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Ph.D. Degree Program

Degree Requirement Checklist

The Ph.D. degree is awarded for original research performed under the guidance of a thesis advisor. The formal requirements for this degree are:

- □ Completion of six graduate-level courses including the four required core courses.
- □ Completion of an annual research evaluation each year.
- □ Serve as a teaching assistant for at least two required undergraduate courses.
- □ Completion in the first semester of 500.401 Research Laboratory Safety
- □ Attend graduate seminars (540.600/601) every semester. Students are expected to enroll and attend department seminars throughout their tenure in the department.
- □ Successful completion of the Graduate Board Oral Exam.
- □ Completion of an original research project, documented in a dissertation that is defended by the candidate in a public presentation.
- □ Completion of Responsible Conduct of Research training. For complete information, see eng.jhu.edu/wse/page/conduct-of-research-training For questions please contact Ruth Haag in the WSE Office rhaag3@jhu.edu
- □ Application for Graduation submitted to Registrar’s office.

Coursework

Student must successfully complete six graduate-level courses including the four required core courses listed below:

540.630 Thermodynamics & Statistical Mechanics
540.652 Advanced Transport
540.602 Cellular and Molecular Biotechnology of Mammalian Systems
540.615 Interfacial Science with Applications to Nanoscale Systems

Students are strongly encouraged to take the four required courses in the first fall semester. However, students who do not have an undergraduate degree in Chemical Engineering or a closely related field may need additional course and should discuss an appropriate course plan with the Director of the Graduate Program.

The remaining two engineering or science courses are chosen with the help of the student’s advisor to design a curriculum appropriate for the student's research interest. These two courses cannot include seminars, independent study, graduate research or special studies.

Each of the six courses must be passed with a letter grade of B- or higher. In addition, the student must maintain an overall grade point average (GPA) of 3.0 or better. If the student’s GPA falls below 3.0, the student must re-take one or more of the courses and earn a higher grade. All grades remain on graduate students transcripts, courses which are retaken are noted with an R. If a student receives a grade of C+ or lower in a required core course, the student will be allowed to re-take the course once to achieve a grade of B- or higher. Failure to receive a B- or better the second time will be cause for dismissal from the program. Receipt of grades of C+ or lower in
two or more required courses will ordinarily be cause for dismissal from the program without the opportunity to re-take those courses.

**Research Advisor Selection Process**
Most graduate students do not arrive assigned to a faculty research advisor. The selection and assignment process will take place during the first semester, with the official announcements being made before the beginning of the spring semester. Students will attend research presentations from every member of the ChemBE faculty. These presentations will be mandatory for all new graduate students, even if the student has already been assigned to an advisor. Students are encouraged to meet individually with select faculty members to learn more about research opportunities in the faculty’s group. In November students will submit their top three choices for advisor (not research projects) to the Director of the Graduate Program and Academic Program Coordinator. The top three choices must be primary faculty in ChemBE. As a fourth/alternate choice students may list faculty with secondary appointments in ChemBE and provide an explanation. The Director of the Graduate Program and Department Chair will then make assignments while taking into account the student’s preferences and openings in faculty labs. The Department strives to honor students’ top choices whenever possible.

**Graduate Student Academic Review**
The department reviews the academic records of graduate students to evaluate their academic progress at the end of every semester. In addition to this evaluation, once per academic year, the department evaluates research progress through an **Oral Research Presentation** and written evaluation that includes a student **Self-Evaluation and Faculty Evaluation Form**. This process is designed to probe student’s critical thinking, dedication, and approach towards research and learning. This evaluation process is not a pass/fail exam but rather is used to provide students with constructive feedback regarding their research progress including recommendations and goals for the coming year.

**Oral Research Presentations**
The oral presentations are conducted in all years of study except for the second year. The oral presentations for first year students will be scheduled for a single day in early May each year. For students in their third year and beyond, the exam should be scheduled in conjunction with their advisor and committee between May and July each year. Oral research presentations will be made to a committee consisting of the advisor and two other faculty members. The two additional members will both be ChemBE faculty in the first year, whereas one of them can be from another department in the third year and beyond. The committee and presentation date should be chosen by the advisor and student. The presentations should last 30 minutes and include an additional 30 minutes for questions and completion of the evaluation form.

