page (title of the research project, your name and advisor(s)).
- Abstract (<250 words)
- Introduction (background, motivation, goals of research)
- Prior results (research results obtained to date)
  - Completed work (explicitly listing publications that have resulted or are expected to result from the accomplished work)
  - Ongoing work and plans to complete the work (explicitly listing publications that will result from this work)
- Proposed research (explicitly listing envisioned publications)
- Summary/conclusion
- Timeline for completion of work and finishing the PhD degree. Include the writing of individual publications and the PhD thesis. This should be in form of a Gantt chart or a stand-alone table.

\*Please note that committee members may request hard copies instead of or in addition to the electronic format submission.

- **Format Requirements**

- Page layout: standard US letter, 8.5 by 11 inches, with 1-inch margins.
- Overall Length: No longer than **15 pages**, including main text, figures, references, and timeline, but excluding title page.
- Main text: Font no smaller than 11 point for Arial or no smaller than 12 point for Times New Roman, written with line spacing of 1 to 1.15.
- Figures and Tables: Numbered sequentially, embedded in the text near the first place they are referenced in the text. The font of the captions shall be no smaller than size 10.
- References: Line spacing single spaced, font size no smaller than 10 point for Arial or no smaller than 11 point for Times New Roman.

## Guidelines for the Oral Presentation of the Preliminary Exam

- **Required Content**
  - Introduction (background, motivation, goals of research)
  - One or more sections with prior results (research accomplishments to date). This section typically included currently ongoing work, as well as plans how to finish this work. Include explicitly what publications have resulted are expected to result from each effort.
  - Proposed work (at least 10 slides). Include what publications are expected to result from the proposed research.
  - Conclusions
  - Timeline for completion of work and finishing the PhD degree. Include the writing of individual publications and the PhD thesis. This should be in form of a Gantt chart or a stand-alone table.
  - Acknowledgments (very brief; emphasize scientific collaborators within your group and outside your group, as well as funding)
- **Format Requirements**
  - Slides: PowerPoint presentation (or similar).
  - Design / layout of slides: In preparing your slides, keep in mind the suggestions provided in the “Presentation on Presentations” given in the Grad Start Program. A professional presentation is expected for the Prelim exam, with attention given to readability, style, appearance, and logical flow of ideas. Considerations include appropriate choice of fonts types, font sizes, transitions, word-to-image ratio, appearance of plots (e.g. readable font sizes and labeled axes), and overall readability.
  - Length: Plan for an **oral presentation** that would last **no longer than 45 minutes** without questions. A two-hour period should be scheduled for the entire exam, but most preliminary exams should be **completed in <1.5 hours**.
  - Number of slides: **No more than 40 slides** for the main presentation, including title slides and transition slides. Additional backup slides may be used to answer questions, but these should not be part of the main presentation

## Final Examination – Graduate College Policies and ChBE Departmental Requirement\*

**ChBE Department requires student to submit an electronic\* version of your dissertation to your committee members no later than seven calendar days from the date of your exam/defense.** Please note that committee members may request hard copies instead of or in addition to the electronic format submission.

## Registration and Enrollment Requirements

The Graduate College and ChBE department does not require that students be registered at the time of deposit (of master’s or doctoral thesis). The Graduate College does require **that all**

**doctoral candidates be registered for the entire academic term during which they take the Final examination (have their final defense), regardless of when the dissertation (thesis) will be deposited or when the degree will be conferred.** For this purpose only, “academic term” is defined as extending to and including the day before the first day of the following academic term. If enough thesis credits have been accumulated, registration for zero hours is acceptable. See the Enrollment Requirements section for more information about enrollment in GC 599 for loan deferral. For students in approved joint degree programs at UIUC and in the [Medical Scholars Program](#), registration in either program during the academic term in which they defend meets the enrollment requirement. If enrolled in a joint degree program with an external institution, enrollment requirement must be fulfilled at the University of Illinois and student should confirm whether any additional requirements exist with the external institution’s degree program.

### [Committee Appointment Process](#)

The final examination committee is appointed by the dean of the Graduate College, upon recommendation of the unit executive officer. The committee must be appointed before the exam takes place, and the Graduate College strongly recommends submission of the Request for Appointment of Doctoral Examination Committee form at least three weeks in advance of the exam date.

The process for appointing the final examination committee is similar to that of the preliminary examination committee. Again, the Director of Graduate Studies (DGS) assigns the committee, with input from the student’s research advisor, and the assignment is contingent upon approval from the graduate college. Final examination committees may contain the same or different members as the preliminary examination committee. The following process must be followed even if the desired members of the final examination committee are the same as the members of the preliminary examination committee. The DGS will email all faculty at the start of each semester asking for the names of students that will take their final exam that semester, the approximate date of the exam, a list of 4 potential ChBE faculty for the committee (of which 2 must be tenured), and the name of one committee member from a department outside ChBE. Students must contact the potential committee member that is not faculty in ChBE, obtain verification that the outside faculty member is willing to serve on the committee, and email this verification to the DGS. The DGS will then assign a committee that meets the departmental and graduate college requirements, which are described below.

Once a committee has been appointed, it remains active for 180 days or until a Pass or Fail result is submitted to the Graduate College. Any revisions to the committee membership must be approved by the Graduate College in advance of the examination.

### [Membership Requirements](#)

Same as for preliminary exam, see previous section entitled Preliminary Exam and Final Examination Committee Membership Requirements.



## Results

Decisions of the committee for final examinations do not need to be unanimous and are recorded on the Final Exam Result form (see below). The committee may make one of three decisions:

- Pass the candidate. The candidate passes the final exam if the Director(s) of Research vote Pass and no more than one of the remaining Committee members votes Fail. The Committee will indicate on the Final Exam Result form if revisions are required.
  - Pass the candidate with no revisions required. In this case, the committee will sign the Dissertation Approval Form after the completion of the examination.
  - Pass the candidate with revisions required. In this case, the committee will sign the Dissertation Approval Form after the completion of any required revisions.
- Fail the candidate. The candidate fails the Final Exam if a Director of Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional research or writing, as recommended by the committee. However, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.

## Number of Attempts

After a fail result, a student will only be allowed to take the final examination one additional time while working toward the completion of any one program of study.

## Final Exam Result Form (FER)

All results must be recorded with the Graduate College on the Final Exam Result form. Voting members of the committee must sign the Final Exam Result form.

The result of the examination is communicated to the student and to the Graduate College as soon as possible after the conclusion of the exam. Examination result decisions are maintained by the Graduate College.

If the Graduate College is not informed of the result of the final examination within 180 calendar days after the date on which the Graduate College appointed the committee, the committee is considered dissolved. If the examination took place, but the committee failed to submit the results within 180 calendar days, a petition must be submitted to the Graduate College requesting that the result be accepted from the committee after the 180 day deadline (<https://grad.illinois.edu/gsas/gradpetition>). If the examination did not take place within 180 calendar days after the date on which the Graduate College appointed the committee, then a new committee must be appointed before the examination occurs. The newly appointed committee may, but does not have to, consist of the same members as the dissolved committee.

## Dissertation Approval Form

The Dissertation Approval Form (aka TDA) must be signed by all voting members of the committee before the student will be allowed to submit the thesis for department or Graduate College format review or deposit.

## Graduation

### Appointment Information for Soon to be Graduates

To be eligible for an assistantship tuition and fee waiver, a student must hold a waiver-generating appointment of between 25%-67%, for at least 91 days of a fall or spring term, or 41 days of the summer term. The 91-day period must be contained in the period between the first day of class and the last day of final exams. See the Grad College Toolkit for more details (<http://www.grad.illinois.edu/faculty-staff/toolkits/91days>).

Graduate Student Assistants who have a tuition and fee waiver will be billed for tuition and fees if they withdraw from the University before completing three-fourths of the academic term of service. ***The student, and not the advisor, is responsible for paying these tuition and fees.***

There are two exceptions to the 91-day requirement:

- Students who resign their assistantship appointments before working for at least three-fourths of the term, will be assessed tuition and fees unless they withdraw from the University on or before the last day of the assistantship appointment.
- Students who complete all degree requirements for graduation, including depositing their thesis, within seven calendar days of the resignation of their assistantship.

See Chapter 7 of the Graduate College Handbook (<https://go.grad.illinois.edu/handbook>) for specific information. Further questions concerning this policy should be directed to the Graduate College Fellowship Office, 333-0036.

## PhD/MS Checklist

Please note that students should download the PhD Degree Checklist form for a list of requirements that need to be met at least *a semester prior to considering graduation*. A copy of the form is located on Compass and in the appendices.

## Applying for Graduation

To receive a degree, a student must apply to be on the degree list for the appropriate graduation date. Students should apply for graduation using the UI-Integrate Self-Service system. Deadlines for each graduation date are noted on the Graduate College Academic Calendar (<https://grad.illinois.edu/general/calendar/current>). Applying for graduation is not the same as applying to participate in departmental or campus commencement ceremonies (see Graduation Ceremony registration below).

A student may not receive a degree with a grade of I, NR, or DFR (in any course except thesis research) on their graduate record without an approved petition.

#### Exit Checklist/Interviews

Students are required to complete the ChBE Departure Information Form before depositing their thesis. This form is a checklist of items that must be completed before exiting the department. Please see the appendices for a copy of the form. Note that students are required to complete a final exit interview with both the Director of Graduate Studies and their advisor.

#### Department Thesis Review

Once students have obtained adviser/committee approval on their thesis, they will need to submit the thesis to the department thesis reviewer, who will ensure that the format of the thesis meets any departmental/Graduate College requirements. Presently, the Graduate Program Coordinator is the assigned thesis reviewer.

