GENERAL INFORMATION

myLSU | myLSU: LSU OVERVIEW

A myLSU account is an account with a username and a password given to LSU faculty, students, and staff by the university to access LSU's Online Resources. This will be that same ID that you will use to login to Moodle, which is where all information from your classes will be posted.

LSUMail | LSU GROK – LSUMail: OVERVIEW

LSU provides its faculty, staff, and students with an LSU e-mail account named LSUMail. It is powered by Microsoft's Office 365 cloud service and the web interface has been customized for LSU. Your e-mail address will be [Your myLSU Account Name]@lsu.edu. LSUMail / Office 365 is also known by the following names: OWA, Exchange Online, Outlook, and Outlook Web App.

ORIENTATION

New Graduate Student Orientation

All new graduate students are required to attend the Graduate School's New Graduate Student Orientation. Graduate student orientation is held each August before classes start.

International Student Orientation

The main purpose of the International Student Orientation program is for all F-1 and J-1 to "report" to the University. International Services is required by U.S. Immigration law to report that you have arrived at LSU, but we cannot do that until you attend International Orientation and complete some immigration-related paperwork. After you report, International Services can register your F-1/J-1 record in the SEVIS database. Failure to be registered in SEVIS will place you out of lawful F-1 or J-1 student status, which is considered deportable by U.S. Immigration. There is no registration or cost to attend International Orientation.

F-1 or J-1 students who do not attend International Orientation can expect to see course registration delays and late fees. F-1 and J-1 students who may miss the program due to visa or flight delays should report to International Services (101 Hatcher Hall) immediately upon arrival to campus.

Most students are required to take the Michigan English Placement Test/Oral Proficiency Interview that is different from TOEFL and IELTS. This test is administered the day after International Orientation.

ENGLISH PLACEMENT TEST/ORAL PROFICIENCY INTERVIEW

Depending on your performance on the English Placement Test, you may be required to take an English class (which will be scheduled for you by the English Department); it will be in addition to the coursework requirements listed in the "Program of Study" section of this handbook.

- Most international graduate assistants are TA1s (H969 – graders), RAs (H966 –research assistants), and SAs (H967 – service assistants). They do not have to take the Oral Proficiency Interview (nor English 1051).
- Only TA2s (H970 – teaching assistant or lab assistant) and TA3s (H965 – instructor/assistant of record) must take the Oral Proficiency Interview to retain their positions.

SCHEDULING COURSES & PAYING FEE BILLS

The following documents provides assistance and information for scheduling courses and paying fee bills. Students should read them carefully and refer to them while registering each semester. **Remember to "Complete Registration." If you do not complete registration, your courses will be purged (deleted)!**

SCHEDULE BOOKLETS

LSU GROK – myLSU PORTAL: HOW TO SCHEDULE & DROP COURSES

LSU GROK – myLSU PORTAL: PAY MY FEE BILL

LSU GROK – myLSU PORTAL: DEFERRED PAYMENT & PAYROLL DEDUCT

FEE SCHEDULES

FEE GLOSSARY

REGISTRATION

COURSE OFFERINGS

REGISTRATION CALENDAR

GRADUATE SCHOOL CALENDAR

HEALTH INSURANCE

All non-immigrant international students in F and J student visa status are required to purchase and maintain adequate medical health insurance and repatriation/medical evacuation coverage while they are enrolled at LSU. This includes part-time and full-time registration. There are no exceptions to the medical health insurance and repatriation/medical evacuation requirements. The medical health insurance policy and repatriation/medical evacuation coverage must meet LSU's medical health insurance requirements.

Health Insurance Charges and Waivers

F and J international students will be automatically charged for and enrolled in the LSU Student Health Insurance Plan (SHIP) provided by Gallagher Student Health/United HealthCare each semester they are enrolled. Students enrolled in the LSU spring/summer 2023 plan will not be charged for the summer 2023 plan since their coverage is effective from January 6, 2023, through August 13, 2023. Students may choose an alternate plan and request to be considered for a waiver of the LSU SHIP, **however the alternate plan must meet LSU's medical health insurance requirements, and the online waiver request must be submitted by the semester deadline date**.

When proof of other **approved** medical health insurance is submitted by the online waiver semester deadline, the charges for the LSU policy will be credited. It is estimated that this will take approximately 10 business days for the credit to appear on the student account. F and J students who are enrolled in summer 2023 and who wish to

request to waive the LSU SHIP will need to submit their online insurance waiver requests via the UHC/Gallagher website. To request the waiver, follow the steps listed below.

1. Go to www.gallagherstudent.com/lsu-batonrouge.
2. Follow the login Instructions.
3. Click "Waive", under 'Plan Summary'.
4. You will need your health insurance information.
5. Follow the instructions to complete the form.
6. Once you have successfully submitted your waiver request, you will receive a reference number via email. Please note that the final determination may take 24-48 hours

Please note:

- You must submit an online waiver request at the UHC/Gallagher website at the beginning of every semester of registration, regardless of the coverage end date stated on previously submitted waiver requests.
- All F and J students should request an online insurance waiver (if desired), regardless of if the LSU student medical health insurance charge appears on your fee bill every semester you are enrolled in courses at LSU.
- More information about health insurance can be found on here.

