General Information, Admission, and Degree Requirements

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Chemical Engineering Graduate Program Information
https://chemical.olemiss.edu/future/graduate.html

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University of Mississippi General Website
https://olemiss.edu/

Graduate School Website
https://gradschool.olemiss.edu/home/

Information for International Students
https://international.olemiss.edu/
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Admission

The chemical engineering department offers graduate programs leading to the Master of Science and Doctor of Philosophy degrees in engineering science. These degrees provide the opportunity to tailor a graduate program to the student's interests. Interdisciplinary research opportunities exist in the broad fields of energy, polymeric materials, nanotechnology, separations, environmental engineering, drug delivery, and more.

Admission Requirements

A competitive graduate student considered for admission into the Department will:

- have an undergraduate GPA of at least 3.0 on a 4.0 scale,
- achieve a minimum score of 155 on the quantitative portion of the Graduate Record Examination (GRE) General Test,
- provide a CV or resume, including contact information of at least two professional references, and
- provide a statement of research interests and future goals.

Prospective students not meeting one or more of the above requirements may still be admitted by specific faculty recommendation. The application and admission process is administered by the Graduate School. Students should apply online here.

Prospective students not meeting one or more of the above requirements may still be admitted by specific faculty recommendation. The application and admission process is administered by the Graduate School. Students should apply online here.

All graduate students admitted to the program will be considered for financial support contingent upon funding availability. Continued financial support is dependent upon funding availability and demonstrated performance.

Undergraduate Preparation

Students admitted to the graduate programs in chemical engineering usually have undergraduate degrees in chemical engineering or a closely related field. Students with undergraduate degrees in the physical sciences (chemistry, physics, etc.) are also eligible, although they are usually required to complete several undergraduate courses to make up for deficiencies in certain areas before full admission. Prospective students in this situation may be accepted as qualifying students and should contact the Department to work out an individualized curriculum.
Financial Aid

Teaching Assistantships

In the department, teaching assistantships are available on a limited basis. Students who are offered and accept a teaching assistantship (TA) position must work as a TA each semester with which they receive support. The TA position will consist of no more than 25 hours of assisting a faculty instructor on a course in the department. Duties can include but are not limited to: preparing and delivering lectures to undergraduate students, maintaining a course website, grading course assignments, providing feedback to students on coursework, holding office hours to assist students, proctoring course exams. In addition to receiving a TA stipend, recipients of a TA will also be extended a graduate tuition waiver.

Research Assistantships

In the department, research assistantships are available on a limited basis. Students who are offered and accept a research assistantship (RA) position must work as a RA each semester with which they receive support. The RA position will consist of no more than 25 hours of assisting a faculty instructor on a funded research project. This research project may or may not be the primary doctoral research project in which a student is assessed for candidacy or degree completion.

Fellowships

Graduate students may also receive financial support through University, State, and Federal Fellowships. These mechanisms for financial support each come with specific requirements for acceptance. Continuation of fellowship support often requires demonstration of adequate degree progress. Graduate faculty can assist graduate students to apply for fellowships.

Elite Scholars Program

To recruit highly competitive graduate students who are positioned to advance the research mission of the University of Mississippi, the Provost’s Office in partnership with the Graduate School will provide funding for a limited number of Elite Scholars. The Elite Scholars Program is a tool to further elevate our excellent academic programs as they recruit the next generation of leading researchers and professionals to pursue terminal degrees at UM.

The Elite Scholars Program recognizes outstanding graduate student researchers and increases the value of the stipend associated with a qualifying assistantship for a highly selective group of students. It is expected that Elite Scholars will be students who bring a record of excellence in research and innovation such that they are poised to engage in transformative work while completing their studies at UM.
To be considered admitted students must be nominated by their department chair or graduate program coordinator.

- Provost’s Elite Scholars  
  - Annual $10,000 increase in stipend for up to three years

- Dean’s Elite Scholars  
  - Annual $5,000 increase in stipend for up to three years

Dissertation Fellowship Program

This non-service award is designed to assist doctoral students who are in the final stages of the dissertation process. The award is competitive and the Graduate School has a limited number of Dissertation Fellowships available in any given term. Thus, receipt of this award is not guaranteed.

The Dissertation Fellowship Program intends to provide financial assistance to relieve candidates of current service-type responsibilities (teaching, research, and/or other related obligations to the university), thereby enabling them to focus on their research analysis and writing. The amount of the award is $6,000 plus a tuition reduction. The time period is one semester and cannot be renewed. Full-time enrollment is required. Any student nominated must be in candidacy and must have a copy of his or her prospectus on file at the Graduate School. Students should be within one year of the completion of their Dissertation. Students are nominated by their department chair who submits a letter of support. Online programs are NOT eligible at this time.

University of Mississippi Recruiting Fellowship and Scholarship Program

The University of Mississippi Graduate School seeks to recruit an outstanding and inclusive student body. To that end, we have established a program to help departments and programs recruit such students to University of Mississippi graduate programs.