Upon completion of the departmental format review, the thesis reviewer will notify the Graduate College that the thesis has been approved by submitting the Dissertation Approval Form. The Thesis Office will not begin its review of any thesis until they have received notification of approval from the departmental thesis reviewer. Students should review the Graduate College Thesis Office page for formatting requirements and the deposit process at: <https://grad.illinois.edu/thesis/departmental-approval>.

The graduate college maintains a checklist for graduating students, which can be accessed here: <https://grad.illinois.edu/faculty-staff/graduatingstudentchecklist>

#### Graduation Ceremony Registration/Regalia

Graduates may wish to participate in one or more of the following graduation ceremonies: the University Wide Commencement ceremony and/or the ChBE Convocation ceremony.

For participation in the campus ceremony, graduates should use this link to find out more information: <https://commencement.illinois.edu/>

Note that Doctoral candidates are invited to participate in the University Wide Commencement ceremony at Memorial Stadium, but they will not be hooded at the event. Doctoral candidates are hooded at the Graduate College Doctoral Hooding Ceremony (<https://grad.illinois.edu/hooding/ceremony>). The following site will be updated with information about eligibility, the ceremony, parking, tickets, regalia, and designating a hooder: <https://grad.illinois.edu/hooding/event-details>

Information regarding the Convocation ceremony in the Department of Chemical & Biomolecular Engineering can be found here: <https://chbe.illinois.edu/undergraduate/current-students/convocation/>. Graduate students need to complete the Departure Information Form/Checklist INSTEAD of items 1 and 2 on this webpage.

Students will need to rent or purchase their regalia (the cap and gown students must wear to attend either commencement or convocation ceremony). Deadlines, pricing, and other logistics of renting or purchasing regalia can be found on these links:

<https://commencement.illinois.edu/may-commencement/graduates/academic-attire/>

<https://commencement.illinois.edu/may-commencement/graduates/academic-attire/ordering-rental-academic-attire/>

#### Email Forwarding

Graduating students should also set up email forwarding. For information regarding discontinuation of access to email, please refer to the following website of Technology Services at Illinois: <https://answers.uillinois.edu/illinois/page.php?id=51006>. Students with further questions regarding email and network access should contact the Technology Services Help Desk at (800) 531-2531.

#### Degree Certification Letter

Some employers require proof of graduation before employment can begin. Final transcripts showing the degree conferral can take up to nine weeks to process. Graduates may request a Degree Certification Letter from the Graduate College. Instructions on how to request a degree certification letter for your future employer can be found here: <https://grad.illinois.edu/thesis/post-deposit>

## Chapter 3: Requirements and Guidelines for International Students

### Check-in at International Student and Scholar Services (ISSS)

Upon arrival, international students are required to check-in at ISSS.

### General Information for International Students

International students must register for full-time enrollment in every fall and spring term and must register by the tenth day of instruction to comply with SEVIS requirements. International students require the prior approval of International Student and Scholar Services (ISSS) (<http://www.iss.illinois.edu/>) to drop below full-time enrollment, and they should see the explanation of full-time status in the Graduate College Handbook (<https://grad.illinois.edu/gradhandbook/2/chapter2/course-loads>) for more information.

### Enrollment

#### Full-time Enrollment

International students on a F-1 or J-1 visa are required to maintain full-time enrollment for purposes of Student Exchange and Visitor Information System (SEVIS) reporting. For purposes of load, each required or recommended ESL course taken as a result of the English as a Second Language Placement Test (EPT) will count as the equivalent of 4 graduate hours, even if the course credit is recorded as zero hours of credit toward the degree. International students with questions about full-time enrollment should contact [ISSS](#).

Simultaneous enrollment at another institution may not be added to hours enrolled at the University of Illinois at Urbana-Champaign to determine full-time status. For the Graduate College, enrollment in off-campus or online courses offered through the University of Illinois at Urbana-Champaign counts toward full-time enrollment.

Students with questions about registration load and loan deferment should consult their lenders (school, bank, or loan agency). Students may also contact the Office of Student Financial Aid (<https://osfa.illinois.edu/>) or [finaid@illinois.edu](mailto:finaid@illinois.edu), for advice or referral to the appropriate office or agency. Verification of full-time enrollment may be ordered online from the Office of the Registrar (<https://registrar.illinois.edu/academic-records/enrollment-degree-verification/>).

### Department and Campus Policies on English Proficiency (International Students)

#### English Placement Test (EPT) and English Proficiency Interview (EPI)

- The Admissions Office notifies the student if the EPT or EPI is required based on student's Test of English as Foreign Language (TOEFL) score. Students with low scores or no official TOEFL score reported at the time of admission, including TOEFL scores *dated more than 2 years from the day of the admitting semester* are required by the department to pass the EPT and/or EPI.

- Students register for EPT per their Admissions letter.
- If the score on the Test of English as Foreign Language Internet-Based Test (TOEFL iBT) falls within the range 79 – 102, the student must take the EPT and take any English as a Second Language (ESL) courses required/recommended.
- If the score on the spoken section of the TOEFL iBT is below 24, the student must take EPI. The EPI is offered once each semester. The department will coordinate the examination registration on behalf of the students.
- Students who take the Test of Spoken English (TSE) and receive score 50 or above or take the International English Language Testing System (IELTS) academic exam and receive a score of 8 on the spoken section are exempt from taking the EPI. Scores lower than listed will require passage of the EPI.

### ChBE Department Policies

All international graduate students and domestic graduate students that attended high school outside the USA or in Puerto Rico must pass the EPI, or receive a satisfactory score on the Speak portion of the TOEFL, before they are allowed to serve as a Teaching Assistant. Graduate students admitted to the ChBE PhD program are required to serve as a Teaching Assistant for up to 3 semesters in Chemical Engineering in order to graduate (students admitted to other programs have varying requirements and should see the Graduate Program Coordinator for further information).

- Students will enroll in the basic ESL courses required or recommended on the EPT report (if any) and are required to take these courses their first semester on campus.
- ChBE will register students for the EPI during their first semester on campus.
  - Students enroll in and are required to attend a basic ESL course (ESL 504) during their first semester on campus to prepare for the EPI.
  - If the student passes the EPI (with a clear passing score of 5 or 6) no further action is required.
  - If the student fails the EPI (or receives a conditional pass score of 4CP), the faculty advisor is notified and the Director of Graduate Studies meets with student to lay out a path forward. The department will verify that the student is registered for the ESL course recommended in the Center for Innovation in Teaching and Learning (CITL) result letter. This ESL course must be taken at the first possible opportunity after the EPI (i.e., if the EPI is taken during the Fall semester, the recommended course must be taken in the Spring semester). For students with a conditional pass (4CP), once the CITL recommended course is completed, no further action is required.

- Students receiving a failing score (4 or below) on the first EPI must continue in the ESL courses that they are currently enrolled in, and must enroll in the CITL recommended course for the subsequent semester. The department will also work with the student to arrange for tutoring\* prior to the next EPI date (at the department's expense, as this is compulsory). The department will sign the student up for 2<sup>nd</sup> EPI during the next testing period.
  - If student fails 2<sup>nd</sup> attempt of EPI, the student must prepare for the next testing opportunity by continuing the ESL course currently enrolled in, and also enrolls in the next ESL course recommended in the CITL EPI result letter. The department verifies that the student is registered for the next ESL course recommended in the CITL EPI result letter. The Director of Graduate Studies also meets with student and advisor again to lay out a path forward. The department will also work with the student to arrange for tutoring\* prior to the next EPI test date (at the department's expense, as this is compulsory).
  - After completion of second full semester of ESL and tutoring, the department will sign the student up for the 3<sup>rd</sup> and final EPI. The student must pass the exam in order to TA and meet graduation requirements.
  - Should the student fail the third (and final) EPI, the student must arrange to complete and pass the TOEFL iBT Speak Test (the TOEFL is taken at the student's expense; the department does not pay for this). This test can be taken repeatedly until a passing spoken score of 24 or above is achieved. Again, the TOEFL is taken at the student's expense; the department does not pay for this.
  - The Director of Graduate Studies will meet with the student and their advisor to work out a path forward.

**\* CITL Tutoring Policy**

- Students must meet with the tutor at least once a week for a minimum of **8 weeks**. (The CHBE department typically requires more than 8 weeks of weekly tutoring.)
- Students that received a 4 on their last EPI must complete a minimum of 10 hours of tutoring. (The CHBE department typically requires more than 10 weeks of weekly tutoring.)
- Students with an EPI score of 3 must complete a minimum of 20 hours of tutoring before retaking the EPI.
- Students must ask their tutor to submit a completed EPI Tutor Form to the EPI Coordinator at least one week before the test date.
- Students who don't complete the required amount of tutoring will not be allowed to retake the EPI.

### When and Where is the EPI?

The EPI will take place once each semester. Students can only be enrolled by the ChBE department Graduate Program Coordinator. Students should allow ample time to find the testing location as any student that is late will not be allowed to participate in the interview. Test takers should arrive 15 minutes before their scheduled exam time. Late students will not be allowed to participate in the interview, will be deemed a no-show, and this missed appointment will count as one of their three allowed attempts (this policy also applies for those who no-show and/or do not call to cancel 7 days or more prior to the exam date). For additional information regarding the EPI, please see the CITL FAQ page ([https://citl.illinois.edu/citl-101/measurement-evaluation/english-proficiency-interview/faqs-for-students?src=cte-migration-map&url=%2Ftesting%2Fforal\\_eng%2Fepi\\_faq.html#Top](https://citl.illinois.edu/citl-101/measurement-evaluation/english-proficiency-interview/faqs-for-students?src=cte-migration-map&url=%2Ftesting%2Fforal_eng%2Fepi_faq.html#Top)).

To change the date or time of a scheduled exam, or to cancel an exam, **departments** must notify the EPI coordinator at least 7 working days prior to the scheduled exam (Failure to show or arrange to cancel in advance counts as one of the three allowable attempts).