PROGRAM OF STUDY

PROGRAM OVERVIEW

The Cain Department of Chemical Engineering (ChE) originated from the Audubon Sugar School (1897) and our graduate program was initiated in 1908. Today, the Cain Department of Chemical Engineering is a nationally recognized leader in education and research in the areas of chemical manufacturing, fuel processing, energy, environmental engineering, biochemical engineering, advanced computation, process systems engineering, catalysis, and materials. Graduate students have access to state-of-the-art laboratory facilities and equipment, extensive experimental and diagnostic facilities, and advanced computing systems. After graduation, chemical engineering graduates engage in careers in academia, national labs, and industry research.

The department offers two graduate degrees, a Master of Science in Chemical Engineering (MS in ChE) and a Doctor of Philosophy in Chemical Engineering (PhD in ChE).

GENERAL INFORMATION

This section acquaints you with information needed to plan and guide your program of study at LSU and emphasizes departmental rules and regulations. Reference should also be made to the General Catalog, as it contains additional rules and regulations set forth by the Graduate School and university. All regulations of the department, Graduate School, and university must be met to complete a degree program. It is the sole responsibility of the graduate student to comply with the appropriate regulations and schedules.

It should be noted that graduate students must generally satisfy all requirements in place at the time of graduation. Special programs may be designed, however, to meet the needs of students who face significant rule changes after entrance into a degree program. Any questions about departmental or university rules or specific

degree programs should be referred to the Director of Graduate Studies of the Cain Department of Chemical Engineering.

Full-time Enrollment

To be classified as a full-time graduate student, students must maintain registration in a minimum of nine semester hours in the fall and spring semesters (with a minimum of six hours for graduate credit coursework), or a minimum of six semester hours in a summer term or online module (a minimum of three hours for graduate credit coursework). At least one half of the registered credit for part-time graduate students must be in graduate credit coursework.

All full-time graduate students holding research or teaching assistantships are expected to register for at least 12 credit hours of graduate coursework during the fall and spring semesters and nine credit hours of graduate coursework during the summer term. For further details, refer to the Graduate Assistantships – Departmental Rules & Regulations section of this handbook.

As rule of thumb, for every hour of course credit, three hours of effort per week are required either in or out of class by the student. Thus, a student registered for 12 hours of research would normally be expected to conduct 36 hours of research per week.

Satisfactory Progress

All students must maintain a 3.00 GPA in all graduate coursework. A student with a cumulative or semester GPA below 3.00—or who is assigned an unsatisfactory grade in research (CHE 8000 or CHE 9000)—will be placed on academic probation. A student with a cumulative or semester GPA below 2.75, or who remains on probation for more than one semester, will be dropped from the Graduate School. Students on probation are ineligible for financial support from the department.

CHE 7800 Seminar (1)

Seminars from visiting scholars or experts provide a valuable opportunity for graduate students to learn about research trends at a high level. The Cain Department of Chemical Engineering has been holding five to ten graduate seminars each fall and spring semester for more than two decades.

All full-time graduate students are required to register for CHE 7800 Seminar (1) every fall and spring semester. This course consists of up to 14 (one hour) weekly seminars including presentations and discussions on current research topics and other special interests in chemical engineering and related fields.

Safety Regulations & Compliance

All students must comply with the department's minimum safety regulations. All graduate students are required to read and understand the safety regulations, then sign the compliance statement on the last page and submit it to the Coordinator of Graduate Studies.

LSU Code of Student Conduct

All students must comply with the LSU Code of Student Conduct. Academic dishonesty, including plagiarism and other forms of cheating, will not be tolerated. Students are advised to get clarification of the policies with respect to collaboration on homework and other projects for each course in which they are enrolled.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHEMICAL ENGINEERING

The Master of Science in Chemical Engineering (MS in ChE) is available with either a thesis or non-thesis option. Whenever practicable, students are encouraged to pursue the thesis option, which is the only option for which financial aid is available from the department.

Regardless of their program option, all ChE MS students must complete the ChE graduate core program, CHE 7110 (Mathematical Methods in ChE), CHE 7120 (ChE Thermodynamics), CHE 7130 (Fundamentals of Heat and Mass Transport), and CHE 7140 (Chemical Reactor Design Methods), or equivalents.

At least one-half of the required credits must be in courses numbered 7000 or above (includes CHE 8000). The remainder can be numbered 4000 or above except as limited by the general graduate student requirements of the department.

More details regarding LSU Graduate School requirements can be found in the Graduate School section of the LSU General Catalog.

NON-THESIS OPTION

Hours Required

The non-thesis option is composed of 36 credit hours of formal coursework and a written comprehensive final examination.

Major Professor & Examination Committee

Students in the non-thesis MS program are assigned a major professor and examination committee upon admission. The major professor is typically the Department Chair or Director of Graduate Studies. The examination committee consists of three or more members of the graduate faculty nominated by the Department Chair and appointed by the Dean of the Graduate School.

The major professor is generally designated as chairperson of this committee. Non-thesis master's committees must include at least one full member of the graduate faculty from the major department. A majority of the voting members of the committee must be regular (not adjunct or affiliate) faculty from the department. If there is a minor, one committee member must represent the minor department.

Comprehensive Final Examination & Graduation

Students in the non-thesis MS program must pass the MS Comprehensive Examination within one year of their enrollment.

The MS Comprehensive Examination is generally taken at the conclusion of all (or almost all) required coursework. When the examination is completed more than one semester prior to graduation, an oral examination identical in format to the thesis defense examination but focused on a review of the MS Comprehensive Examination, will be required.