To be considered for the funding program admitted students must be nominated by their department chair or graduate program coordinator. To be eligible for nomination a student must not be enrolled in an online program and must satisfy requirements given in either 1 or 2 below:

1. Academic Excellence – Demonstrate superior academic achievement by having at least one of the criteria given below. Preference will be given to students who will also be receiving an assistantship from another University source of at least $2500/semester.
   
   - Undergraduate GPA of 3.5
   - Master’s degree GPA of 3.75
   - Additional measures of the potential for excellence in graduate study

2. Excellence in Inclusivity – Because the University of Mississippi recognizes that benefits accrue to our students when they are part of a diverse community of learners, students may be nominated for the program on the basis that their presence will add diversity to the classroom, department, or the campus. The nomination must include
information about how the student will add to the diversity of the university community. To be eligible a student must be a US citizen or permanent resident. The program for full-time students who are not working full-time includes a fellowship (1) and a partial tuition scholarship (2). Part-time students and/or students with full-time employment are only eligible for a partial tuition scholarship (3).

Funding terms:

- The fellowship is **$1,000/semester for master’s students** and **$1,500/semester for 8 semesters for MFA and doctoral students**. The fellowships are paid during the Fall and Spring Semesters only. To receive this award, fellows must be admitted into a degree program, must be enrolled on the Oxford campus for at least 9 hours of graduate coursework each semester, and must not have a full-time job. Requests to extend the award beyond 4 or 8 semesters will be considered on a case-by-case basis.

- The tuition scholarship for full-time students (those registered for at least 9 hours of graduate coursework) without a qualifying graduate assistantship is valued at 75 percent of regular graduate tuition and 44 percent of the non-resident fee. The tuition scholarship is available for Fall, Spring, and Summer Sessions and not applicable for any intersessions.

- The tuition scholarship for part-time students (those registered for fewer than 9 hours of graduate coursework) is valued at 50 percent of regular graduate tuition and 44 percent of the non-resident fee. The tuition scholarship is available for Fall, Spring, and Summer Sessions and not applicable for any intersessions.

**Summer Graduate Research Assistantship Program**

The Summer Graduate Research Assistantship Program provides $3,000 for doctoral and MFA students and $2,500 for master’s students in departments that do not offer a doctoral degree. The Summer Graduate Research Assistantship Program is competitive and awarding of the funding is not guaranteed. The funding is offered during the summer (minimum of 10 weeks of research). The goal is to provide funds to enable promising graduate students to remain on task and on campus in their pursuit of a degree. Students cannot obtain additional university employment during this period. Funds are not renewable.

To be eligible, the student must be a full-time, full-standing student at any stage and in any discipline. Preference will be given to doctoral students who have completed their prospectus. A limited number of assistantships will also be reserved for master’s (thesis option) track students. **Online programs are NOT eligible at this time.**

**Coursework Requirements**
**Master of Science**

The M.S. in Engineering Science with an emphasis in chemical engineering requires a minimum of 30 hours of graduate credit. The specific course work is agreed upon by the student and his or her committee but must include at least two ChE 510+ courses (6 credit hours).

Students pursuing a non-thesis project-based master’s must complete no less than 3 hours of project (Engr 693 and Engr 694) credit.

Students pursuing the thesis option will also complete additional 500-/600- level courses to bring the total up to 21 hours of graded coursework, plus three hours of Research Seminar (Ch E 515). In addition, students must complete no less than 6 hours of thesis (Engr 697) credit. Students pursuing the non-thesis option require at least 27 hours of 500-/600- level graded coursework, plus 3 hours or more of a project (Engr 693 and Engr 694).

**OTHER ACADEMIC REQUIREMENTS**

A candidate must prepare and orally defend a thesis or project report.

**Doctor of Philosophy**

The Ph.D. in Engineering Science with an emphasis in chemical engineering requires a minimum of 54 hours of graduate credit past the bachelor's degree. The specific course work is worked out between the student and his or her committee but must include 4 core courses (12 credit hours) identified by his or her advisory committee.

Students pursuing a Ph.D. must complete at least 21 hours of graded 500-/600- level graded coursework, plus 3 hours of Research Seminar (Ch E 515). The remainder of the hours comes from research, 18 of which must be dissertation (Engr 797) credit.

**Other Academic Requirements**

Students in the Ph.D. track must satisfy the [Graduate School requirements](#), achieve a GPA of 3.25 or higher in the four core courses, and pass a qualifying examination to be admitted to candidacy. A student may retake one of the core courses one time to meet GPA requirements. The qualifying exam consists of writing and defending an Original Research Proposal (ORP). The ORP guidelines can be found further within this document. After the ORP, the Ph.D. candidate must complete a dissertation prospectus and defend a dissertation.
Graduate Student Health Insurance

Graduate students on assistantships are provided health insurance benefits with their enrollment in the department in addition to graduate stipend support. Unsupported graduate students are not eligible for the subsidized plan; however, those students are eligible to enroll voluntarily. Voluntarily enrolled students must pay the full premiums directly to Wellfleet Student. Additional information on voluntary enrollment is available here: https://healthcenter.olemiss.edu/student-health-insurance/

Graduate assistants with appointments of 1/4 time or higher are required to participate in a health insurance program.* Enrollment and payroll deduction of premiums will be automatic upon appointment for each fall and spring term. Premiums will be subsidized by the university.

