PURDUE UNIVERSITY | Davidson School of Chemical Engineering

Professional Master's Program Guide

Davidson School of Chemical Engineering

Purdue University

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Introduction

This document summarizes the policies, procedures, and requirements for graduate students in the Professional Master's Program (PMP) in the Davidson School of Chemical Engineering. In particular, it emphasizes policies, procedures, and requirements the Office of the Vice Provost for Graduate Students and Postdoc Scholars (OGSPS) allows at the discretion of the School.

Credit and Course Requirements for the Professional Master's Program (PMP)*

**for both West Lafayette and Indianapolis campuses*

The Professional MS (non-thesis) degree in chemical engineering requires a minimum of thirty (30) of forty-one (41)** credit hours of graded coursework.

- Six (6) hours of core courses are required as specified by each PMP Concentration;
- Nine (9) hours of coursework in Concentration electives;
- Nine (9) hours of coursework in approved Management/Business Courses;
- Six (6) hours of CHE Capstone Project/Research course (CHE 59700).
- A minimum of fifteen (15) credit hours of coursework must have a CHE prefix. The anticipated time to complete the PMP degree is 1 year, with a chemical engineering undergraduate degree, or 1.5 years, for those without a chemical engineering undergraduate degree. Students must have a cumulative GPA of 2.7 (minimum) to graduate with the Professional MS (PMP) degree.

Specific course requirements for each concentration are on the Davidson School of Chemical Engineering website under "Concentrations".

**students without an undergraduate degree in Chemical Engineering will be required to complete 11 credit hours of undergraduate pre-requisite courses.

Coursework Performance

Grade Requirements: All Professional MS graduate students in the Davidson School of Chemical Engineering are required to **maintain a minimum cumulative GPA of 2.70 on a 4.00 grade scale.**

PMP students who are required to complete the undergraduate pre-requisite courses, (CHE 20500, CHE 30600, and CHE 34800) **must earn a grade of C or better in each of these courses in order to remain in good academic standing.**

Student grades will be reviewed at the end of each semester. Students who receive grades below "C" in the CHE pre-requisite courses or those earning a cumulative GPA of less than 2.70 will be notified of their academic probation status. Failure to improve in course performance in subsequent semesters may result in the student being dismissed from the Chemical Engineering Professional MS Program.

Grades and Grade Appeal Procedure: Only grades of A (4.0), B (3.0), C (2.0), or C- (1.7) are acceptable. A grade of C or C- is viewed as marginal performance in courses at the graduate level. If a student's cumulative grade index falls below 2.70, he/she will be assigned a probationary status. If the student does not subsequently attain a 2.70 cumulative GPA, he/she will not be allowed to continue in the Professional Master's graduate program in Chemical Engineering.

Office of the Vice Provost for Graduate Students and Post-Doc Scholars (OGSPS) - Policy regarding grades: Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted.

Grade Appeal Procedure: If a student feels that the grade in a course has been unfairly assigned, he/she may appeal the grade using the University appeal procedure as detailed by the Office of Student Rights & Responsibilities, a division of the Dean of Students. Specific details of this process may be found here.

Electronic Plan of Study

Definition of Graduate Plan of Study: The Graduate Plan of Study lists the courses the student plans to complete to meet the degree course requirements. The Plan of Study also lists the student's Advisory Committee.

Plan of Study Requirement: All graduate students must file an electronic Plan of Study with OGSPS. Students may file a Plan of Study through *myPurdue*. Follow this link for directions for filing the electronic Plan of Study.

The PMP Program Manager will review the Graduate Plan of Study as the *Plan of Study Coordinator*. He/she should be consulted about the process of developing and submitting the plan. Ideally, the Plan of Study should be filed by the end of the first semester.

Committee Structure: All PMP graduate students will have an advisory committee of two faculty who provide advice on academic and professional matters. These two faculty will be Prof. W. Clark, Director of the Professional MS program, and Prof. J. Morgan, Chair of the Graduate Committee in the Davidson School of Chemical Engineering.

Changes to the Plan of Study: Any course changes to the plan of study may be requested through *myPurdue* by making a Request for Change to the Plan of Study.

PLAN OF STUDY DEADLINE FOR GRADUATING: The Plan of Study must be *filed and approved* before the first day of classes of the semester in which the student intends to graduate. This is the OGSPS requirement. This means that the student will have filed his/her plan of study at least a month (preferably two months) before that date to provide the Plan of Study Coordinator, the advisory committee, the Director of Graduate Studies, and OGSOS sufficient time to approve the Plan of Study by the deadline.