**Self-Evaluation and Faculty Evaluation Form**
For students in all years of study, a form will be provided in April of each year that includes a section for self-assessment and a section to be completed by the advisor and committee members at the oral research presentation. Students should complete the self-evaluation portion of the form and provide it to their committee one week before the oral presentation. Student should bring the completed self-evaluation form to their presentations where the faculty committee will complete a separate section on the back of the form at the conclusion of the research presentation. The student and faculty committee will sign and date the form. Copies of the form
will be provided to the student and the advisor and another copy will be placed in the student’s departmental file. In the second year when students do not participate in the oral presentation process, the same form should be completed and signed by the student and advisor, and the Graduate Director and Department Chair will also sign the form.

**TA Requirement and Policy**

All Ph.D. students must serve as teaching assistants (TAs) for two semesters during the first two and a half years of study. The two and a half year time frame may be extended if TA positions are not available. To fulfill this requirement, students must be a TA for required undergraduate courses only. Being a TA for an elective course does not count towards fulfillment of the graduate student TA requirements unless approved by the Director of the Graduate Program in advance.

The typical workload for a TA is on average ten hours per week. During mid-term and/or final exam periods, TAs might need to spend up to 20 hours in one week. Duties may vary from course to course. However, in general:

1. The TA should be prepared to give a 1-1.5 hour recitation section every week. To this end, the TA should possess a complete mastery of the fundamentals. To achieve this, the TA is expected to spend on average 3 hours per week for reviewing course material. Although it is not required, the TA might find helpful to attend the instructor’s lectures.

2. The TA should have office hours (typically a 1-hour window per week which has to be different from the recitation section) to address students’ queries pertinent to the course. The office hours should be chosen to accommodate all students attending the course. Keeping in mind the schedule of other required courses.

3. The TA may be asked to grade certain problems from a homework set or all problems from certain homework sets. However, the TA should not spend on average more than two hours per week on such a task. Most importantly, the TA’s are not required to prepare the homework sets which will be distributed to the class. However, they may be occasionally asked to “modify” or “contribute” a problem.

4. The TA may be occasionally asked to give class lectures. In such cases, detailed notes should be provided to the TA by the instructor.

5. The TA may be asked to help the instructor grade the mid-term and/or the final exams. In this case, the solutions along with clear grading instructions should be provided by the instructor. The instructor should closely supervise the TAs and address all of their queries during this exercise. The TAs are not required to devise the questions of the mid-term and/or final exams.

6. The TA may be asked to assist with collecting data for the department’s ABET report as required by the accrediting agency and the Whiting School of Engineering.

If the imposed workload is higher than that specified above, the students should report this to the Director of the Graduate Program and the Department Chair.
NOTE: Being a TA for the undergraduate senior lab course (540.311/313) entails different duties and a higher workload than that discussed above. As a result, being a TA for senior lab once fulfills the TA requirement (being a TA for a second course is not required). Students who elect to serve as a TA for senior lab for additional semesters receive extra pay commensurate with their duties and experience.

The process of securing TA positions is left up to the students and the instructor. Students interested in being a TA for a course should directly contact the instructor of that course. Occasionally courses that need TAs (if there are any) will be announced to graduate students about a month before the start of the semester.

The University has TA Orientation in August. Attendance at the TA training session is mandatory for all students who will be TAs for the first time in either the fall or spring semesters. Those students who cannot attend the TA Orientation they should drop in to the Center for Educational Resources located in (MSEL) Milton S Eisenhower Library, to pick up a TA Training Manual. A catalog of workshops will also appear on the Center for Educational Resources website [www.cer.jhu.edu](http://www.cer.jhu.edu)

The GSLC will host a seminar to explain TA duties near the end of the fall semester to help prospective TAs.

**Graduate Board Oral Exam and Thesis Defense**

Candidates must write a dissertation conforming to university requirements that describes the students work and results in detail. A public defense of the dissertation is required, and will be followed by a closed examination session. Because the closed examination session fulfills the university Graduate Board Oral (GBO) examination requirement, all procedures pertaining to GBOs as established by the University Graduate Board must be followed.