Program Highlights:

- 80% of negotiated charges for hospital visit, physician office visit (after $20 copay), or emergency room visit (after $150 copay) for preferred Wellfleet/Cigna providers
- 100% of prescription drug coverage after Tier 1 $20 copay, Tier 2: $50 copay, Tier 3: $75 copay, and specialty drug $75 copay. Some preferred generics have a $0 copay. A formulary of prescription tiers is available here: https://wellfleetrx.com/wp-content/uploads/2020/04/Wellfleet-Rx-Student-Formulary-July-2020-1.pdf
- 80% of inpatient mental health expenses and outpatient mental health and substance abuse expenses for preferred care providers.

*Graduate assistants may request a waiver from participation in the above-sponsored group plan if they already have comparable health insurance.

For a listing of Frequently Asked Questions (FAQs) regarding student health insurance, please visit: https://gradschool.olemiss.edu/frequently-asked-questions-update-2020-2/

Spouse and child/dependent policies are available; for information, click the link below. https://www.studentinsurance.com/Client/1789

For more information about coverage, exclusions, network providers, waivers, and voluntary participation forms, visit https://www.studentinsurance.com/Client/1789

To view the Insurance Plan document, please visit: https://www.studentinsurance.com/Docs/Resources/5606_WEB%20U%20of%20Miss%20-%20Ole%20of%20Miss%20GBilance%20of%208.4.20%20.pdf

* Note: Deductibles and co-pays are waived for covered services provided at the VB Harrison Student Health Center. Wellfleet Student uses the Cigna PPO network. To find a Local Provider, please visit https://www.studentinsurance.com/Client/1789
Department Research Areas

In this department, graduate students will be assigned one or more research projects in which they will be responsible for the completion of research tasks. Research tasks will occur both inside and outside the laboratory. A summary of the research expertise of the graduate faculty is provided below to gain an idea of the research areas explored in our department.

Dr. Adam Smith

Research Expertise

- Polymer synthesis
- Stimuli-responsive polymers
- Drug and gene delivery
- Biomaterials
- Admicellar polymerization
- Magnetic surfactants

Dr. Sasan Nouranian

Research Expertise

- Interfacial Engineering
- Graphene-Based Materials
- Molecular Simulation
- Reactive Molecular Simulation
- Predictive Materials Modeling
- Advanced Manufacturing

Dr. Brenda Prager

Research Expertise

- Coatings on Paper Substrates
- Surface and Interfacial Science
- Soil Remediation
- Differentiated Teaching and Learning
- Critical Thinking in STEM Education

Dr. Alexander Lopez

Research Expertise:

- Molecular Transport
- Membrane Science
- Separations Science
- Ionic Liquid Composite Materials
- Water Treatment
- Additive Manufacturing
Dr. Wei-Yin Chen
Research Expertise:
- Carbon Conversion
- Climate Change Mitigation
- Biochar Utilization
- Plasma Modifications of Materials
- Separation Science
- Stochastic Processes

Dr. Alireza Asiaee
Research Expertise
- Molecular Modeling and Simulation
- Computational Modeling
- Chemical Reactions Micro-kinetics
- Supercritical Fluids and Ionic Liquids
- Process Modeling and Simulation

Dr. Nikki Reinemann
Research Expertise
- Molecular Biophysics and Engineering
- Cytoskeleton Mechanics
- Motor Proteins
- Optical Trapping
- Microscopy

Dr. Thomas Werfel
Research Expertise
- Cancer Nanotechnology
- Micro Drug Delivery Devices
- Polymer and Biomolecular Engineering
- Cellular and Molecular Biology
Laboratory Policies and Procedures

General Laboratory Rules
1. The door to the laboratory must be kept closed at all times. In addition, the entrance must be adjusted such that a key is required to enter at all times.

2. Safety glasses are required within the laboratory at all times. If wearing contacts, a small dot must be placed on the side of your laboratory glasses to notify others in case of an emergency.

3. Lab gloves must be disposed of before leaving the laboratory. Lab gloves may not be disposed of in a waste container outside of the laboratory.

4. Long pants and closed-toed shoes are required at all times in the lab. In addition, lab coats are required when handling hazardous chemicals. Lab coats must never be worn outside the lab.

5. Occupation of the lab is only permissible when conducting experiments or using equipment that is present in the lab. Working on homework, manuscripts, or general socializing shall be done outside of the laboratory.