### How much does the EPI Cost?

There is no cost to take the EPI.

### Preparing for the EPI

Although there are no practice materials (as each interview is different – a conversation that develops naturally), CITL recommends practicing by having conversations with a partner and answering questions she/he may pose.

- Campus resources for improving oral English – follow this link
  - <http://cte.illinois.edu/resources/english.html>
- List of approved EPI tutors – follow this link  
<https://linguistics.illinois.edu/languages/english-second-language/international-teaching-assistant-focus/epi-tutors>
- External resources for improving oral English – follow this link
  - <http://www.englishcentral.com/videos>

### Tips for Taking the EPI

- Arrive 15 minutes before your scheduled interview.
- Take a deep breath and relax.
- The EPI is a live interview. Ask for clarification if you do not understand the interviewer's questions.
- Try to sound as natural as possible. Do not produce speech that you have memorized; instead give authentic, spontaneous-sounding responses.



### International Tax Laws

Most international countries have special tax laws and treaties with the United States. Prior to completing the W-4 form, international students must make an appointment with the University Payroll Customer Service office (265-6363 or [paying@uillinois.edu](mailto:paying@uillinois.edu)). The International Student and Scholar Services (ISSS) web site has information on resources and lists some frequently asked income tax questions at <https://iss.illinois.edu/resources/incometax.html>

## Chapter 4: Support

### Financial Support

#### Stipend for PhD Students

Students in the ChBE PhD program are guaranteed financial support for current and future years assuming that they remain in good academic standing and are making satisfactory progress toward their degree. In addition, ChBE will cover tuition and most, but not all, fees. Students will be responsible for normal living expenses, including housing and other costs.

Stipends will be covered through various appointments from various sources. These include departmental fellowships, teaching assistantships, research assistantships on corporate, state, or federal grants, as well as external fellowships.

#### Research Assistantships

Research Assistantships, or RAs, are usually given to a student through the laboratory in which he/she has chosen to do thesis research work. If a student's advisor changes, the funding source will also change. A 50% appointment is considered a full-time assistantship, and RA appointments are generally assigned at 50%. Under some circumstances, students receive 25% appointments, with the salary adjusted accordingly. This typically occurs when the student also has a 25% appointment as a teaching assistant, which will pay the other half of the salary. Most advisors expect students with 50% RAs that are not enrolled in courses to be working in the lab on their thesis research 40 hours a week. Fewer hours may be expected of students that are enrolled in coursework.

Some RAships are more demanding than others. Students will need to discuss with the professor what duties will be expected of them and what time commitment is involved. It is generally up to the professor and student to work out the specifics of the RA, and to make sure the appointment is in place for each semester. RA's are generally appointed for **11-month appointments**. The appointments cover the two academic semesters plus two months in the summer. **Most students do not receive a paycheck in August**, so students should plan accordingly.

#### Teaching Assistantships

All ChBE students are required to teach at least three semesters. As with RAships, some Teaching Assistant appointments are more demanding than others. TA duties can run from grading of exams and papers, the supervision of lab experiments, running of discussion sections, to the actual teaching of courses. Generally, the professor in charge of the course and to whom the TA reports, determines the responsibilities of the appointment. They are also the main source of information regarding coursework or questions. (See "Chapter 2. Teaching Requirement" for additional information.)

### Fellowships and Training Grants

There are a few fellowships and training grants available through the University and various departments. These awards are *competitive* and are based, primarily, on *scholastic achievement*. Students must be nominated by ChBE to be considered for most of these awards. If awarded one of these fellowships or training grants, students may have to meet certain criteria or fulfill certain requirements specific to the award. Notification of these requirements will be given upon receipt of an offer of support. Fellowships are not normally taxed, but are considered taxable income.

### Tuition Waivers

Tuition waivers are automatically granted for graduate students in the College of Liberal Arts and Sciences who hold a University 25-67% TA or RA appointment. The service fee is also waived however, students are responsible for health service and miscellaneous University fees (some of which can be refunded, upon request). The student must be enrolled for at least 12 hours and must have continuous employment for 91 days to qualify for the tuition waiver for an academic semester. Over the summer, enrollment for 4-8 hours is required, with continuous employment for 41 days.

### Illinois Residency

It is strongly encouraged that all students apply for Illinois residency as soon as possible. Tuition for non-residents is much higher (almost 3 times more!!) than for residents of the State, and advisors' funding can go a lot farther, and help more students, if ChBE students are residents. Students should visit the Residency website at [www.usp.uillinois.edu/residency.cfm](http://www.usp.uillinois.edu/residency.cfm) to determine if they qualify.

To apply for residency, students may pick up an application in the Office of the Registrar or go on-line to <https://www.uaps.uillinois.edu/cms/one.aspx?portalId=808247&pageId=883256> . Questions should be referred to the Registrar's Office at 333-6565 or [registration@uillinois.edu](mailto:registration@uillinois.edu). It is possible that approval for residency may not be granted on the first, or second, attempt. If it is not, please try again as soon as possible.

### Sick Leave and Vacations

The information below is taken from the Illinois Human Resources web page:

<http://humanresources.uillinois.edu/employees/current-employees/graduate-employees/graduate-assistant/payroll&benefits.html>

Graduate students on a monthly paid assistantship will receive 13 work days of non-cumulative sick leave per year. This means if the days are not used by the end of the academic year, they will not carry over to the next academic year, nor will students be compensated for the days.

Graduate students on appointments under 12 months do not receive official vacation days. Because most students are on 11-month appointments, they do not receive pay for the month of August. That is generally considered their "vacation" and is equivalent to

approximately 21 days. However, because it is hard on the lab to have all their students gone for an entire month, most advisors will allow their students (unofficially) to spread those days out over the year.

Graduate students are also eligible for the official *University* holidays – the days other employees receive. Those days are: New Year’s Day (January); Martin Luther King, Jr. Day (January); Memorial Day (May); Independence Day (July); Labor Day (September); Election Day, Thanksgiving and the day after Thanksgiving (November); Christmas Eve, Christmas Day, and the Day After Christmas (December) and the “gift” days between Christmas and New Year’s Day given by the Chancellor and President over the past several years.

Note: Graduate students are not eligible for the week in the spring known as Spring Break or the week of Thanksgiving break, or other breaks (except for the days that fall on official University holidays). Only undergraduate students are only eligible for those weeks off and extended breaks between semesters.

## Chapter 4: Miscellaneous Information

### General Information

#### US and Campus Mail

Graduate student mailboxes are located in 114 RAL. Mail is sorted by last name; no one has individual mailboxes. Students should check for mail at least once every week or two.

Please advise all correspondents of the correct addresses below:

The official **US mail** address

and **Fed EX or UPS** delivery address is:

The **campus** mail address is:

Chemical and Biomolecular Engineering  
University of Illinois at Urbana-Champaign  
114 RAL, Box C-3, MC-712  
600 S Mathews Avenue  
Urbana, IL 61801  
USA

Chemical and Biomolecular Engineering  
114 RAL, Box C-3  
MC-712

Also, please note the format of the above addresses. It is important to use these formats when mailing items on or off campus.

- Campus addresses must contain the person's name, department, building location, and mail code (MC-###). Campus mail, which requires no postage, is to be used for *official University business only*. Greeting cards, catalogues, personal bills and letters, etc. are not acceptable. Campus mailboxes are located throughout the campus, and marked accordingly.
- US mail, which requires postage, must include a person's name, street address, city, state, and zip code.
- Mail with an international address, may be sent via US mail, using the correct postage (rates can be obtained at any US Post Office) and must contain the postal code/city, with *only* the country of destination on the bottom line of the address. For more information on the United States Postal Service, please visit their web site at [www.usps.com](http://www.usps.com)

#### I-Card

Students will need to go to the University ID Center to obtain their I-Card. The ID center is located at the Illini Union Bookstore at 809 South Wright Street, Champaign. The I-card will enable all U of I students to ride the MTD buses in Urbana and Champaign for free, and gains entrance to the library and use of the athletic facilities, as well as various other campus facilities. It can also be used for access to some campus and ChBE rooms.

## Keys

Graduate students will be issued a key to the building and once their advisor has been set, keys to the lab.

## Professional Photo Shoot

All incoming graduate students are required to attend a professional photo shoot, scheduled the week prior to the beginning of the fall semester. These photos will be used on the official graduate student poster, which will be located outside 114 RAL. In subsequent years, students may attend the photo shoot to update their photos.

## Seminar Notices and Announcements via Compass

Seminar notices and other announcements of interest to graduate students will be posted on the Illinois Compass 2g website (<https://compass2g.illinois.edu/webapps/login/>). All graduate students are given access to this site. To log-on students must use their NetID and password. The system is protected and will require an authentication method (receive a text or phone call for an additional code). Students should check Compass weekly for seminar and symposium announcements, fellowship opportunities, and job postings.

## Paychecks

Graduate students on RA, TA, or Fellowship appointments receive their pay on the 16th of each month. If the 16th of a given month falls on a Saturday, Sunday, or holiday, their pay will be issued on the last working day *prior* to the 16th.

Students are required to receive their earnings via direct deposit into a personal bank account (which needs to be set up upon arrival in town). Having the earnings deposited directly into a bank account is more convenient and allows for a little more freedom. Students can rest assured that the money will be in their account on the 16<sup>th</sup> of every month. And, as an added bonus, some banks don't charge their customers for checking and savings accounts if they use direct deposit.

The first check should be directly deposited, though it is wise to verify with the banking institution that the money has been deposited before making transactions against the account. It can take one month, sometimes two, for the request for direct deposit to be processed.

## Computer Access

All graduate students will have access to the ChBE computer lab located in 308 Noyes Lab (across the street from RAL). Computers and printers are available for use.