The committee for the closed examination shall consist of five faculty members, chosen by the Graduate Program Committee, with at least two members being from outside the department. The committee consists of the three members of the student’s thesis committee (the advisor and two readers – one reader from inside the department and reader from outside the department) and two additional members, one from outside the department and one from inside the department. The outcome of the closed examination will be decided by majority vote of the committee.

**Scheduling**

Students are not permitted to schedule this GBO exam. The advisor must contact the Academic Program Coordinator directly to begin the process. The student may only contact committee members after everything is officially confirmed. Students should contact the Academic Program Coordinator at least eight weeks prior to the proposed defense date to ensure that all necessary information is exchanged. Allow at least eight weeks for scheduling and approval from the Graduate Board. International students should contact OISSS at least eight weeks in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

**Thesis**

The Ph.D. thesis must be submitted to the readers of the thesis two weeks (or earlier, if requested
by a reader) before the scheduled defense of the thesis. It will then be defended at an open seminar, which will be publicized to the department.

Refer to the Guidelines for the Preparation of Dissertations and Theses, which can be found online: http://www.library.jhu.edu/services/cbo/diss.html.

**Thesis Binding**
After your thesis has been presented and approved, it needs to be taken to the Johns Hopkins Library for binding. The binding receipt must be given to the Academic Coordinator well before the posted due date.

Refer to the Guidelines for the Preparation of Dissertations and Theses, which can be found online: http://www.library.jhu.edu/services/cbo/diss.html

**Graduate Board Oral Exam**
The Graduate Board Oral (GBO) Exam is a university requirement for obtaining a Ph.D. The Graduate Board Oral Examination for candidates for the Ph.D. degree has three major objectives:

1. To assess a candidate’s proficiency in the discipline.
2. To give a student the benefit of a critical examination of his or her work by scholars outside the department or program committee.
3. To provide a means for extra-departmental monitoring of the academic quality of departments and committees sponsoring candidates.

A final examination GBO should concentrate on the student’s doctoral dissertation and its implications. It is reasonable for the Graduate Board Oral Examination Committee to explore the candidate’s breadth of knowledge in areas ruled germane to the thesis by the chair of the committee.

**PhD Deadlines 2013-2014**
Students planning to complete degree requirements within a given semester should contact the Academic Program Coordinator to ensure that all necessary forms and requirements have been completed and submitted *well in advance* the academic deadlines for the semester. The deadlines to submit all certification material for academic year 2013-2014 are as follows:

<table>
<thead>
<tr>
<th>Degree Period</th>
<th>Ph.D.</th>
</tr>
</thead>
</table>
| Fall 2013     | **October 11**<sup>th</sup> Completion of final GBO for Fall Graduate Board Meeting  
**October 25**<sup>th</sup> Dissertations must be submitted to the Commercial Binding Office by 4:00pm |
| Spring 2014   | **March 7**<sup>th</sup> Completion of final GBO for Spring Graduate Board Meeting  
**March 21**<sup>st</sup> Dissertations must be submitted to the Commercial Binding Office by 4:00pm |

**Steps for Graduation**
- Notify the Academic Coordinator BEFORE your final semester of your intent to graduate (note it will take at least 4 weeks to schedule defense after the committee and room are finalized, the earlier you let the Academic Coordinator know the better)
- Contact OISSS if you are an international student. OPT applications must be created 3
months before completion.
  o Complete the "Application for Graduation” in ISIS

Note: If no "Application for Graduation" is on file in the Registrar's Office, the student will not be included on the degree candidates list signed by the President. Should a student's degree requirement materials be received after the deadlines listed above that student's name will be added to the next semester's Graduate Board list for completed degrees.
M.S.E Degree Program

Students have two options in pursuing an M.S.E. in Chemical and Biomolecular Engineering. A coursework only Master and an essay based Master which entails obtaining approval to work under the guidance of a ChemBE faculty advisor to create and document original research to be submitted in an essay.