6. No food or drink can be brought into any laboratory.

7. Any instruction given by a faculty member concerning laboratory procedures and safety must be followed.

Chemical Safety
8. It is strongly recommended that all organic chemicals (and chemicals that exhibit significant fumes) be handled within the fume hoods.

9. Fume hood sashes shall be lowered when direct access to the fume hoods is not necessary. In addition, the accumulation of glassware and equipment should be avoided. Exceptions include installed structures, equipment, and glassware (i.e. Schlenk lines).

10. Use of specialty equipment within the laboratory is limited to individuals trained in its use. If training is required, approval is needed from the faculty member who owns and maintains the required equipment. This approval and training is required for unsupervised use of the equipment.

11. Use of consumables, solvents, and chemicals is limited to only those within the research group where they were purchased. Sharing of supplies is allowed (and encouraged), however, use of supplies must be cleared by each faculty member to which the supplies belong. If supplies or equipment are taken out of the lab for whatever reason, the faculty member who owns the
material must be notified and approval received before such adjustments. Any material that is used without permission must be replenished by the faculty advisor using his/her available funds.

12. All samples and synthesized chemicals must be labeled with the chemical, name of generator, and date generated. These materials must be stored in a safe place, preferably a storage drawer or the appropriate hazardous storage location (e.g. acid, flammables, or corrosive cabinet) with the generator’s name on it.

13. Each laboratory must contain a folder containing SDS information for all hazardous chemicals stored within that laboratory. This folder must be updated after receipt and storage of a new hazardous chemical in the laboratory. Every semester, faculty and graduate researchers must update SDS information via a chemical audit to ensure proper documentation of all chemicals stored within the laboratory.

14. A procedural risk assessment is required before any new chemical synthesis or analytical procedure where hazardous chemicals or conditions will be used. A risk assessment is also required before any significant changes to an existing chemical synthesis or analytical procedure. This risk assessment must be approved by the primary faculty advisor before conducting the procedure.

**Laboratory Cleanliness**

15. Benchtops and work areas must be kept clean and clear of clutter such that others may work in the lab when necessary. Accumulation of equipment and materials on the benchtops must be minimized to ensure proper workspace.

16. All glassware must be cleaned and placed on a drying rack upon completion of its use. Once dry, glassware should be moved to a storage cabinet for safekeeping.

17. It is the responsibility of undergraduate and graduate researchers to dispose of any non-hazardous waste (i.e. garbage and boxes) that accumulates in the lab. This must be conducted at a minimum every week. A student rotation will be in effect for each lab to ensure every researcher contributes to the general cleanliness of the laboratories.

18. All hazardous waste must be disposed of in either the aqueous waste, organic waste, or a specialty container with a hazardous label. Specialty waste must then be placed in the satellite accumulation area within the lab which generated the waste. No other area is acceptable for the storage of hazardous waste. Once specialty waste has been collected, laboratory services must be contacted so that they can pick up the waste (every month). This also applies when the aqueous and/or organic waste containers are filled.
Consequences for Rule Violations

Minor Violations
A minor violation consists of any disregard to the above rules which does not create an immediate safety risk to the researcher or other researchers within the laboratory.

1st Offense – Written infraction form signed by the researcher and primary faculty advisor. Suspension from the lab for the day.

2nd Offense – Written infraction form signed by the researcher, primary faculty advisor, and departmental chair. Suspension from the lab for the week.

3rd Offense – Written infraction form signed by the researcher, primary faculty advisor, and departmental chair. A research committee meeting will be called to discuss removal from the program. Suspension from the lab for 2 weeks.

Subsequent Offense – Removal from the departmental program

Major Violations
A major violation consists of any disregard to the above rules which creates an immediate safety risk to the researcher or other researchers within the laboratory.

1st Offense – Written infraction signed by the researcher, primary faculty advisor, departmental chair. The research committee will be notified via email of the violation. Suspension from the lab for 2 weeks.

2nd Offense – Removal from the departmental program.
Ph.D. Candidacy

ORIGINAL RESEARCH PROPOSAL (ORP) GUIDELINES

A graduate student pursuing a Ph.D. must pass a qualifying exam before being admitted to candidacy. For the Ph.D. in Engineering Science with an Emphasis in Chemical Engineering, a student must write and defend an original research proposal (ORP) to fulfill this requirement. The goal of the ORP is to familiarize students with the proposal writing process and evaluate their ability in conceiving an original research project. In addition, the students must demonstrate mastery of the academic material required for the Ph.D. This document describes the general guidelines that students must follow for the successful completion of the ORP.

Objectives

To successfully pass the ORP, students must demonstrate the ability to do the following:

- State a research problem taking into consideration existing literature;
- Write a hypothesis and/or goals related to the research problem;
- Describe the intellectual merit of the proposed research;
- Develop a research plan to solve or address the problem;
- Account for resource and time requirements necessary to achieve the proposed research goals;
- Contextualize the broader impacts of the proposed research; and
- Communicate effectively their proposed research in a written and verbal form.