## Encumbrances

If any money is owed to the University (library fines, parking fines, tuition, or fees) or a University requirement (official transcripts from previous University, non-compliance with state immunization laws) has not been completed, an encumbrance may be placed on a student's registration. These encumbrances *must* be cleared up by *5:00pm on the first day of instruction*,

or registration will be cancelled for that semester and further registration will not be allowed until the encumbrances have been cleared.

#### Chemical and Biomolecular Engineering Graduate Student Advisory Council (GSAC)

GSAC is a student-run organization, governed by 2<sup>nd</sup> year ChBE graduate students. The group has elected officials, including President, both an internal and external Vice-President, Treasurer, Secretary/Webmaster, Professional Development Chair, Outreach Chair, and a Symposium Chair. GSAC has organized receptions and picnics, recruiting social events, and has sponsored a successful Graduate Research symposium for many years.

We encourage new students to attend the group's activities and to volunteer to serve as officers in their 2<sup>nd</sup> year. Meeting with other students on a regular basis will help students to learn about other areas of chemical engineering perhaps otherwise unknown to them. It may also help with networking opportunities after graduation. Who knows, we may have future Nobel Prize winning scientists in our department right now! Visit their Facebook page at <https://www.facebook.com/ChbeGsac>.

#### Travel and Expense Reimbursements via TEM

The University utilizes the TEM (Travel Expense Management) system for processing employee reimbursements, employee advances, and miscellaneous voucher payments such as honoraria, prizes and awards, non-employee reimbursements, etc. When requesting reimbursement for travel expenses incurred while on University business or purchases on behalf of the University, students must set up an account in TEM. To do this, please send an email to: [scs-tem-cfops@scs.illinois.edu](mailto:scs-tem-cfops@scs.illinois.edu) and request access. Once access has been granted, the next step is to complete a voucher yourself (tricky at best) or set up a ChBE proxy who can assist you with the actual TEM report. For Parr or GSAC reimbursements, contact the Graduate Program Coordinator. For reimbursements made on behalf of the lab, contact 114 RAL.

#### Department Contacts

- Graduate Program Coordinator  
Connie Knight, [cknight4@illinois.edu](mailto:cknight4@illinois.edu)
- Director of Graduate Studies  
Dr. Mary Kraft, [mlkraft@illinois.edu](mailto:mlkraft@illinois.edu)

## Chapter 6: Safety Precautions

### Personal Safety

Although Urbana-Champaign is a relatively safe environment, sometimes unfortunate incidents occur, which prompted us to include a section on safety precautions. Many of these precautions have been disseminated campus-wide by the University Police and the Chancellor's office to keep U of I students as safe as possible. It is important to **always be alert!**

Unfortunately, we live in a world today where, to protect our possessions and ourselves, we must be suspicious and *always* on guard. Predators are everywhere and are looking for an opportunity to strike. This doesn't mean we have to live in constant fear, just constant *awareness* of what is happening around us.

We hope our students never have to use these safety tips, but everyone should familiarize themselves with the information in this section. It may seem unusual to have this section included in a student handbook, however, we feel it is important to make students aware of the possible dangers that do exist in a campus setting, even at a relatively quiet Midwestern university. We hope it will give our students peace of mind to be informed of how to protect themselves in an emergency, whatever the situation. It may even save a life.

### Reporting Criminal Activity

If something unfortunate should happen, it is important to report the incident *immediately* to the appropriate local authorities (all numbers are in the 217 area code).

Life-threatening Emergency	911	9-911 from campus phones
University Police	333-1216	Non-life threatening situations
Emergency Dean of Students	333-0500	5:00pm-8:30am
Urbana/Champaign Police	333-8911	Non-emergency
Crimestoppers Program	373-TIPS	To anonymously report a crime

Current crime statistics on and around campus must be reported by law and can be found at: [police.illinois.edu](http://police.illinois.edu), under Crime Reporting. Urbana-Champaign and campus area crime reports are also available through the local newspapers or the Daily Illini (the campus paper).

If someone has been victimized, they should try to remain calm; call the police immediately; and get as detailed a description of the assailant as possible (hair color, eye color, clothes, height, weight, race, tattoos, scars, marks, skin complexion). If a vehicle was used, take note of the license plate number and description of the car.

### Be Prepared

It is a good idea to plan ahead for an emergency situation. The Division of Public Safety has a website with some helpful suggestions: [police.illinois.edu/emergency-preparedness](http://police.illinois.edu/emergency-preparedness). Check out their Run>Hide>Fight video [police.illinois.edu/emergency-preparedness/run-hide-fight/](http://police.illinois.edu/emergency-preparedness/run-hide-fight/) for tips.



All students should sign up for **Illini Alert** to receive notification via text messages, emails, social media, and web alerts regarding any campus emergency: [police.illinois.edu/services/stay-informed/illini-alerts](https://police.illinois.edu/services/stay-informed/illini-alerts). Types of alerts include fires, chemical spills, tornado warnings, bomb threats, criminals at large on campus. Luckily, all of these occurrences are rare.

### Be Proactive

Included below are some general tips on staying aware while walking on campus (or anywhere). These precautions were gathered from various sources and are widely disseminated annually.

- Walk alertly and *keep your mind on your surroundings*, and on who is in front and behind you.
- Communicate the message that you are confident and know where you are going. *Stand tall, walk purposefully, and make eye contact* with people around you.
- Trust your instincts! If you feel uncomfortable in *any* situation, leave as quickly as possible.
- Use *well-lit* and *busy sidewalks*. Try to avoid deserted sidewalks, vacant lots, alleys, construction sites, and wooded areas. *Always* take the safest route, even if it's a little longer.
- Walk facing traffic to see approaching cars.
- Don't wear earbuds or talk on cell phones while walking or jogging - they prevent you from hearing what is going on around you.
- If you feel you are being followed, cross the street; head for nearest well-lit, populated area; yell for help; and call the police using 911 (9911 from campus phone).
- Take note of the emergency call boxes located around campus.
- Carry a cell phone, whistle, or personal alarm to alert people you need assistance.
- Put an ICE (In Case of Emergency) entry in your cell phone, with the name and phone number of a loved one who can be contacted by emergency services workers in case of an emergency.
- Walk in pairs or groups whenever possible.
- Never, never, never hitchhike (take a ride in a vehicle of someone you do not know).

- Drink responsibly!!!! Many crime victims on the U of I campus are intoxicated and are easy prey for criminals. Drinking can diminish your ability to respond quickly and can impair your judgment when it comes to acting responsibly.
- Do not establish a set pattern of behavior - Remember, variety is the spice of life! If you leave at a set time every night, try to vary it somewhat and have two or three well-lit routes to take and vary them often.
- Use a security escort. Escorts are available for University employees walking at night (see table on following page).

Office	Number	Type of Escort
Mass Transit District (MTD) SafeRides  <a href="http://mtd.org/maps-and-schedules/routes/saferides">mtd.org/maps-and-schedules/routes/saferides</a> or get the App: MTD Connect  MTD general information: 384-8188	265-RIDE (-7433)	Runs from 7:00pm-6:30am beginning in Fall (begins at 5:00pm Nov-Mar), excluding breaks. Will give rides across campus and to some close off-campus locations. Max 3 person pickup. May wait 15-30 minutes for pickup.
SafeWalks Escorts  <a href="http://police.illinois.edu/services/safewalks-saferides">police.illinois.edu/services/safewalks-saferides</a>	333-1216	Student Patrol Officer will provide late night escorts on campus 9pm-2:30am Sun-Wed; 9pm-3am Th-Sat during fall and spring semesters only. Need 15 minute notice.
Motorist Assistance Program  <a href="https://parking.illinois.edu/campus-parking/motorist-assistance">https://parking.illinois.edu/campus-parking/motorist-assistance</a>  Campus Parking general number: 333-3530	244-HELP (-4357)	Runs from 7:30am-5:30pm M-F (no holidays). They will help with car problems/lock outs <i>in campus lots</i> during normal University hours.

#### Miscellaneous Safety Tips

- Keep your doors and windows locked *at all times* in your lab, office, home, or dorm room. Also, keep your blinds closed at night.
- When driving, keep your car doors locked and the windows rolled up, especially at night. *Always* lock your door when you leave your car. *Never* leave your keys in the ignition or leave your car running if you leave. Park your car in areas that will be well-lit and heavily traveled when you return. Before entering your car, always check under and around the car and in the back seat to make sure no one is hiding there. And *never* pick up

hitchhikers or stop for strangers. If someone flags you down, get to a secure area and call the police. Let the police check it out.

- If taking a bus, use popular and well-lit bus stops; sit near the driver; be aware of who gets off the bus with you. If someone bothers you while on the bus, tell the bus driver. If you feel uncomfortable after exiting the bus, walk to a place near other people.
- When using an elevator, always look into the elevator before entering. If a passenger looks suspicious, don't get on. If you are waiting for the elevator and you are uncomfortable about someone waiting with you, walk away. If already on the elevator and someone suspicious enters, get off. Stand near the controls. If you are threatened and/or attacked, hit the alarm and as many buttons as possible so the elevator will stop and you can escape.
- Let roommates or friends know where you are going and with whom, and when you expect to return, whenever possible.
- Never leave personal property unattended, even for a few minutes. Take your backpacks and laptops with you when you leave the area – or make sure they are locked in a desk or locker.

### Personal Safety Tips for Women

University campuses are known by criminals to be easy places to carry out their illegal activities. They are large, somewhat impersonal, places where criminals can easily slip in and out, virtually unnoticed. But it is not only strangers women need to watch out for...the truth is that many assaults – sexual or otherwise - are perpetrated by *someone the victim knows*, either casually or even quite well!