Students must file a "Master's Application for Degree" with the Graduate School early in the semester in which they intend to graduate and complete a "Request for Master's Examination & Degree Audit," approved by their major professor and examination committee. Upon approval, students must submit these documents to the

Coordinator of Graduate Studies to be signed and delivered to the Graduate School at least three weeks prior to the proposed examination date.

To be eligible to take the final examination, a student must have a 3.00 cumulative average and must be registered for at least one credit hour of graduate coursework. Exams may be taken anytime the university is open for business. In non-thesis programs, all degree requirements must be met no later than the semester deadline for the regular semester following the final examination.

APPLICATION FOR DEGREE: MASTER'S DEGREE

REQUEST FOR MASTER'S DEGREE AUDIT & DEFENSE

STEPS TO GRADUATION: MASTER'S DEGREE

THESIS OPTION

Hours Required

The thesis option is composed of 24 credit hours of formal coursework and a six-credit thesis.

Major Professor

During their first semester in residence, students learn about the ongoing research projects in the department and are matched with their major professor through a draft process. During this process, professors who plan to take on new students present their current research projects and meet with students one-on-one. At the end of the first semester, a major professor is selected and research begins. The major professor is formally approved by the graduate faculty and has primary responsibility for advising and guiding progress toward the degree.

Academic Course Plan

The departmental-level academic course plan for each student will be developed in consultation with, and approved by, the student's major professor during the second semester following the student's formal admission to the thesis master's program. The academic course plan must be reviewed, approved, and submitted to the Coordinator of Graduate Studies for approval by the Director of Graduate Studies on an annual basis.

Thesis & Master's Committee

As stated in the General Catalog, the preparation of a thesis is an important element in the program leading to the master's degree. The master's thesis should demonstrate capacity for research, originality of thought, and facility in organizing materials. It must be acceptable in subject matter and exhibit creditable literary workmanship. The form of the thesis must be in accordance with the Graduate School's Formatting Electronic Theses & Dissertations booklet.

Final acceptance of the master's thesis rests with a committee of three or more members of the graduate faculty. The major professor is generally designated as chairperson of this committee. Thesis master's committees must include at least one full member of the graduate faculty from the major department. A majority of the voting members of the committee must be regular (not adjunct or affiliate) faculty from the department. If there is a minor, one committee member must represent the minor department.

The student, in consultation with his or her major professor, tentatively selects the committee. The Dean of the Graduate School will then appoint the committee, making any necessary changes from the list of nominated

faculty. The Dean of the Graduate School may serve as a member of any committee or may appoint additional members.

Comprehensive Final Examination & Graduation

Students in the thesis MS program must pass a final examination consisting of a comprehensive oral examination.

Students must file a "Master's Application for Degree" with the Graduate School early in the semester in which they intend to graduate and complete a "Request for Master's Examination & Degree Audit," approved by their major professor and master's committee. The request must specify the major and minor fields, thesis title, time and place proposed for the examination, and the members of the committee.

Students should initiate the request by completing the "Request for Master's Examination & Degree Audit" form, arranging a date and time with their committee, and obtaining the necessary departmental signatures. Upon approval, students must submit these documents to the Coordinator of Graduate Studies to be signed and delivered to the Graduate School at least six weeks before the final date for submission of approved theses (as listed in the Graduate School Calendar) and at least three weeks prior to the proposed examination date.

To be eligible to take the final examination, students must have a 3.00 cumulative average and must be registered for at least one credit hour of thesis research. Exams may be taken anytime the university is open for business.

Students should provide their master's committee with a copy of their thesis at least two weeks prior to the date of their Final Examination. The committee will define the examination procedures and content, although the examination is normally an oral defense of the thesis. In order for a student to pass this examination, committee members can cast no more than one dissenting vote.

The student should correct the thesis as directed by the committee. It is highly advised that students make an appointment to meet with the editor at the Graduate School prior to submission of the thesis so that they are aware of all Graduate School submission guidelines. Approved theses, including Graduate School corrections, must be submitted to the Graduate School no later than the deadline for submission of approved theses in the regular semester following the final examination.

If the student's major professor would like to have a bound copy of the final university approved thesis, the student is obliged to provide one.

APPLICATION FOR DEGREE: MASTER'S DEGREE

REQUEST FOR MASTER'S DEGREE AUDIT & DEFENSE

STEPS TO GRADUATION: MASTER'S DEGREE

THESIS & DISSERTATION SUBMISSION PROCESSES

Transfer of Credit

Graduate School Requirements

- **Students must have nine hours of graduate residence credit** in a degree program at LSU and be in academic good standing before submitting this form to the Graduate School. A maximum of 12 hours of

transfer and/or LSU extension and/or non-matriculating credit may be transferred in thesis and non-thesis programs as explained in the General Catalog under the "Transfer of Credit" section. This includes a maximum of six hours of credit at the 6000 level and above.

- Transfer work must have been taken for graduate residence credit with a grade of "B" or better and must have been completed within five years of the time the student is eligible to submit this request. See the "Transfer of Credit" section in the General Catalog for further stipulations.

Departmental Requirement

- Students can transfer a maximum of nine hours of coursework to LSU for the MS degree from another US institution with a maximum of two core courses eligible for transfer. Every credit transfer is at the discretion of the Director of Graduate Studies.