Examination Timeline

1. Before starting the ORP, a student must have satisfactorily completed: (1) all core course requirements with an average GPA of 3.25 or higher; (2) a minimum of three credit hours of seminar; and (3) at least three full academic semesters after admission into the graduate program in the Department of Chemical Engineering. Per Graduate School regulations, the student must also have a cumulative graduate GPA of 3.0 or higher and must not have an outstanding I grade.

2. Once all of the above conditions have been met, the student and her/his advisor must select the evaluation committee for the ORP. It must include at least one full member of the graduate faculty (i.e. Associate or Full Professor).

3. The student must submit the ORP topic to the evaluation committee by email at least 3 months before submitting the written document. It can be related to their field of research, but not provided by any member of the faculty. The committee must approve or reject the topic within one week after submission. If the topic is rejected, the student must provide a new topic within two weeks after the original decision was made.
4. The written document must be submitted to the evaluation committee at least two weeks before the oral defense. The document must adhere to the National Science Foundation (NSF) guidelines described later on this document.

5. Immediately after the oral defense, the committee will deliberate and assign a pass, conditional pass, or fail grade.
   a. If the student receives a conditional pass, he/she will have two weeks to correct the ORP and resubmit it.
   b. If the student fails, she/he must resubmit the written ORP on the same topic no earlier than three months after the original defense. The student can modify the general idea, but within the topic that was already approved by the committee.

6. If a student fails twice, he/she cannot be admitted to candidacy.

Written ORP Guidelines

The following guidelines were taken in part from those used by the NSF for writing proposals and should be used to assist students in preparing research proposals for the Ph.D. candidacy examination. Students are encouraged to examine the latest version of the National Science Foundation Proposal and Award Policies and Procedures Guide (PAPPG) available online.

Proposal Contents

i. Project Summary
The proposal must contain a summary of the proposed activity suitable for publication on the NSF website, not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal was funded. The summary should be written in the third person and must address in separate statements (within the one-page summary):
• an overview including a description of the activity that would result if the proposal was funded and a statement of objectives and methods to be employed;
• the intellectual merit of the proposed activity, describing its potential to advance knowledge; and
• the broader impacts resulting from the proposed activity, which should describe the potential to benefit society and contribute to the achievement of specific, desired societal outcomes.

It should be informative to chemical engineers and understandable to a scientifically literate lay reader.

ii. Table of Contents
A Table of Contents must be included. The table of contents is not included in the page limitations of the proposal.

iii. Project Description
1. Content
The Project Description should provide a clear statement of the work to be undertaken and must include: objectives for the period of the proposed work and expected significance; relation to longer-term goals of the proposed project; and relation to the present state of knowledge in the field, to work in progress elsewhere.

The Project Description should outline the general plan of work, including the broad design of activities to be undertaken, and, where appropriate, provide a clear description of experimental methods and procedures. It must describe as an integral part of the narrative, the broader impacts resulting from the proposed activities, addressing one or more of the following as appropriate for the project: how the project will integrate research and education by advancing discovery and understanding; how the results of the project will be disseminated broadly to enhance scientific and technological understanding; and potential benefits of the proposed activity to society at large.

2. Page Limitations
Brevity assists the faculty in dealing effectively with proposals. Therefore, the Project Description must be single-spaced, at least 10 pages, and may not exceed 15 pages. Visual materials, including charts, graphs, maps, photographs, and other pictorial presentations are included in the page limitation. Students are cautioned that the project description must be self-contained and that URLs that provide information related to the proposal should not be used because 1) the information could circumvent page limitations, 2) the examiners are under no obligation to view the sites, and 3) the sites could be altered or abolished between the time of submission and the time of review. Conformance to the page limitation will be strictly enforced. Proposals that do not meet this page limitation will be returned with the expectation that the document will be re-submitted in the correct format more than two weeks before the proposal defense date.

iv. References Cited
Reference information is required to support the information presented in the body of the proposal. Each reference must include the names of all authors (in the same sequence in which they appear in the publication), the article and journal title, book title, volume number, page numbers, and year of publication. Students must be especially careful to follow accepted scholarly practices in providing citations for source materials relied upon when preparing any section of the proposal. While there is no established page limitation for the references, this section must include bibliographic citations only and must not be used to provide parenthetical information outside of the 15-page project description.

v. Budget:
A budget for the proposed project must be included. The budget should follow the format laid out by the Office of Research and Sponsored Programs (ORSP) of the University of Mississippi for an NSF proposal. In general, all proposals must include an itemized budget that is reasonable for the completion of the project. Budgets should be limited to $100,000 per year, over a two-year period. Reasonable equipment charges may be requested. Based on the budget limit, reasonable equipment costs may typically be between $5,000 and $10,000; however, higher requests can also be acceptable. All equipment costs must be adequately justified. Indirect
costs, fringe rates, and tuition remission costs should match those used by the University of Mississippi; these can be found on the UM ORSP website.