If someone feels their rights have been violated, they can file a criminal and/or University complaint against the offending party. A few years ago, a female graduate student was sent threatening emails from a male student who was in a class with her. She was very scared and we filed a complaint with the Dean of Students, who contacted the male in question and told him to cease and desist. The University took the incident very seriously. After their intervention, the student was never harassed again.

### It's On Us

The University also takes sexual misconduct very seriously. In Fall 2014, students help launch a local chapter of the **"It's On Us"** campaign in partnership with the White House/Generation Progress. Over 3000 students on campus have joined over 300,000 students across the US who have taken the pledge to prevent sexual assault/misconduct ([www.itsonus.org/pledge](http://www.itsonus.org/pledge)) on college campuses. For more information on sexual assault prevention and training, visit At Illinois We Care website at [wecare.illinois.edu/prevention/students](http://wecare.illinois.edu/prevention/students). Here are some ways to be proactive:

- If you are studying or working in an area, make sure the doors are properly locked. This includes dorm room doors!
- Never let a stranger in to your room, office, or building, *especially if you are alone* in that area.
- If you are working alone and someone walks in and makes you feel uncomfortable, trust your instincts and leave the area.
- When possible, study or work with a friend or group.
- Study in *populated* areas.
- Do not let a service or delivery person enter your area if you are by yourself. Ask for proper identification and if you feel uncomfortable, don't open the door or entrance.
- Locate the emergency phones and fire alarms in case you need help. Fire alarms are to be used for getting help in fires and *any life-threatening emergencies*.
- Don't isolate yourself in an open, easily accessible area. This provides the criminal with the opportunity to commit the crime.
- When possible, study or work in an area that has several exits. The more exits you have, the more options of escape you have.
- Remember -- awareness and risk reduction are 90% avoidance!! Stay alert and don't take risks! If you believe something is wrong, *it is*. Trust your instincts.

One of the recurring themes is for women to *trust their instincts!* If you *feel uncomfortable about someone*, there is probably a *very good reason* to be and you should leave *immediately!* Don't worry about whether you will seem silly or if you'll hurt someone's feelings...if someone is making you uneasy, get out. Women's intuition is not a myth, it is reality, and you have to learn to trust in it. If you think you are in danger or feeling threatened, you probably are. For information regarding women's safety issues, crime statistics, sexual assaults, and counseling information, contact the Women's Resources Center at 333-3137 or visit their website at [oiir.illinois.edu/womens-center](http://oiir.illinois.edu/womens-center).

Information on women's self-defense training courses can be obtained through Division of Public Safety, at 333-1216. Info on the Rape Aggression Defense System, or RAD, can be found at <https://police.uic.edu/services/self-defense-for-women-workshops/.%20>

#### If an Assault Has Occurred

If someone has experienced sexual misconduct/assault, they should seek assistance *immediately*. If there is still a threat of danger, call 911. Where it is strongly encouraged to report the incident to the authorities, it is not mandatory. As mentioned before, try to remain

calm and get as detailed a description of the assailant as possible (hair/eye color, clothes, height, weight, race, tattoos, scars, marks, skin complexion). If a vehicle was used, get the license plate number and description.

If there are any medical concerns, assistance should be sought as soon as possible at any of the local emergency medical facilities.

### Medical Facilities

McKinley Health Center	1109 S Lincoln Ave, Urbana	333-2700
Carle Foundation Hospital	611 W Park St, Urbana	383-3311
OSF Heart of Mary Medical Center	1400 W Park St, Urbana	337-2131

Sexual assault is never the fault of the survivor! Survivors will experience a wide array of emotions after the incident. That is perfectly normal. It may be very beneficial to talk to someone about the experience, even if there is no intention of formally reporting it. Below are a few confidential resources available. And the ChBE graduate office is always a resource in a time of need/confusion.

Rape Crisis 24-Hour Hotline	384-4444	Rape Advocacy, Counseling & Education Services (RACES)
Counseling Center	333-3704	
McKinley Health Center	333-2705	

For a complete list of resources, including how to report a sexual assault, go to [wecare.illinois.edu](http://wecare.illinois.edu).

### Mental Health

Graduate school can be a very stressful time. Even students who feel they are well prepared for the rigors of studying while working in a lab full-time can get overwhelmed. There are services available, both on campus and in the community, for students who may need assistance coping with the stress. There is no longer a stigma attached to asking for help. Everyone gets stressed and it is very beneficial to have someone to talk to who is impartial and who can help put things in perspective. No matter how bleak the situation, things will get better eventually. That tough class will be over at the end of the semester; experiments will get easier with a little practice; graduate school itself will be over in a matter of years. For those times when things get to be too much, reach out for help! Here are a few numbers that might come in handy. The ChBE graduate office is always here to help, too.

Rosecrance Crisis Line/Substance Abuse Local suicide prevention hotline	359-4141	<a href="https://rosecrance.org/central-illinois/">https://rosecrance.org/central-illinois/</a>
Counseling Center	333-3704	<a href="http://counselingcenter.illinois.edu">counselingcenter.illinois.edu</a>
McKinley Health Center	333-2700	<a href="http://www.mckinley.illinois.edu/medical-services/mental-health">www.mckinley.illinois.edu/medical-services/mental-health</a>

## Tornado Safety

Students will need to get accustomed to living in the Midwest and the unusual weather here. March through October is "tornado season" in Central Illinois, but they can occur any time of the year. A tornado is a funnel-shaped cloud that touches the ground. Tornadoes can be up to 1 mile wide and can remain on the ground from seconds to minutes. These storm clouds can destroy everything in their paths. In November 2013, an outbreak of tornadoes rumbled across the width of the state and right through the area, causing millions of dollars' worth of damage to property, and almost entirely wiping out the small town of Gifford, north of Champaign. In May 2019, we had an EF-1 go through Champaign and Urbana, uprooting trees and causing roof/building damage. It goes to show tornadoes can occur anytime. There is no need to panic every time there is a thunderstorm, but a *very real danger* exists when these storms come through. Listen to radio/TV/social media when bad weather is in the area for information on severity of storms and potential for tornadoes.

The Central United States' "Tornado Alley" is the area of maximum tornado frequency, with Illinois ranking 4<sup>th</sup> in the Nation in number of reported tornadoes in 2018, which is consistent with the 2012 Weather Channel top 10 list of tornadoes from 1991-2010! We have had plenty of practice dealing with the tornado threat. Here's what you need to know to stay safe (this information has been collected from various expert sources).

- When a Tornado WATCH is issued by the National Weather Service, it means conditions are optimal for a storm outbreak. At this level of alert, you should watch for changing weather conditions and you should stay tuned to local television and radio stations, social media links to local weather stations, or Illini-Alert messages for up-to-the-minute weather reports. Emergency Civil Defense workers are in the fields, watching the skies for funnel clouds aloft and weather forecasters are in front of their radar screens looking for tell-tail tornado "hook echoes". If a funnel is spotted aloft, on the ground, or indicated on radar, a warning goes into effect immediately.
- As soon as a Tornado WARNING has been issued in your area, you should seek safe shelter *immediately*. When tornado-spawning thunderstorms roll through, electric power can be disrupted. You should have a flashlight with you and a battery-powered radio or cell phone to listen to for information on the path of the tornado. Emergency Sirens\* will go off around town -- a long 3-minute blast with a siren -- that is repeated every 30 minutes while the warning is in effect. In some cases, there is not enough time to issue a siren, which is why you must be prepared on your own to seek shelter when conditions look threatening. It only takes a few seconds for a tornado to touch down, wreak havoc, and return to the skies.

Note: \*Emergency sirens are tested on the 1st Tuesday of every month at 10:00 a.m. Listen at that time so you know what to expect when an actual tornado is spotted. When

you hear the siren at any other time, you should respond as if it is the real thing, until you have had time to determine if it is a false alarm or a real threat.

- Ideal shelter would be a basement or crawl space of a house or building, in the southwest corner (or whatever direction the tornado is coming from), under a sturdy table, away from glass and exterior walls or doors, covered with a blanket. Unfortunately, this is not always possible, so here are your best alternate choices:

#### Inside Options:

Go to the lowest level possible in a building, using the stairs (*do not* use the elevator), to an interior hallway or other enclosed area, such as a closet, staying away from windows, exterior walls and doors.

Do not go to a large room, such as an auditorium or gymnasium, as the roof may collapse or be ripped off.

In a wooden structure, such as a house, the basement is the safest place. If a basement is not available, get under a heavy piece of furniture in the center of the house. Interior hallways or in the bathtub are the next safest places. Remember to stay away from glass and exterior walls.

#### Outside Options:

Outside is the worst place to be, as the debris field thrown off by a tornado is as dangerous, if not more so, as the tornado itself! If you hear a siren and you are outside, the best thing is to take cover immediately *inside* a steel-framed or concrete building or building marked with the Tornado Shelter sign (see pictures below).



If you are not near a building, take cover in a ditch, ravine, or lowest ground depression you can find...something that is not always easy in basically flat Central Illinois.

If you are in a car and are in the path of a tornado, get out! Get in a building or low-lying area. Don't try to out drive the tornado if it is coming toward you, as they are unpredictable and fast. If you can drive at a 90° angle away from the path, you may be able to avoid it. Be safe!

#### Fire Safety

Fires are something we *all* need to be prepared for, especially for those living with roommates, in multi-apartment complexes, or working in labs with flammable or combustible materials. Fires can start in an instant and spread quickly. Sometimes fires can be contained right away with minimal damage. Other times, unfortunately, people are in shock and slow to react and the fire can cause major damage or worse.

Many years ago, a graduate student was living with roommates who started a fire in their kitchen while cooking dinner. She said the flames were out of control in seconds! Luckily, through quick actions, the fire was extinguished quickly and no one was hurt.