  REQUEST FOR TRANSFER CREDIT

Time Limit

Programs for master's degrees must be completed within five years, but full-time students should be finished in 21 months. Coursework completed at LSU that is more than five years old can be validated by the student's graduate committee, usually through examination. Typically, MS students cannot receive financial aid from the department for more than 21 months.

Second Master's Degree

Students who wish to obtain a second master's degree from the university must meet all academic and residence requirements set by the Graduate School and department. A maximum of six hours from the first degree may be applied toward the second degree. These hours must be listed on the "Master's Application for Degree" for the second master's degree under the "Transfer or Petitioned Credits" section.

Typical Schedule (for a full-time thesis MS student entering with a BS in ChE)

- **Fall – Year 1**
  Coursework: CHE 7110, CHE 7120, CHE 7140, three credits elective coursework Research:
  select major professor, begin thesis research
  Seminar: CHE 7800

- **Spring – Year 1**
  Coursework: CHE 7130, nine credits elective coursework Research:
  assistantship research
  Seminar: CHE 7800

- **Summer – Year 1**
  Research: six credits CHE 8000, assistantship research

- **Fall – Year 2**
  Research: 12 credits CHE 8000, assistantship research Seminar:
  CHE 7800

- **Spring – Year 2**
  Research: 12 credits CHE 8000, assistantship research, completion of thesis Seminar:
  CHE 7800
  Other: graduation

REQUIREMENTS FOR THE DOCTOR OF PHILOSOPHY IN CHEMICAL ENGINEERING

The Doctor of Philosophy in Chemical Engineering (PhD in ChE) is conferred only for work of distinction in which the student displays decided powers of original scholarship and only in recognition of marked ability and achievement. The basic requirements are twofold: (1) A student must exhibit unmistakable evidence of penetrating mastery of a rather broad major field. Such evidence is ordinarily provided by passing the ChE core courses and general examination. (2) A student must prove ability to complete a significant program of original research by preparing a dissertation embodying creative scholarship and by passing a rigorous final examination. The dissertation must add to the sum of existing knowledge and give evidence of considerable literary skill.

Hours Required

The PhD in ChE requires 24 hours of credit in dissertation research and a minimum of 30 hours of credit at the graduate level. A minimum of 18 hours of credit in ChE courses at the 7000 level or above are required, exclusive of any type of independent studies credit—except for special project credit earned. The remaining 12 hours of coursework can include graduate level courses in any department and may constitute a formal minor or an informal collection of courses of interest.

At least one-half of the required credits must be in courses numbered 7000 or above (includes CHE 9000). A minimum of six hours of coursework numbered 7000 or above must be taken at LSU, regardless of transferred credit. The remainder can be numbered 4000 or above except as limited by the general graduate student requirements of the department.

More details regarding LSU Graduate School requirements can be found in the Graduate School section of the LSU General Catalog.

ChE Core Courses

Completion of the four ChE core courses, CHE 7110 (Mathematical Methods in ChE), CHE 7120 (ChE Thermodynamics), CHE 7130 (Fundamentals of Heat and Mass Transport), and CHE 7140 (Chemical Reactor Design Methods), or equivalents, is required within the first year of study unless special permission is requested by the student and granted from the department chair, as continuing in the program is contingent on course performance.

A student earning a GPA greater than or equal to a 3.0 in the core courses may remain in the PhD program (i.e., begin working on the PhD General Examination).

A student earning a GPA below 3.0 in the core courses must proceed to the MS program. After a successful MS defense, the student may petition for readmission to the PhD program. This petition must be approved by the student's major advisor, MS thesis committee, and the department chair.

Minor

PhD students are not required to complete a minor program of study. If a minor is desired, the minor program and minor professor should be selected by the completion of the first year in residence. The specific requirements of the minor program of study will be defined by the minor professor in accordance with the rules and regulations of the minor department. This normally entails 12 credits of coursework. The minor professor also serves as a member of the student's advisory committee for both the General and Final Examinations.

Major Professor

During their first semester in residence, students learn about the ongoing research projects in the department and are matched with their major professor through a draft process. During this process, professors who plan to take on new students present their current research projects and meet with students one-on-one. At the end of the first semester, a major professor is selected and research begins. The major professor is formally approved by the graduate faculty and has primary responsibility for advising and guiding progress toward the degree.

Academic Course Plan

The departmental-level academic course plan for each student will be developed in consultation with, and approved by, the student's major professor during the second semester following the student's formal admission to the doctoral program. The academic course plan must be reviewed, approved, and submitted to the Coordinator of Graduate Studies for approval by the Director of Graduate Studies on an annual basis.

Advisory Committee

The advisory committee directs the student's PhD program and evaluates his or her progress during the General and Final Examinations. The committee consists of four or more members of the graduate faculty. A majority of the voting members of the committee must be regular (not adjunct or affiliate) faculty from the department. At least two of the members must be full members of the graduate faculty.

The student, in consultation with his or her major professor, tentatively selects the committee. The Dean of the Graduate School will then appoint the committee, making any necessary changes from the list of nominated faculty. In addition, the Dean of the Graduate School will appoint an outside member to the committee, referred to as the Dean's Representative (DR). The DR is a full voting member of the committee and represents the Dean of the Graduate School and the entire graduate faculty.