Proposal Formatting

i. Proposal Pagination Instructions
The proposal must be paginated, beginning with the summary as page 1 and ending with the budget as the last page.

Proposal Margin and Spacing Requirements
The proposal must be clear, readily legible, and conform to the following requirements:

a. Use of only the approved typefaces identified below, a black font color, and font size of 12 points or larger must be used:
   • For Windows users: Arial, Helvetica, Palatino Linotype, Georgia, or Times New Roman
   • For Macintosh users: Arial, Helvetica, Palatino, Georgia, or Times New Roman

A Symbol font may be used to insert Greek letters or special characters, however, the font size requirement still applies;

b. Text must be single space; and

c. Margins, in all directions, must be at least an inch.

ii. Page Formatting
The proposer must use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document.

The guidelines specified above establish the minimum type size requirements; however, PIs are advised that readability is of paramount importance and should take precedence in the selection of an appropriate font for use in the proposal. Small type size makes it difficult for reviewers to read the proposal; consequently, the use of small type not in compliance with the above guidelines may be grounds for the return of the proposal without review.

Constraints and Suggestions

As in any proposal for which you are asking someone to put up real money, the basic idea must be convincing; it must be novel, creative, interesting, and must show potential for success. The proposal should address a fundamental scientific question. **The topic can be related to the student's field of research, but not provided by any faculty and approved by the evaluation committee.** Students are not allowed to receive any substantial help from their research advisor(s). However, students ask questions to other members of the faculty, including committee members, to assist with general questions related to the ORP. The following comments should also help develop the proposal.
i. **Getting ready for ORP**

- It is highly recommended that you think about the topic well ahead of time and read the available literature thoroughly before submitting a topic to the committee. You should start planning your ORP approximately 3 months before submitting the topic. Remember that reading papers should be done routinely while pursuing a Ph.D.

- The three months between submitting the topic and the written ORP is a minimum recommended amount of time a student should spend writing the document. It is recommended that students spend between 3 and 6 months developing the ORP, from the initial conception of the idea to submitting the written document.

- It is recommended that you start by thinking about the “big picture” and then “fill in” the details. A good proposal starts with well-defined goals and objectives.

- Many reviewers consider that a good proposal is driven by a strong hypothesis. This hypothesis should have a sound scientific foundation based on current literature.

- Do not present an idea that is only an incremental modification of an existing concept, method, or idea. An excellent idea can help make up for poor implementation or missing components, but a poor idea cannot be saved by fancy footwork.

- Your ideas must be defensible. Ask yourself, a) Does this make sense? b) Has anyone done this before? c) Does anyone care if I do this or not? d) Why is it important?

ii. **Writing your ORP**

- Make sure the narrative of the proposal flows smoothly. A document that is well organized and easy to read is more likely to be successful.

- Break up long sentences and paragraphs; short sentences are usually easier to read.

- Avoid redundant words, phrases, or sentences. However, it is desirable to emphasize the main ideas of the proposal in several locations of the narrative. *Do not be afraid to use bold and italicized sentences that describe the most significant aspects of your proposal.*

- You should never submit the first complete draft of the ORP. Read your draft multiple times, and edit it. Spend a couple of days without thinking about it, then read it again and edit it.

- Remember that you are still required to work on your research and courses while developing the ORP.
iii. *Defending the ORP*

- It is recommended that you plan a 30 min presentation to allow for 30 min of questions and answers.
- Number all your slides.
- Use plenty of visual aids. It is usually better to have few words in a slide. Make sure ALL text is large enough to be seen from the back of the room; this includes figure legends, axis titles, footnotes, etc.
- Make sure that you follow best practices of professionalism and visual presentation.
- Practice your defense multiple times. Pay close attention to the transitions. Make sure it flows well. Your presentation should keep the attention of the evaluation committee while effectively communicating your proposed research.
- Know the background science. This is also an examination of your basic knowledge and understanding of chemical engineering principles.
Graduate Student Annual Evaluation

Annual Progress Report for Ph.D. Students

Name Click here to enter text.  Student ID Number Click here to enter text.

Portion Completed by Graduate Student

Academic Progress

Date of Entrance into Program enter date.  Expected Graduation Date enter date.

Have you identified your committee? Yes ☐ No ☐
Committee Members:
Click or tap here to enter text.

Have you completed and passed a qualifying exam? Yes ☐ No ☐
If no, enter in the anticipated qualifying exam date enter date.

Have you completed and passed a dissertation prospectus? Yes ☐ No ☐
If no, enter in the anticipated prospectus date enter date.

Current GPA:  Click here to enter text.
Graduate credits earned Click here to enter text.
Graded graduate credits earned Click here to enter text.
Dissertation credits earned Click here to enter text.