Unfortunately, in 2011, a neighbor of the Graduate Program Coordinator was not so lucky. The neighbor awoke to find flames creeping up the side of her couch. After trying, unsuccessfully, to douse the fire herself, she went across the street to call 911. Within minutes her entire living room was engulfed in flames, while the neighbors watched helplessly outside. The scariest thing is she did not hear her smoke alarm until after she noticed the smoke/fire! Even though the fire department was there in less than 5 minutes from the call, the house and all her belongings were completely destroyed by the fire, the smoke, and the water used to put out the fire. The cause of the fire was never determined, though a short in an electrical outlet/surge protector was suspected.

The examples above show that everyone must have precautions in place to protect themselves and their property. Below are some preparation tips gathered from various sources.

- Install one or more dual sensor smoke (both ionization AND photoelectric smoke) detectors (one in the kitchen, others near bedroom doors, in your lab...) and check the batteries once a month.
- Locate several exit routes and study them carefully. You may become disoriented in a fire and your chances are better of escaping if you know the fastest, safest way out. Remember, do *not* use elevators during a fire -- make sure you are familiar with the location of the stairwells.
- Know the location of fire extinguishers and know how to use them. Read instructions before an emergency.
- Post emergency phone numbers on or near your telephone. To report a fire or a life-threatening emergency call 911 (9-911 from campus phones).
- Report any unsafe conditions/safety hazards in campus buildings to the Division of Research Safety at 333-2755 ([www.drs.illinois.edu](http://www.drs.illinois.edu)). These conditions include: obstructed aisles, corridors and egress routes; illegal storage in corridors, fan or equipment rooms, or under stairs; improper handling and/or storage of flammable materials and chemicals; wedging open of fire doors; improper smoking habits or smoking in non-permitted areas; overloading of extension cords, ungrounded plugs and un-fused multiple outlet adapters for appliances.

If, after all your efforts to prevent it, a fire does occur here are some rules to follow to keep everyone as safe as possible:



- Remove everyone in the immediate area of the fire.
- Activate the nearest fire alarm box.
- Call 911 to report the fire (or 9-911 from campus phones). Tell the 911 Dispatcher your exact location and situation. Tell them as calmly and as clearly as possible. Time is of the essence.
- Confine the fire by closing doors and windows.
- Attempt to extinguish the fire *only* if it is safe to do so. If it is out of control, you should leave it to the experts.
- If there is smoke or heat, stay low to the ground. Smoke and heat rise, so the air is cooler and clearer the lower you are. Most fire injuries are caused by smoke inhalation, so avoid breathing the smoke. Also, many household items can emit poisonous gases when heated and you want to avoid breathing the noxious vapors.
- If you must evacuate the building, use the stairwells, always moving down and out until it is safe to exit. Do not use elevators. Elevators can stop during power outages and you could be trapped; or the elevator could stop on the floor with the fire, the doors could open, and the fire could enter the elevator or elevator shaft and spread to other floors.
- Before opening any door, feel it near the top. If the door or door handle are *hot*, do *not* open the door. Put a *towel or sheet, preferably wet, under the door* so the smoke doesn't come into the room. *Close as many doors as possible between you and the fire. Hang a light-colored cloth out the window to attract the attention* of the firefighters below. *Do not jump* from an upper story - you could be hurt or killed in the fall. Help is on the way, try to be patient and remain calm. If the door is *not hot*, *open the door cautiously - stand behind the door* and be prepared to close it quickly if there is excessive smoke. Do a *final check before leaving* - if it is safe to do so and do not go back for your things if ordered to leave. Assemble outside and *do not go back into the building once outside, until notified* by the proper authorities that it is OK to re-enter the building. If you are unable to vacate the building due to physical limitations, stay where you are inside and call 911. If there is not a phone available, go to the stairwell landing, if clear and safe, and wait for help.

## Identity Theft

Identity theft is on the rise around the world. Predators do not even need any physical identification in order to steal your identity. The important thing is to safeguard your

information. Do not give out social security numbers or credit information to just anyone. Shred credit card receipts and old banking statements – anything with identifying information that could be used to open a fraudulent account.

If one's wallet is stolen, they need to make sure they contact the credit card companies and banks immediately to cancel their cards and put a fraud hold on their accounts. Several years ago, two graduate students had their wallets stolen from *locked* lockers at the Activities and Recreation Center on campus. One had his credit card stolen and used within hours of the burglary! He immediately put a fraud hold on his account and was not responsible for those fraudulent charges.

Everyone is entitled to one free credit check a year with three of the credit consumer reporting companies. Go to one convenient website: [www.annualcreditreport.com](http://www.annualcreditreport.com) and obtain one free report from *each* of the following companies per year:

- Equifax: 1-800-685-1111; [www.equifax.com](http://www.equifax.com); Equifax Credit Information Services, P.O. Box 740241, Atlanta, GA 30374
- Experian: 1-888-EXPERIAN (397-3742); [www.experian.com](http://www.experian.com)
- TransUnion: 1-877-322-8228; [www.transunion.com](http://www.transunion.com); Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281

For more information, visit the Federal Trade Commission website at: [www.ftc.gov/bcp/edu/microsites/idtheft](http://www.ftc.gov/bcp/edu/microsites/idtheft)

### Concealed Carry

Illinois became a concealed carry state in July 2013. This means individuals are allowed to carry concealed handguns in public, as long as they have the proper training and a license to carry. However, concealed weapons are not allowed on the University of Illinois campus.

## Appendices

1. Instructions for completing the online Responsible Conduct of Research (RCR) Training
2. MS Degree Checklist
3. PhD Degree Checklist
4. List of Approved Bio-Oriented Courses
5. TA Expectations
6. PhD Graduate Course Checklist
7. Group Transfer Checklist
8. Internship Checklist
9. Tuition and Fees Policies
10. Departure Information Form

# Responsible Conduct of Research (RCR) Training Module Collaborative Institutional Training Initiative (CITI)

**Due date: by October 1, 2021, email your completion report to Prof Kraft and Connie Knight**

## Instructions

1. Proceed to the following web site:

<http://www.citiprogram.org/>

2. Select Log In Through My Institution. Select “University of Illinois at Urbana-Champaign” from the list of universities.

3. Log in with your NetID and Active Directory password.

4. On the “Main Menu” page, click on link for “University of Illinois at Urbana-Champaign courses Tab” and note the basic process:

- a. Click on the “add a course or update your learner groups” link;
- b. For the RCR training section, Skip Questions 1 and 2, and proceed to “Question 3.”
- c. Select the “Physical Science Responsible Conduct of Research Course” under “Question 3”.
- d. Select “No” for “Question 4”.
- e. Do not select anything under “Question 5”, and “Question 6”.
- f. Select “N/A” for “Question 7”.
- g. Select the “Submit” button.

5. The “Main Menu” page lists your course options.

- a. Click the Title of the Course to begin or continue the course.
- b. Complete the Integrity Assurance Statement presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
- c. Complete the required modules and the associated quiz (estimated time 15 min).
- d. Complete any twelve (12) “Elective” modules that interest you (estimated time 5-20 min/module).
- e. When all of the required modules are completed, you may print your completion report through the “Print Report” link on the Main Page or your “Previously Completed Coursework” page. You may return to the course site in the future to obtain a copy of the completion report. The “My Reports” page will allow you to access any completion reports you have earned.

6. The minimum “passing” grade has been set by the Research Integrity Officer (RIO) at the UIUC; if you want to improve your score on a quiz, you may repeat any section.

7. Print or download a “Course Completion Report”, and send it to Prof Kraft ([mlkraft@illinois.edu](mailto:mlkraft@illinois.edu)) and Connie Knight ([cknight4@illinois.edu](mailto:cknight4@illinois.edu)). A copy is automatically sent to the UIUC Research Integrity Office; Prof Kraft and Cindy Dodds do not receive it automatically, so you must email it to them.

8. You may return to the course site to complete other sections or to obtain a copy of the completion report.

## MS DEGREE CHECKLIST

### Optional milestone MS degree (no thesis)

Requirements should be met/degree conferred by end of 3<sup>rd</sup> year in program

\_\_\_\_ Early in the semester, verify with Grad Program Coordinator all degree coursework has been completed

\_\_\_\_ Complete petition requesting a change of curriculum

Petition should include verbage stating:

1. requirements to earn MS have been met;
2. request curriculum recode to 10KS0300MS for one semester;
3. request should also include request to return to curriculum 10KS0300PhD the following semester.