The OGSPS office will charge a late fee to add a student to the candidate list who files a plan of study after the deadline. The student will be required to submit a memo, with the PMP Director's signature, explaining the reason OGSPS should add the student to the candidate list late.

Professional Development

During each semester, Professional development activities will be planned by the CHE Prof. MS Program Manager's office. Activities may be professional development speakers, industry site visits, Community outreach or specific activities (e.g. a day at the Children's Museum in Indianapolis). The professional development opportunities will be announced at the beginning of each semester and/or once the activity has been scheduled. Chemical Engineering Prof. MS students are expected to take advantage of these opportunities and attend or participate.

Safety

Safety is of paramount importance and safe conduct is essential to operation of modern laboratory facilities in industry, academia, and government. Knowledge of proper procedures is of particular importance in the research and instructional laboratories in the School. Graduate students, along with all others in the Davidson School of Chemical Engineering, must actively participate in various departmental safety programs for a safe environment for everyone. All graduate students should familiarize themselves with the information on the Purdue Radiological and Environmental Management Office's website, and with the information on the departmental safety website, and follow the safety policies therein. Students conducting experimental research in any of the research labs on campus should complete all required safety training prior to starting any practical work in the lab. For more information on safety training requirements students should contact their PI, mentor and safety committee chair (for research in FRNY please check the departmental website for details.

Prof. MS Capstone Project course

This course provides a project-based learning experience as a capstone for the Professional M.S. Program in the Davidson School of Chemical Engineering. In particular, students spend the semester focusing on a given project associated with either an academic laboratory with a Purdue Chemical Engineering faculty member or with a pre-approved industrial mentoring team. Participation may be as a single student or part of a small team in order to accomplish the goals of the project. The objective of this capstone project is to provide a means by which the students can demonstrate mastery of chemical engineering principles in an applied setting. This includes interacting in a professional manner, solving technical problems of significant interest to industry and academia, and communicating technical issues using oral and written techniques. Thus, this course provides a means by which to simulate interactions that are not atypical for chemical engineers as they start their professional careers. Students enroll in the capstone course near the end of their program rather than in the first semester. The Prof MS Capstone Project Course is required and comprises of 6 credit hours.

Working Professional Track

Students who are full-time working professionals (working at least 32 hrs./week) may follow our Working Professional Track. Students in this track will be allowed up to 4 years to complete the program and may complete the CHE 59700 Capstone Course with their employer. The degree requirements will remain at 30 credit hours for a student with a chemical engineering undergraduate degree, or 41 credit hours for students without an undergraduate degree in chemical engineering. Specific information regarding a particular student's situation should be discussed with the Chemical Engineering Prof. MS Program Manager.

Internships, CPT and Internship track

The Chemical Engineering Prof. MS program internship track is for students seeking hands-on experience in the industry relative to their concentration selection. This provides the student with first-hand knowledge working in leading industries and provides an experience with 'real world' expectations.

Students who expect and will pursue an internship/coop during the program may list themselves as being in the internship track (this will be noted on the Graduate Plan of Study as a supplemental note). Students must have a written offer letter before the set deadline for the upcoming semester and receive approval prior to accepting an offer for an internship, CPT or Coop.

For those students who have been approved for an internship, the following requirements must be met prior to leaving campus for the internship:

- Be in academic good standing in the semester prior to starting the internship;
- Complete the RCR requirement (both Parts I and II);
- Satisfy outstanding holds, including admissions holds from OGSPS;
- Have an approved Graduate Plan of Study on file by the specified due date for that semester.

Students must register for an Internship or Coop course, depending on the type of position secured, and the semester(s) included in the offer. PMP students are allowed a **maximum of two semesters with the same employer** (summer counts as one semester) of internship or Coop.

Ethics and Responsible Conduct of Research (RCR)

It is imperative that students and faculty are honest in their discovery and learning endeavors and adhere to the highest ethical standards. Therefore, OGSPS has developed the Purdue University Responsible Conduct of Research (RCR) program, and the College of Engineering requires all graduate students to complete this training. The purpose of this program is to ingrain, promote and sustain an environment of integrity among all stakeholders, i.e. graduate students, staff and faculty, at Purdue University.

A multi-pronged approach is available to promote Responsible Conduct of Research:

a. Online training/tutorial modules (Part I- www.citiprogram.org),
b. Attend a workshop RCR Discipline Specific Training*
   *The online workshops available through OGSPS satisfy the Part II part of the requirement. Visit and log into this web site to register for this workshop, then search for "RCR Discipline Specific Training" workshops.

More information on RCR is at OGSPS' web site
https://www.purdue.edu/gradschool/research/rcr/index.php.

PMP Program Administration

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