Have you completed all required coursework? Yes ☐ No ☐
If no, identify the remaining required coursework below:
Click here to enter text.
Provide a 1-page maximum self-evaluation of performance and progress during the previous academic year

Click here to enter text.
### Academic Performance

#### Assigned Duties

<table>
<thead>
<tr>
<th>DUTIES</th>
<th>Importance to Overall Project A/B/C</th>
<th>Has Acceptable Effort and Progress Been Made?</th>
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#### Assigned Tasks

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1. Has the graduate student made acceptable academic progress during the evaluation period? Please comment below
   Click here to enter text.
2. Papers published during the evaluation period? Click here to enter text.

3. Presentations completed during the evaluation period? Click here to enter text.

4. Is the student making adequate degree progress? Yes ☐ No ☐

Your signature below indicates that you have discussed the contents of this report with your primary advisor.

Student ___________________________ Date _____________

Your signature below indicates that you have discussed the contents of this report with the student.

Advisor ___________________________ Date _____________

Department Chair/GPC ___________________________ Date _____________
Annual Progress Report for Masters Students

Name Click here to enter text.    Student ID Number Click here to enter text.

Portion Completed by Student

**Academic Progress**

Date of Entrance into Program enter date.   Expected Graduation Date enter date.

Check one:  Thesis Masters ☐  Project Masters ☐  Coursework Masters ☐

Have you identified your committee? Yes ☐ No ☐

Committee Members:

Click or tap here to enter text.

For thesis students:

Have you completed and passed a thesis defense? Yes ☐ No ☐

If no, enter in the anticipated thesis defense date enter date.

Current GPA:  Click here to enter text.

Graduate credits earned Click here to enter text.

Graded graduate credits earned Click here to enter text.

Thesis credits earned Click here to enter text.

Have you completed all required coursework? Yes ☐ No ☐

If no, identify the remaining required coursework below:

Click here to enter text.
Annual Progress Report for Masters Students

Name Click here to enter text.    Student ID Number Click here to enter text.

Portion Completed by Graduate Student

Provide a 1-page maximum self-evaluation of performance and progress during the previous academic year

Click here to enter text.
Name Click here to enter text.  
Student ID Number Click here to enter text.

Portion Completed by Primary Advisor

**Academic Performance**

### Assigned Duties

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1. Has the graduate student made acceptable academic progress during the evaluation period? Please comment below
   Click here to enter text.
Name  Click here to enter text.                Student ID Number  Click here to enter text.

Portion Completed by Primary Advisor

2. Papers published during the evaluation period?  Click here to enter text.

3. Presentations completed during the evaluation period?  Click here to enter text.

4. Is the student making adequate degree progress?  Yes ☐ No ☐

Your signature below indicates that you have discussed the contents of this report with your primary advisor.

Student  ___________________________                Date  ____________

Your signature below indicates that you have discussed the contents of this report with the student.

Advisor  ___________________________                Date  ____________

Department Chair/GPC  ___________________________                Date  ____________
Graduate Student Academic Standing

There are four different categories of academic standing based on a student’s academic performance: good standing, academic probation, academic suspension, or academic dismissal. Probation, suspension, and dismissal become effective at the end of the semester in which the student fails to attain an adequate GPA. Although the student will usually receive official notification of such action, notification is not a prerequisite to the student’s being placed on probation, suspended, or dismissed. It is the student’s responsibility to ascertain his or her academic status before the beginning of each semester.

Good Standing

A student will be in good standing and remain in good standing when his or her cumulative GPA is 3.00 or higher. Further, a student must be making adequate degree progress as indicated by his or her annual student evaluation to remain in good standing.

Academic Probation

Students enrolled in a graduate program (master’s or doctoral) will be placed on academic probation at the end of the semester when their cumulative GPA falls below 3.0. Failure to raise their cumulative GPA to 3.0 in the following semester of enrollment will result in disqualification.

Graduate students may also be placed on academic probation if he/she receives an unsatisfactory annual evaluation from their primary advisor. This probationary condition must be reviewed and approved by the graduate student’s committee and made official via a formal letter to the department head or graduate program coordinator indicating the probationary status. The letter must indicate necessary steps for the graduate student to complete within the next semester to achieve good standing and avoid disqualification.

Students on probation will be dismissed if, at the end of their next semester of enrollment, their cumulative GPA remains below 3.0 or they fail to meet performance conditions set by their committee after receiving an unsatisfactory annual evaluation. Graduate students who have been dismissed are ineligible for teaching or research assistantships. Graduate students who have been dismissed are ineligible for future enrollment in the department.
**Graduate Student Suspension**

Graduate students within our department do not undergo a suspension period. Any subsequent repercussions for poor performance during a probationary period will result in student dismissal from the program.