\_\_\_\_ After petition has been approved, add name to graduation list via UI Integrate

### Optional milestone MS degree (thesis)

In addition to above guidelines

\_\_\_\_ Confirm Graduate College defense/deposit deadlines with Grad Program Coordinator

\_\_\_\_ Contact Grad Program Coordinator with info in order to submit official paperwork to Grad College

\_\_\_\_ Set up meeting with advisor to present thesis

\_\_\_\_ Receive approval from advisor/department head

\_\_\_\_ Submit thesis in final form to Grad Program Coordinator for department format review  
(Note: the review process can take up to one week)

\_\_\_\_ Make corrections as indicated by Coordinator and resubmit for final review

\_\_\_\_ Once approved by department, submit electronically for Graduate College format review  
(see Thesis Office website for instructions)

\_\_\_\_ Once format review is approved by Thesis Office, deposit electronically before set deadline

### If you are graduating with a terminal MS degree

\_\_\_\_ Add name to graduation list via UI Integrate (you will be directed to separate page while registering)

\_\_\_\_ Pick up Exit Checklist from Grad Program Coordinator or print from Compass

\_\_\_\_ Set up exit interview with Director of Graduate Studies (to be completed at least 2 weeks before leaving)

\_\_\_\_ Submit Exit Form to Grad Program Coordinator

## PhD DEGREE CHECKLIST

### PhD degree

Requirements should be met/degree conferred by end of 5<sup>th</sup> year in program

Semester (or two) prior to graduation

- \_\_\_\_\_ Make appointment with SCS Career Center regarding job search
- \_\_\_\_\_ Verify with Grad Program Coordinator all degree coursework has been completed
- \_\_\_\_\_ Confirm Graduate College defense/deposit deadlines with Grad Program Coordinator
- \_\_\_\_\_ Discuss with committee members possible dates for defense within deadline dates
- \_\_\_\_\_ Review Thesis Office website for proper formatting tips (<http://www.grad.illinois.edu/thesis>)
- \_\_\_\_\_ Begin preparing thesis

Beginning of semester of proposed graduation

- \_\_\_\_\_ Register for all courses as usual (CHBE 565, CHBE 598, CHBE 599)
- \_\_\_\_\_ Add name to graduation list via UI Integrate (you will be directed to separate page while registering)
- \_\_\_\_\_ Pick up Exit Checklist from Grad Program Coordinator or print from Compass
- \_\_\_\_\_ Set up exit interview with Director of Graduate Studies (to be completed at least 2 weeks before leaving)
- \_\_\_\_\_ Confirm date/time of defense with committee members; secure room for defense
- \_\_\_\_\_ Contact Grad Program Coordinator with info in order to submit official paperwork to Grad College
- \_\_\_\_\_ International students: contact ISSS regarding OPT, if required (takes up to 4 months)

Immediately following defense

- \_\_\_\_\_ Submit thesis in final form to Grad Program Coordinator for department format review (review can take 1 week)
- \_\_\_\_\_ Make corrections as indicated by Coordinator and resubmit for final review
- \_\_\_\_\_ Once approved by department, submit to Thesis Office for format review (see Thesis Office website for instructions)
- \_\_\_\_\_ Once format review is approved by Thesis Office, deposit electronically before set deadline
- \_\_\_\_\_ Submit completed Exit Form to Grad Program Coordinator

In preparation for graduation

- \_\_\_\_\_ Register for graduation ceremony (campus-wide and/or CHBE) and/or hooding ceremony when notified
- \_\_\_\_\_ Rent or purchase regalia for convocation ceremony if participating
- \_\_\_\_\_ Apply for Degree Certification Letter if needed by employer
- \_\_\_\_\_ Contact Technology Services at Illinois to set up email forwarding

### Additional notes

If you wish to leave before the end of the semester in which you plan to graduate, and want to retain your tuition waiver, you must resign your RAship within one day of depositing your thesis. Reason: to be eligible for a tuition waiver, a student must be registered and hold a tuition-waiver granting appointment (RA/TA) for at least 91 days in the fall/spring and at least 41 days for the summer.

Revised 7.10.2020

## Approved courses for the CHBE bio-requirement

Student Self-Service: <https://courses.illinois.edu/>

Self-Service instructions: <https://registrar.illinois.edu/registration/registration-process/how-to-register/>

*Other courses may be accepted, subject to approval by the Graduate Program Chair*

\*ANSCI 368 – Biological Modeling

BIOC 450 – Introduction to Biochemistry

BIOC 455 – Techniques in Biochemistry and Biotechnology

BIOE 461 – Cellular and Tissue Biomechanics

BIOE 471 – Biomaterials for Engineers

BIOE 472 – Techniques in Biomolecular Engineering

BIOE 475 – Modeling in Bio-Systems

BIOE 505 – Computational Bioengineering

BIOP 401 – Introduction to Biophysics

BIOP 541 – Macromolecular Modeling

BIOP 550 – Biomolecular Physics

CHBE 471/594 – Biochemical Engineering

CHBE 472/594 – Techniques in Biomolecular Engineering

CHBE 473/594 – Biomolecular Engineering

CHBE 474/594 – Metabolic Engineering

CHBE 475/594 – Tissue Engineering

CHBE 476/594 – Biotransport

CHBE 478/594 – Bioenergy and Biofuels Technology

CHBE 494/594 – Systems Biology

CHBE 494/594 – Microchemical Systems

CHBE 571 – Bioinformatics

CHEM 570 – Concepts in Chemical Biology

CHEM 574 – Genomics, Proteomics, and Bioinformation

CHEM 576 – Computational Chemical Biology

CS 466 – Introduction to Bioinformatics

\*MCB 300 – Microbiology

\*MCB 350 – Introduction to Biochemistry

MCB 400 – Cancer Cell Biology

MCB 408 – Immunology

MCB 420 – Molecular Immunology

MCB 450 – Intro Biochem

MCB 471 – Advanced Cell Biology

MCB 480 – Molecular Basis of Eukaryotic Cell Signaling

MCB 550 – Biomolecular Physics

MCB 552 – Experimental Techniques in Biochemistry

MCB 553 – Enzyme Reaction Mechanisms and Inhibition

MCB 586 – Concepts and Topics in Immunology

MSE 470 – Design and Use of Biomaterials

MSE 471 – Biomaterials for Engineers

MSE 472 – Biomaterials Laboratory

MSE 473 – Biomolecular Materials Science

MSE 474 – Biomaterials and Nanomedicine

PHYS 475 – Introduction to Biophysics

TAM 461 – Cell and Tissue Mechanics (Cellular Biomechanics)

\*Although these 300-level courses will be accepted to fulfill the CHBE PhD program's distribution requirement for a bio-related course, they do not count towards a coursework Masters degree. Only 400- and 500-level courses can be used to fulfil the Graduate College's 32 credit hour requirement for a MS degree.

Revised 7.23.20

**Expectations of Students who serve as Teaching Assistants or Graders**  
**Dept. of Chemical and Biomolecular Engineering**  
**University of Illinois at Urbana-Champaign**  
Spring 2018

The purpose of this document is to establish general expectations for graduate students who serve as Teaching Assistants in the Department of Chemical and Biomolecular Engineering. Note that individual faculty or instructors will have specific guidance with regard to TA responsibilities that will supersede this document. The intention here is to establish a set of general expectations.

### **Time Expectations**

Your responsibilities will require on average 10 hours of effort per week. This effort may be spread across attending lecture, leading discussion sections, office hours, problem set and exam preparation, proctoring, and grading. Individual TA responsibilities may differ within and between classes, but the total amount of work integrated over time should be equally distributed among all TAs.

### **Attending Lecture | Understanding course content**

Individual faculty will communicate their expectations regarding you attending lecture. However, it is the expectation that all TAs both fully understand the course content and be able to teach others. This may require you to attend lectures regardless of instructor expectations.

### **Discussion Sections**

Discussion sections are a critical part of the instructional model. They provide the opportunity to reinforce topics covered in lectures. Teaching discussion section is a critical responsibility for TAs. Instructors typically will communicate their specific expectations on a weekly basis regarding content to be covered (e.g., teaching additional lecture material; solving specific problems). At times the instructor will ask the TAs to come up with appropriate material and problems for a discussion section. You are expected to adequately prepare for each section meeting (understanding the particular problems and solutions as well as the underlying theory) so that you are able to properly lead the section.

You are expected to engage with the students in your section(s) for the entire allotted time of each section. Simply posting solutions at the start of section, and/or ending the session early is unacceptable.

Some courses have additional components (e.g., software-based assignments) that will require TAs to be available for additional office hours or to run specialized sections, for example in a computer lab. These expectations will be communicated to you by your instructor.

### **Office Hours**

All TAs are expected to hold weekly office hours. Expectations for office hours vary class to class, but are typically in the range of 1 – 4 hours per week. You are expected to be available for the entire period of office hours. Office hours cannot be canceled or rescheduled without the instructors consent. You are expected to understand all problem set questions and their solutions (as well as discussion section questions/solutions) prior to attending office hours.

### **Course-related Emails | University-provided Email Accounts**

All course-related emails (either from the instructor or from students) need to be addressed promptly and completely. All course-related emails should be sent/received via your university-provided email address. Similarly, students are expected to communicate with the teaching staff using their own university provided email addresses (netid@illinois.edu). Do not send from/reply to a non @illinois account (like gmail; DO NOT use it!)



## **Problem Sets | Exams**

Individual grading responsibilities will be communicated to you by the instructor. But graduate TAs will be required to facilitate creating or proofreading questions and solutions for problem sets and exams in a timely manner. Instructors will also communicate expectations regarding proctoring exams and grading. It is the TAs responsibility to be available to assist with exam proctoring, grading, and grade entry for all exams, including the Final Exam.

## **Grading**

Grade all assignments in a timely, fair and consistent fashion. Be sure to provide feedback (suggestions for improvement, rational for points deducted etc.) on all assignments and exams. Students desire and deserve feedback. That is how students learn from mistakes. Proper feedback is a critical component of the instructional model and is often the best indicator to students regarding their understanding of the problem. You will be responsible for both completing grading as well as recording grades in a manner that is timely and prescribed by the course instructor.

## **Privacy and FERPA**

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Public-release of information other than 'directory information' (such as student name, address, telephone number) is not allowed. You are not allowed to discuss a student's progress with any other student or even their parents without express permission from the student. You are also forbidden to post grade or student-identifying information on freely-available or searchable internet sites (e.g. google docs). The university provides secure web sites (e.g., compass2g, U. Illinois Box sites) for such information, and use of one of these sites is integral to most courses in ChBE.