General Examination

After earning a GPA of 3.0 or higher in the four core graduate classes (ChE 7110, ChE 7120, ChE 7130, and ChE 7140) or successfully defending an MS thesis and receiving permission of their major advisor, MS committee, and the department chair to proceed into the PhD program, the student becomes eligible to take the General Examination, which is an oral defense of a written plan for doctoral research.

Departmental Guidelines for the PhD General Examination have been composed and approved by the department faculty. They are included at the end of this handbook.

The General Examination must be completed within 12 months of when the student becomes eligible unless special permission to delay the examination is requested and received from the department. A student's contract may be revoked if the student does not meet this requirement.

Students must file a "Request for Doctoral Degree Audit & Defense," approved by their major professor and graduate advisory committee, with the Graduate School early in the semester in which they plan to complete the examination. Upon approval, students must submit these documents to the Coordinator of Graduate Studies to be signed and delivered to the Graduate School at least three weeks prior to the planned date of the examination.

REQUEST FOR DOCTORAL DEGREE AUDIT & DEFENSE

Coates Awards

Students that have successfully completed their General Examination are eligible to apply for Charles E. Coates Memorial Fund awards. For more information about the Coates Award, please see the Coordinator of Graduate Studies in PFT 3307B.

Dissertation

Dissertation research and the dissertation are normally the only requirements for the PhD that remain after completion or the General Examination. The dissertation must demonstrate a mastery of research techniques, ability to conduct original and independent research, and skill in formulating conclusions that, in some way, enlarge upon or modify accepted ideas. The form of the dissertation must be in accordance with the Graduate School's Formatting Electronic Theses & Dissertations handbook.

Distinguished Dissertation Awards

Any student who receives his or her doctoral degree at any of the three commencements in a calendar year is eligible to be nominated for a Distinguished Dissertation Award.

Nomination packet must include the nomination form (completed by major professor), dissertation, resume, department chair's letter of recommendation, and additional supporting documentation from within or outside the university.

Final Defense & Graduation

Students must file an "Application for Doctoral Degree" with the Graduate School early in the semester in which they intend to graduate and complete a "Request for Doctoral Final Examination," approved by their major professor and graduate advisory committee. The request must specify the major and minor fields, dissertation title, time and place proposed for the examination, and the members of the advisory committee.

Students should initiate the request by completing the "Request for Doctoral Final Examination" form, arranging a date and time with their research committee, and obtaining the necessary departmental signatures. Upon approval, students must submit these documents to the Coordinator of Graduate Studies to be signed and delivered to the Graduate School at least six weeks before the final date for submission of approved dissertations (as listed in the Graduate School Calendar) and at least three weeks prior to the proposed examination date.

Students should provide their advisory committee with a copy of their dissertation at least two weeks prior to the date of their Final Examination. The committee will define the examination procedures and content, although the examination is normally an oral defense of the dissertation. For the student to pass the Final Examination, committee members can cast no more than one dissenting vote.

The student should correct the dissertation as directed by the committee and, if the dissertation is then acceptable to the committee, submit the necessary copies to the Graduate School by the date specified in the Graduate School Calendar for that semester's graduates. It is highly advised that students make an appointment

to meet with the editor at the Graduate School prior to submission of the dissertation so that they are aware of all Graduate School submission guidelines.

If the student's major professor would like to have a bound copy of the final university approved dissertation, the student is obliged to provide one.

STEPS TO GRADUATION: DOCTORAL DEGREE

REQUEST FOR FINAL DEFENSE

DECLARATION OF CO-AUTHORSHIP

APPLICATION FOR DEGREE: DOCTORAL DEGREE

SURVEY OF EARNED DOCTORATES

THESIS & DISSERTATION SUBMISSION PROCESSES

Transfer of Credit

Graduate School Requirement

- Students must list all graduate level work previously taken on their Doctoral Degree Audit. If a student would like to use courses from another university and has the department's approval, those courses should be listed on the Doctoral Degree Audit. Up to 24 credits of course credit (15 credits in the graduate core courses and nine credits of electives) can be transferred for a person entering with an MS in Chemical Engineering.

Departmental Requirements

- **Students can transfer a maximum of nine hours of coursework to LSU for the PhD degree from another US institution with a maximum of two core courses eligible for transfer.** Every credit transfer is at the discretion of the Director of Graduate Studies.

- The student must have earned a grade of "A" or "B" to transfer courses. Pass/Fail courses are not allowed to be transferred.

Time Limit

Programs for doctoral degrees must be completed within seven years, but full-time students should be finished in five years. Coursework completed at LSU that is more than five years old can be validated by the student's graduate committee, usually through examination. Typically, PhD students cannot receive financial aid from the department for more than five years. Students that enter the PhD program with an MS will not normally be supported beyond 52 months.

