

Graduate Student Handbook

Abridged Version

2021 - 2022



DEPARTMENT OF CHEMICAL &
BIOMOLECULAR ENGINEERING

Graduate students are expected **to be aware of** and satisfy all regulations governing their work and study at the university. See <http://tiny.utk.edu/grad-catalog>.

Responsibilities

- Participating faculty and graduate students are expected to fully commit to the departmental graduate program and participate in professional activities. Participation in the graduate seminar series, hosting departmental visitors, and student recruiting are particularly important.

Assistantships

- Departmental assistantships are available for M.S. students only in rare circumstances.
- Pending continued availability of funds, positions can be renewed each year for up to five years of full-time study for students demonstrating suitable progress. Any student determined to be inadequately performing as judged by the advisor or who fails to maintain good academic standing may have his or her assistantship appointment terminated at any time.

Vacation

- Financially supported students are expected to be in residence throughout the calendar year, engaged in full time study and research, except for university holidays and vacation time of two additional weeks. Note that university holidays do not always correspond with academic breaks (e.g., fall, winter, and spring breaks). Absence during these break periods applies to vacation time.

Travel

- Travel on university business (e.g., to technical conferences) must be approved in advance in order to secure reimbursement. See the business office for the appropriate form that must be filed.

Registration

- Fall and Spring semesters: 9+ credit hours
- Summer: 6+ credit hours
- Following the first registration for CBE 600, PhD students must enroll CBE 600 every term until they have graduated (continuous enrollment requirement).

Degree Requirements

- See the CBE section of the Graduate Catalog at <http://tiny.utk.edu/grad-catalog>.
- Graduate courses taken at other institutions can count toward the degree with committee approval. For MS degrees, the courses must be formally transferred to an equivalent UTK course. For PhD students, courses are not transferred and will not appear on the transcript. No less than 24 credit hours of courses must be taken at UTK.

Committees

- MS: Each student must have an advisor, and the student and advisor select a thesis committee (or CBE 580 committee for non-thesis students). The committee must consist of the advisor and at least two faculty members at the rank of assistant professor or above. At least two members of the committee must be CBE faculty. The Director of Graduate Studies and Department Head or Associate Department Head will serve as the other two members for non-thesis MS students completing CBE 580.
- PhD: The student and the major professor identify a doctoral committee composed of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student's major field. The makeup of the committee must be approved by the Graduate School before the preliminary exam (the dissertation proposal; aka, the written and oral comprehensive exams) is conducted. The form for approval of the dissertation committee is obtained from the Graduate School web site (<http://gradschool.utk.edu/forms-central/doctoral-committee-form/>).

Required Exams

- Non-thesis MS
 - Rather than a final exam, CBE students must register for CBE 580 in the final semester and submit a critical review of current literature on a selected topic for approval by the committee, as described above.
- Thesis-option MS
 - The thesis-option M.S. program culminates with an oral examination in which the student defends the thesis in a critical examination by the committee. Questions pertinent to the student's course work may also be asked in order to measure the student's ability to integrate the material in the major and related fields of study. This examination must be scheduled and defended consistent with deadlines published in the Graduate Catalog and on the Graduate School web site (<http://gradschool.utk.edu/graduation/graduation-deadlines/>). The final draft of the thesis must be distributed to all committee members at least two weeks prior to the date of the final examination.
- PhD
 - CBE 601 culminating in the qualifying exam; this is a research proposal project.
 - Prelim – written and oral dissertation proposal; ≥ 1 year before finished
 - Final Defense – several Grad School paperwork deadlines precede this by weeks – months. You (and only you) will be responsible for knowing when they are: <http://gradschool.utk.edu/graduation/graduation-deadlines/>.

Good Standing

Never let your cumulative GPA drop below 3.0.

Academic Integrity

Academic or research misconduct by a student will result in dismissal from the program.