Department of Chemical and Biomolecular Engineering  
Graduate Course Checklist

Name \_\_\_\_\_

(1) Total: a minimum of 8 courses (each for at least 3 h). All courses must be 500-level CHBE or 300-level or above non-CHBE

(2) Distribution requirements

1. At least four 500-level CHBE courses, divided as follows:

1. Applied Mathematics (CHBE 521)

Course No. CHBE 521 Term taken \_\_\_\_\_ Units \_\_\_\_ Grade \_\_\_\_\_

2. Three of the following four core courses: Fluids (CHBE 522), or Transport (CHBE 523), Kinetics (CHBE 551), or Statistical Thermodynamics (ChBE 525 or CHBE 594CES)

Course No. CHBE522 Term taken \_\_\_\_\_ Units 4 Grade \_\_\_\_\_

Course No. CHBE 523 Term taken \_\_\_\_\_ Units 4 Grade \_\_\_\_\_

Course No. CHBE 551 Term taken \_\_\_\_\_ Units 4 Grade \_\_\_\_\_

Course No. CHBE 525 Term taken \_\_\_\_\_ Units 4 Grade \_\_\_\_\_

b. At least one non-CHBE 500-level course

Course No. \_\_\_\_\_ Term taken \_\_\_\_\_ Units \_\_\_\_ Grade \_\_\_\_\_

c. One bio-oriented course must be selected from those listed in the Appendix.

Course No. \_\_\_\_\_ Term taken \_\_\_\_\_ Units \_\_\_\_ Grade \_\_\_\_\_

d. Other courses applying toward degree total of 8 courses

Course No. \_\_\_\_\_ Term taken \_\_\_\_\_ Units \_\_\_\_ Grade \_\_\_\_\_

Course No. \_\_\_\_\_ Term taken \_\_\_\_\_ Units \_\_\_\_ Grade \_\_\_\_\_

**CHBE GPA (minimum = 2.75):**

GPA = \_\_\_\_\_

This student has completed all required coursework.

\_\_\_\_\_  
Director of the ChBE Graduate Program

\_\_\_\_\_  
Date

# Group Transfer Checklist

## Department of Chemical & Biomolecular Engineering

Name \_\_\_\_\_ UIN \_\_\_\_\_

**To check out of a research lab when changing groups in the Department of Chemical and Biomolecular Engineering, please complete the following tasks and ask your research advisor to date and initial.**

Date	Initials	
_____	_____	Give all lab books, protocols, and raw data to advisor
_____	_____	Give all research products (includes compounds, devices, code/programs, images, cell lines, plasmids, manuscripts and samples) to your research advisor
_____	_____	Give a complete copy of all of your research presentations, drafts of manuscripts, and research files to your research advisor
_____	_____	Clean up lab bench and office area, properly disposing of waste
_____	_____	Change user login password on lab group computers to allow access by advisor, and confirm advisor can log in
_____	_____	Return all books, journals, and other borrowed materials that belong to the research lab or your research advisor
_____	_____	Turn in all lab and office keys to lab to the mailroom, 29 RAL (ask mailroom to date and initial)
_____	_____	Check-out with your research advisor (faculty member)
_____	_____	Submit completed Group Transfer Checklist to the Graduate Program Coordinator in the Graduate Program office, 99 RAL (to date, initial, and file)

*Article III. Intellectual Property in the General Rules Concerning University Organization and Procedure stipulates that all intellectual property, which includes inventions, discoveries, original data, instrumentation, visualizations, computer programs, records of research and experimental finding, that is produced by any person through use of University resources such as facilities, equipment, funds, belongs to the University. The creator's obligation to assign rights to the University is stipulated by the Illinois Employee Patent Act. Failure to give the research products listed on this checklist is a violation of University policy and State law, and will jeopardize your ability to continue on the department.*

GPC to update: Grad management \_\_\_\_\_, SCS database \_\_\_\_\_, Shared Drive List \_\_\_\_\_

# Chemical and Biomolecular Engineering Internship Checklist

Name of Student: \_\_\_\_\_

Company: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Expected Salary: \_\_\_\_\_

Procedure checklist:

\_\_\_\_\_ **Inform** the Director of Graduate Studies, Graduate Program Coordinator, AND Associate Director for Finance and Administration at least **one semester before** beginning the internship. If that is not possible, inform them as soon as the internship has been decided.

\_\_\_\_\_ **Register for CHBE 510 for 0 hours.**

\_\_\_\_\_ Make preparations to **pay tuition/fee costs** associated with 0 hour registration.

NOTE: If the internship is for the summer semester, you *may* be eligible for the automatic summer tuition waiver granted by the Graduate College (if you held a waiver-generating appointment in the spring). The automatic tuition waiver does not cover health care costs and other various fees. Please see reverse side for Tuition Policies and Tuition and Fee Rates

\_\_\_\_\_ Arrange for **health insurance coverage**, either by contacting the Student Insurance Office ([si.illinois.edu](http://si.illinois.edu)) or by getting insurance through the company who is offering the internship.

\_\_\_\_\_ **International students:** check with the International Student and Scholar Services Office before accepting an internship.

## Agreement:

I acknowledge that, by accepting an outside internship, I am responsible for paying all tuition and associated registration fees, including health care/service costs. Other fees that are not covered by a 0 hour registration (ARC and Library use) may be purchased separately, and I am responsible for those fees as well, if I choose to apply for them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit signed copy to Graduate Program Coordinator.

## Tuition/Fee Policies

From the **2021-2022 Graduate College Handbook** ([grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf](http://grad.illinois.edu/sites/grad.illinois.edu/files/pdfs/handbook.pdf))

**Fee waivers.** Most waiver-generating appointments include coverage of the service fee, health service fee, AFMFA fee, and the Library / Technology fee, along with partial payment of the health insurance fee, and full payment by the university for the university vision insurance and dental insurance plans. Note: Some fellowship and traineeship appointments provide coverage of all mandatory fees. College of Law students have an additional Law Library fee. For additional fee information please see the Office of the Registrar's Tuition & Fee Rates by Term web page.

Fall / Spring Student Fees (12+ Hours)	Amount (2021-2022)	Amount Waived	Student Portion
Service Fee	\$314	Fully Waived	\$0
General Fee	\$303	\$0	\$303
Health Insurance Fee	\$916	\$796.92	\$119.08
Health Service Fee	\$243	Fully Waived	\$0
Transportation Fee	\$68	\$0	\$68
Student Initiated Fees	\$70	\$0	\$70
AFMFA	\$352	Fully Waived	\$0
Library and Information Technology Fee	\$244	Fully Waived	\$0
<b>Total</b>	<b>\$2,510</b>	<b>\$1,950</b>	<b>\$560</b>

**Summer automatic waivers.** Students without summer waiver-generating appointments who held waiver generating appointments for the previous spring semester are eligible to receive summer automatic tuition waivers if they choose to enroll in the summer semester. The summer automatic waiver provides the same tuition waiver as that granted during the previous spring. However, it does not provide a waiver of the same fees as a waiver-generating appointment. Only the service fee, AFMFA fee, and the Library / Technology fee are included. The health service fee and health insurance fee are not covered. Students with dental and vision insurance coverage from a waiver-generating appointment in the spring term continue to have dental and vision coverage through August 31. Reimbursable programs are not reimbursed for summer automatic waivers.

\*\*\*\*\*

### From the Registrar's Office

**Fee rates for Fall 2021** ([registrar.illinois.edu/tuition-fees/tuition-fee-rates/g-fees-cr-2021](http://registrar.illinois.edu/tuition-fees/tuition-fee-rates/g-fees-cr-2021))

NOTE: Students enrolled in an approved off-campus experience for zero credit hours will not be charged the Health Insurance Fee.

**Fall 2021/Spring 2022 Tuition Rates** ([registrar.illinois.edu/tuition-fees/tuition-fee-rates/g-tuition-cr-2021](http://registrar.illinois.edu/tuition-fees/tuition-fee-rates/g-tuition-cr-2021))

Grad Engineering & Engineering Related rate

Residency	Range I (12+ hrs)	Range II (6-11 hrs)	Range III (1-5 hrs)	Range IV (0 hrs)
Resident (Campus Programs)	\$9,499	\$6,333	\$3,167	\$1,584
Nonresident/International (Campus Programs)	\$18,075	\$12,050	\$6,025	\$1,584

# Departure Information Form

## Department of Chemical & Biomolecular Engineering

Name \_\_\_\_\_ UIN \_\_\_\_\_

To check out of the Department of Chemical and Biomolecular Engineering, please visit the listed offices to let them know you are leaving, and request they date and initial this form.

Date	Initials	
_____	_____	Schedule Thesis Format Review with Graduate Program Office in 99 RAL or email <a href="mailto:Chbe-GradRecruiting@illinois.edu">Chbe-GradRecruiting@illinois.edu</a> .
_____	_____	Schedule exit interview with Dr. Mary Kraft ( <a href="mailto:mlkraft@illinois.edu">mlkraft@illinois.edu</a> ) at least two weeks before leaving the department.
_____	_____	Turn in resignation letter to HR office, 312 Noyes Lab or email <a href="mailto:scs_hr_office@scs.illinois.edu">scs_hr_office@scs.illinois.edu</a> .
_____	_____	Close computer account with SCS Computer Center, 152 Noyes Lab
_____	_____	Update address on U of I Integrate (Do this yourself and initial)
_____	_____	Complete the "Report Your Future Plans" survey: <a href="http://careers.scs.illinois.edu/">http://careers.scs.illinois.edu/</a> (Click on "Report Your Plans").
_____	_____	Date of Deposit _____ MS _____ PhD
_____	_____	Check-out with your research advisor (faculty member)

**ALL ITEMS ABOVE MUST BE COMPLETED BEFORE YOUR EXIT INTERVIEW**

_____	_____	Turn-in keys to mailroom, 29 RAL
_____	_____	Clean out mail from mailbox 204 RAL
_____	_____	Turn-in this completed Exit Form to Graduate Program Office in 99 RAL.

Name of Future Employer: \_\_\_\_\_

Position Title: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

**NOTE:** Please email the department with updates as they occur. We want to keep in touch with you!  
 Grad Office update: Grad Recs \_\_\_ SCS dbf \_\_\_ Shared Drive List \_\_\_ Grey book \_\_\_ Compass/email List \_\_\_ Grad Plcmnt \_\_\_