Typical Schedule (for a full-time PhD student)

- **Fall – Year 1**
  Coursework: CHE 7110, CHE 7120, CHE 7140, three credits elective coursework Research:
  select major professor, begin thesis research
  Seminar: CHE 7800

- **Spring – Year 1**
  Coursework: CHE 7130, nine credits elective coursework
  Research: assistantship research Seminar:
  CHE 7800

- **Summer – Year 1**
  Research: six credits CHE 9000, assistantship research

- **Fall – Year 2**
  Coursework: three to six credits elective coursework Research: six
  to nine credits CHE 9000, assistantship research Seminar: CHE 7800

- **Spring – Year 2**
  Coursework: three to six credits elective coursework
  Research: six to nine credits CHE 9000, assistantship research, preparation and defense of dissertation proposal (PhD General Examination)
  Seminar: CHE 7800

- **Summer – Year 2**
  Research: six credits CHE 9000, assistantship research

- **Year 3 & Beyond**
  Coursework: complete major and minor requirements as necessary
  Research: 12 credits CHE 9000 (if no coursework), assistantship research, completion of dissertation
  Seminar: CHE 7800
  Other: PhD Final Examination, graduation

GRADUATE ASSISTANTSHIPS

GRADUATE ASSISTANT TYPES

Teaching Assistants

Most full-time, first-year graduate students in the department receive financial assistance in the form of a graduate teaching assistantship. This assistantship is a half-time appointment, requiring approximately 20 hours per week. The work required under the terms of a graduate teaching assistantship is in addition to any CHE 8000 or CHE 9000 research credits for which the student has registered. For example, a student on a half-time teaching assistantship that is enrolled in 12 credits of CHE 9000 would be expected to devote 56 hours per week to teaching and research activities (20 hours for the assistantship and 12x3=36 hours for the research credits). Any deviation from this level of effort should be discussed with the major professor.

Research Assistants

The vast majority of full-time, post-first-year graduate students in the department receive financial assistance in the form of a graduate research assistantship. This assistantship is a half-time appointment, requiring approximately 20 hours per week. The research required under the terms of a graduate research assistantship is in addition to any CHE 8000 or CHE 9000 research credits for which the student has registered. For example, a student on a half-time research assistantship who is enrolled in 12 credits of CHE 9000 would be expected to

devote 56 hours per week to research activities (20 hours for the assistantship and 12x3=36 hours for the research credits). Any deviation from this level of effort should be discussed with the major professor.

In general, all assistantship research is related to the student's thesis or dissertation topic and all the work can be applied to his or her degree program. The assignment of duties and assessment of performance on a research assistantship lies with the student's major professor. It is recommended that the student meet with his or her major professor early in the degree program to discuss policies on assistantship duties, performance evaluation, expected level of effort, research and class time requirements, and vacation. Please note that each faculty member is given wide latitude to structure his or her research group and define its standards of performance and policies. There are undoubtedly differences between groups within the department and it is up to the student to identify those groups within which he or she can be most productive.

RULES & REGULATIONS

In addition to the policies defined by the major professor, there are several rules and regulations that apply to students on graduate assistantships.

MANDATORY EMPLOYEE TRAINING

LSU POLICY STATEMENT 21.R10 (PS-21): GRADUATE ASSISTANTSHIPS

LSU POLICY STATEMENT 85.R00 (PS-85): PREPARATION OF TEACHING ASSISTANTS

Departmental Rules & Regulations

1. **Students on graduate assistantships are expected to conduct research during the entire year, including summers and semester breaks, but excluding staff holidays.** Holidays are set by the LSU System in accordance with the provisions of L. R. S. 1:55 F., which authorizes 14 paid holidays per year. Any leave with continuation of pay under an assistantship requires approval of the major professor. If the student is receiving his or her assistantship from departmental funds (as opposed to external research contract funds), departmental approval may also be required for leave with continuation of pay.

2. All full-time graduate students holding research or teaching assistantships are expected to register for at least 12 credit hours of graduate coursework during the fall and spring semesters and nine credit hours of graduate coursework during the summer term unless:

    a. the student is required to take six hours of English, in which case nine credits of coursework are required,

    b. the student has completed all course requirements, or

    c. the student has obtained proper departmental authorization.

    d. Failure to meet the coursework requirements will result in partial or complete loss of financial assistance.

3. Students holding graduate assistantships are expected to make continued progress toward their degree by remaining in good standing with the Graduate School, achieving satisfactory evaluations in research, and meeting all deadlines of the degree program.

4. MS students cannot receive financial aid from the department for more than 21 months. PhD students cannot receive financial aid from the department for more than five years. Students that enter the PhD program with an MS will not normally be supported beyond 52 months.

    a. Students supported by external grants and contracts may be extended special consideration on duration of support considering the extra requirements often associated with such support (e.g., interim and final reports).

    b. Students on departmental support will be supported up to one month following the successful defense of their theses or dissertations, or until they turn in the final version of their theses or dissertations, whichever comes first.

5. PhD students holding graduate assistantships are expected to have passed the General Examination by the end of their third year in residence. Departmental approval is required to receive financial aid after this date without successful completion of the examination.

6. Students are responsible for university fees and income taxes on their assistantship stipends. These fees can be deferred at registration so that payments can be deducted monthly from their pay. Students on graduate assistantships are granted full tuition waivers by the Graduate School, as well as waivers of non-resident fees (if applicable).

7. Students on graduate assistantships are normally paid at the end of every month. Students are required to have a bank account for direct deposits. For new students entering during the fall, the first stipend checks will be distributed as soon as possible to cover the period from the start of classes through the end of August. Students will receive their first full paycheck at the end of September, assuming all required employment and tax documents have been submitted.

8. Outside employment for full-time students without departmental authorization will result in immediate loss of assistantship.

EMPLOYMENT

General Information

All students must have a Baton Rouge mailing address, as one must be used on all employment forms. Students will need to supply two forms of identification:

- International students must submit their passport and I-20 to International Services (IS) at International Student Orientation, as well as a photo ID, I94, and social security card (passport will suffice until social security card is obtained) to the Coordinator of Graduate Studies.