**Graduate Student Dismissal from Program**

Students within the department may be dismissed from the department and graduate program for one of several reasons including

- Failure to make adequate academic progress during a probationary period
- Repeated laboratory safety policy violations
- Failure to complete doctoral candidacy examination after two attempts
- Failure to complete doctoral dissertation defense after two attempts
- Other student conduct violations as reviewed by the graduate student committee

Graduate students who are dismissed from the program will be notified by letter from the Graduate Program Coordinator indicating the date of dismissal. Any graduate stipend from a graduate assistantship or fellowship provided by the University will be withheld beyond the dismissal date. Tuition charges may result from student dismissal and are the sole responsibility of the graduate student. A dismissed graduate student will be unable to enroll in the department or School of Engineering for any subsequent semester.

**Graduate Student Grievance Procedure**

Graduate students have the right to file grievances about the conduct or behavior performed on the part of the institution or by any of its agents. The UMatter: Student Support & Advocacy office maintains the process for the review of, response, and attempted resolution of academic, non-academic, or general complaints for students. The grievance process encourages the use of an informal resolution process to resolve complaints. It also provides a formal resolution process and protocol that may be utilized by students when a grievance is not resolved through the informal process.

**To Use the Informal Process:**

Proceed to the Student Complaint Form and submit your complaint. You may also contact UMatter: Student Support & Advocacy directly by calling 662-915-7248 or sending an email to umatter@olemiss.edu.
To Use the Formal Process:

Proceed to the Student Complaint Form and submit your complaint. Review the policy listed in the UM Policy Directory (Policy Number DSA.DS.100.003) and proceed with Step One. If you need assistance identifying the first point of contact for your complaint, contact UMatter: Student Support & Advocacy using the information listed above. If you have questions or need assistance related to the University's Student Complaint Policy, you may contact UMatter: Student Support & Advocacy directly by calling 662-915-7248 or sending an email to umatter@olemiss.edu.
Applying to Graduate

Graduate Degree Checklist

1. **Application for Graduate Degree:** Complete a [GS 8-Application for Graduate Degree Form](#). The deadline to do this is near the beginning of each fall, spring, or summer semester and is announced on the university’s [Academic Calendar](#) and the [myOleMiss](#) front page. This form requires the signature of the department chair.

2. **Diploma Application:** A diploma application notification will be sent to you via your olemiss.edu email. Complete the online Diploma Application.

3. **Schedule Final Examination:** Set up your final oral/written exam by completing a [GS7-Authorization of Final Oral/Written Examination Form](#). This form must be received by the Graduate School no later than 14 calendar days before the intended date of the exam. You must complete your final exam by the last day of the semester, and a final exam cannot be given during the university’s examination period or when the university is closed.

4. **Complete Thesis/Dissertation and Final Examination.** After you complete your final oral/written examination, your adviser or department chair must submit a Report of Final Oral/Written Examination to the Graduate School. Before the last day of classes, bring the Report of Final Oral/Written Examination to the Graduate School.

5. **Pay Graduation Fee to UM:** After you apply to graduate (step 1), you will be assessed a graduation fee of $50. You must pay this fee, as well as all other outstanding university bills, to receive your diploma.

6. **Submit to Graduate School** the completed ETD Rights, Permission, and Contact Form.

7. **Electronically Submit Thesis/Dissertation:** Following the directions given in this link, electronically submit your completed thesis/dissertation into the ProQuest/UMI repository system.

8. **Pay Fees to ProQuest/UMI:** While uploading your thesis/dissertation, you must pay (online via credit card) the fees for the ProQuest/UMI publishing type you have selected (e.g., no charge for Traditional publishing; $95 for Open Access publishing).

**For Masters Thesis and Doctoral Students:**

6. **Submit to Graduate School** the completed ETD Rights, Permission, and Contact Form.

7. **Electronically Submit Thesis/Dissertation:** Following the directions given in this link, electronically submit your completed thesis/dissertation into the ProQuest/UMI repository system.

8. **Pay Fees to ProQuest/UMI:** While uploading your thesis/dissertation, you must pay (online via credit card) the fees for the ProQuest/UMI publishing type you have selected (e.g., no charge for Traditional publishing; $95 for Open Access publishing).

**For Doctoral Students:**

Survey of Earned Doctorates: Doctoral students must complete a [Survey of Earned Doctorates](#) (Ph.D. only). This should be done 3-4 weeks before the last day of classes.
Additional Graduate Student Policies

It is strongly recommended that any prospective or current graduate student within our program review the following policies on the University website.

Graduate Student Health Insurance
https://gradschool.olemiss.edu/current-students/student-health-insurance/

Graduate Student Financial Aid
https://gradschool.olemiss.edu/prospective-students/financial-aid-information/

Leave of Absence Policy
https://policies.olemiss.edu/ShowDetails.jsp?istatPara=1&policyObjidPara=12684669

Parental Leave Policy

Graduate Student Forms Library
https://gradschool.olemiss.edu/current-students/forms-and-manuals-library/
Campus Map

Buildings of Interest

Brevard Hall, Engineering Dean’s Office
Graduate House, Office of the Graduate School
Martindale, Student Services, the Office of Global Engagement and International Programs
Anderson Hall, Department of Chemical Engineering
Johnson Commons, ID Card Office