- National/US students must submit their driver's license (photo ID) and either their social security card or birth certificate to the Coordinator of Graduate Studies. A valid US Passport may be submitted in lieu of the above-mentioned documents.

Onboarding & Required Documents

Students who are new to employment at LSU must log into Workday and complete the Action Items found in their Inbox. Failure to complete and submit the appropriate items will result in a delay in payment and/or a

cancellation of his or her assistantship. Step-by-step instructions for completing the onboarding process can be accessed here. Required documents include:

1. **Acknowledgement of Loyalty Oath, PS-67, PS-1, Title IX & Sexual Misconduct Policy, LSU Board of Supervisors Bylaws & Regulations, and Health Insurance Coverage Notice (if applicable).** Students are required to complete these acknowledgement forms, indicating that they have read, understand, and agree to comply with these policies. Students are urged to read each policy carefully before completing the acknowledgements.

   LSU POLICY STATEMENT 67.R05 (PS-67): MISUSE OF DRUGS OR ALCOHOL

   LSU POLICY STATEMENT 0001.R06 (PS-1): EQUAL OPPORTUNITY POLICY

   LSU PERMANENT MEMORANDUM 73 (PM-73): TITLE IX & SEXUAL MISCONDUCT POLICY

   LSU POLICY STATEMENT 73.05 (PS-73): SEXUAL HARASSMENT

   LSU POLICY STATEMENT 95 (PS-95): SEXUAL HARASSMENT OF STUDENTS

   LSU HUMAN RESOURCE MANAGEMENT – TITLE IX & SEXUAL MISCONDUCT

   THE LIGHTHOUSE PROGRAM

   STUDENT HEALTH CENTER

   LSU POLICE DEPARTMENT

   STUDENT ADVOCACY & ACCOUNTABILITY

2. **I-9 Employment Eligibility Verification Form.** This form must be completed by all students who are new to employment at LSU. I-9 forms are required for each employee to verify identity and employment eligibility. Each employee must complete and sign the form on or before the first day of employment. An authorized representative of the department (typically the department HRM contact) must examine and certify the authenticity of the documents presented as evidence of identity and employment eligibility on or before the third day of employment.

   I-9 FORM & INSTRUCTIONS

   a. All non-US citizens who receive compensation from LSU are required to complete an AS565 Alien Tax Information Request form and submit it to the Coordinator of Graduate Studies as soon as possible.

   AS565: ALIEN TAX INFORMATION REQUEST (ATAX)

   b. **Work Permit.** All F-1 and J-1 students must have a valid, ISO-approved work permit on file with the LSU Payroll Office to be eligible to work on campus. Work permits typically expire at the end of each semester (the expiration date is listed on the work permit). It is the student's responsibility to apply for work authorization PRIOR to the current work authorization's expiration date. Students will receive an e-mail from the LSU Payroll Office reminding them to renew their work authorization 15

calendar days prior to the expiration date. The student's on-campus work authorization will be valid no earlier than the date the student submits their work permission request via myLSU. ISO **cannot** back date work authorizations.

WORK PERMITS

LSU INTERNATIONAL SERVICES – STUDENT EMPLOYMENT

c. **Social Security Card.** All international graduate assistants must apply for a Social Security Number (SSN). Any F-1 or J-1 student who will be employed by LSU or has received authorization from IS or USCIS to work for another employer in the US must apply for an SSN. Receipt of this number will help ensure that you are paid in a timely manner. Students are advised to apply for an SSN as soon as they have all of the required documentation (listed below), as obtaining an SSN can take a month (or longer, in rare cases).

NOTE: Students must be in the US for a minimum of 10 days after completing IS check-in (either at International Student Orientation or in 101 Hatcher Hall), to be eligible to apply for an SSN.

LSU INTERNATIONAL SERVICES – SOCIAL SECURITY INFORMATION

DSO LETTER REQUEST FORM FOR SOCIAL SECURITY

COMBINATION DEPARTMENTAL EMPLOYER & ISO DSO LETTER FOR SOCIAL SECURITY

Baton Rouge Social Security Administration Office
5455 Bankers Avenue Baton
Rouge, LA 70808
Website: https://www.ssa.gov/
Phone: 866-613-3070
Hours: Monday – Friday, 9:00 am – 4:00 pm

Upon receipt of their SSN, students should:

- immediately notify the LSU Payroll Office (204 Thomas Boyd Hall) and provide them with a copy of the Social Security card. This is necessary in order to continue to receive payment for on-campus employment,
- immediately notify their employer and bank of their SSN, and
- keep their Social Security card in a safe, secure place at home, along with their other non-immigrant documents. Due to the possibility of identity theft, it is NOT advisable for students to carry their Social Security cards in their wallets.

3. **W-4 and L-4 Tax Forms.** All students must complete W-4 and L-4 tax forms.

myLSU PORTAL: TAX DOCUMENTS

IRS WITHHOLDING CALCULATOR

4. **Add Payment Elections.** Students holding assistantships must obtain a bank account and sign up for direct deposit. Many students choose to use Campus Federal Credit Union, as it is located on campus.

   PAYROLL SCHEDULES (Graduate assistants are Academic & Unclassified: SALARY employees)

   CAMPUS FEDERAL CREDIT UNION—CHECKING ACCOUNTS

CONTACTS & HELPFUL RESOURCES

CAIN DEPARTMENT OF CHEMICAL ENGINEERING

Website: http://www.lsu.edu/eng/che
Main Office: 3307 Patrick F. Taylor Hall
Phone: 225-578-1426
Fax: 225-578-1476

LAB SAFETY

CHEMICAL ENGINEERING GRADUATE STUDENT ASSOCIATION (ChEGSA)

ALUMNI NEWSLETTERS

FACULTY DIRECTORY

GRADUATE STUDENT DIRECTORY

STAFF DIRECTORY

THE GRADUATE SCHOOL

Website: https://www.lsu.edu/graduateschool/
Main Office: West David Boyd Hall
Phone: 225-578-2311
Fax: 225-578-2112

GRADUATE SCHOOL CALENDARS

NEW STUDENT CHECKLIST

STUDENT RESOURCES

INTERNATIONAL STUDENTS

PROFESSIONAL DEVELOPMENT

STEPS TO GRADUATION

FAQ

GRADUATE FACULTY

GRADUATE STUDENT FORMS

AWARDS & OTHER FUNDING

INTERNATIONAL SERVICES (IS)

Website: https://www.lsu.edu/intlpro/is/ Main Office: 101 Hatcher Hall
Phone: 225-578-3191
Fax: 225-578-1413

STAFF DIRECTORY

MAINTAINING F-1 STATUS

MAINTAINING J-1 STATUS

REGAINING F-1 STATUS

REGAINING J-1 STATUS

TRAVEL INFORMATION

STUDENT EMPLOYMENT

SOCIAL SECURITY INFORMATION

OFFICE OF THE UNIVERSITY REGISTRAR

Website: https://www.lsu.edu/registrar/
Main Office: 112 Thomas Boyd Hall Phone: 225-578-1686
Fax: 225-578-5991
E-mail: registrar@lsu.edu

ACADEMIC CALENDAR

SYLLABUS DATABASE

RESIDENCY

COMMENCEMENT

TRANSCRIPT REQUEST

LETTERS OF CERTIFICATION & STANDING

PRIVACY & FERPA

BURSAR OPERATIONS

Website: https://www.lsu.edu/administration/ofa/oas/bur/ Main
Office: 125 Thomas Boyd Hall
Phone: 225-578-3357
Fax: 225-578-3969
E-mail: bursar@lsu.edu

STAFF DIRECTORY

IMPORTANT DATES

STUDENT REGISTRATION & PAYMENTS

TUITION & FEES

GUIDELINES FOR THE PHD GENERAL EXAMINATION

When preparing for the General Examination, students should keep in mind that they must accomplish the following four objectives:

1. Demonstrate mastery and critical understanding of the literature relevant to the chosen research topic.

2. Propose and defend a very specific research idea that is (a) novel (not a repeat of others' ideas) and (b) fundamentally sound (based on well-understood principles of chemical engineering).

3. Show preliminary results from their own independent experiments or modeling efforts—to confirm their ability to carry out the research necessary for completing the PhD program.

4. Define a specific schedule, with milestones, to complete the work proposed.

In addition, students should seek input from their advisory committee throughout their research program.

EXAMINATION

The General Examination consists of two parts—a written document (to be reviewed by the student's advisory committee) and an oral presentation (to be presented to that committee).

Written Document

The written document should be distributed to the advisory committee at least two weeks prior to the date of the oral presentation.

Format

- 12-point font
- double-spaced text (except abstract and references, which are to be single-spaced)
- 1-inch margins all around
- maximum of 30 pages (not including cover page)

Contents

- Abstract
    - one-page summary of the proposed research project—summarizing the objective of the project, the rationale for the project, what makes the project novel, and the technical approach being taken
- Context, Definition, and Objectives of the Proposed Research Project
    - background material establishing context and motivation, with a critical analysis (not just a summary) of the relevant literature

    - definition of the research problem to be addressed
    - statement of the objectives of the research project
- Technical Approach
    - how the research is to be conducted—include detail of:
        - experimental equipment and methods (if relevant)
        - computational approach and methods (if relevant)
        - theoretical approach (if relevant)
    - specification of the results being sought (be as specific as possible; *e.g.*, measurements of *y* vs. *x*, in the ranges of *p* to *q*, at *r* increments of *x*)
    - explanation of how the results will address the research problem identified
    - presentation and description/discussion of the student's original results to date
    - how results obtained at intermediate stages might be used to determine subsequent routes of investigation (if appropriate)
- Plan of Progress
    - progress chart with milestones and timeline/schedule for completion of the components of the research project
- Literature References
    - full citations of literature cited
    - must be in accordance with the Graduate School's Formatting Electronic Theses & Dissertations handbook

Oral Presentation

The oral presentation lasts 30 minutes and will be followed by questions from the advisory committee.

CERTIFICATION

The advisory committee, with no more than one dissenting vote, certifies completion of the General Examination.

A student whose General Examination is not certified by the committee may, at the discretion of the examination committee, make corrections to the written proposal and, within 30 days of the first oral presentation, schedule a new oral examination for the purpose of correcting problems with the first attempt. As with the first attempt, the examination committee certifies the completion of the General Examination with no more than one dissenting vote. At this time, a student not receiving certification may apply to the department chairperson for assignment of a new major professor and project in a different field of chemical engineering. However, the time limit on the certification of the General Examination remains in effect. A student who is unable to complete the written part to the satisfaction of the major professor may apply to the department chairperson for assignment of a new major professor.