**Master of Science in Engineering (requiring an essay) Checklist**

- The student must complete six graduate, 600 and above, level courses approved by the student's research advisor and the Director of the Master’s Program. The student and research advisor select these courses to design a curriculum appropriate for the student's research interest and educational goals.
- These six courses cannot include seminars, independent study, graduate research or special studies.
- At least four of the six courses must be in the Chemical and Biomolecular Engineering Department. Exceptions to this rule must be approved by the Director of the Master’s Program. A course from a department other than ChemBE may be allowed to count as one of the four courses only if the course has significant Chemical and Biomolecular Engineering content and is consistent with the student’s research interests or educational goals.
- Students are allowed to count 400-level courses towards their MSE degree if (1) the course is not offered at the 600-level and (2) if the department offering the course considers it to be a graduate-level course in their program. Courses offered at both the 400- and 600-level must be taken at the 600-level to fulfill MSE course requirements.
- The student must also enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure.
- Students must maintain a B average in coursework to complete this degree.
- No C grade can be counted toward the requirements, and a D or F or 2 C grades results in probation. A second D or F or a third C will result in termination from the program.
- The student must write an essay based on original research and literature review and present his or her results at an open seminar attended by the faculty and students. The essay must be approved by the departmental graduate committee, which consists of the graduate research advisor and at least one more faculty member from the Department of Chemical and Biomolecular Engineering. More details on the essay are provided below.
- Completion of Responsible Conduct of Research training. For complete information, see eng.jhu.edu/wse/page/conduct-of-research-training For questions please contact Ruth Haag in the WSE Office rhaag3@jhu.edu

*Applied Mathematics considers 400 and above to be graduate level courses.

**Master of Science in Engineering (coursework only) Checklist**

- The student must complete ten graduate level, 600 and above, courses approved by the Director of the Master’s program. The student and the academic advisor select these courses to design a curriculum appropriate for the student's interest and educational goals.
- These ten courses cannot include seminars, independent study, graduate research or special studies.
At least six of the ten courses must be in the Chemical and Biomolecular Engineering Department. Exceptions to this rule must be approved by the Director of the Master’s Program. A course from a department other than ChemBE may be allowed to count as one of the six courses only if the course has significant Chemical and Biomolecular Engineering content and is consistent with the student’s educational goals.

Students are allowed to count 400-level courses towards their MSE degree if (1) the course is not offered at or above the 600 level, and (2) if the department offering the course considers it to be a graduate-level course in their program offered at both the 400- and 600-level must be taken at the 600-level to fulfill MSE course requirements.

The student must also enroll in at least two semesters of graduate seminars (540.600/601) throughout his or her tenure in the Department of Chemical and Biomolecular Engineering at Johns Hopkins University.

Students must maintain a B average in coursework to complete this degree.

No C grade can be counted toward the requirements, and a D or F or 2 C grades results in probation. A second D or F or a third C will result in termination from the program.

Completion of Responsible Conduct of Research training. For complete information, see eng.jhu.edu/wse/page/conduct-of-research-training. For questions please contact Ruth Haag in the WSE Office rhaag3@jhu.edu

Recommended Courses
Completion of two of the four core course of the Ph.D. program is highly recommended for MSE students. The four core Ph.D. courses are:

540.630 Thermodynamics & Statistical Mechanics;
540.652 Advanced Transport Phenomena;
540.602 Cellular and Molecular Biotechnology of Mammalian Systems; and
540.615 Interfacial Science with Applications to Nanoscale Systems.

Research Advisor Selection Process
Most graduate students do not arrive assigned to a faculty research advisor. The selection and assignment process will take place during the first semester, with the official announcements being made before the beginning of the Spring semester. Students will attend research presentations from every member of the ChemBE faculty. These meetings will be mandatory for all new graduate students, even if the student has already been assigned to an advisor. Students are encouraged to meet individually with select faculty members to learn more about research opportunities in the faculty’s group. In November students will submit their top three choices for advisor (not research projects) to the Director of the Graduate Program and Academic Program Coordinator. The top three choices must be primary faculty in ChemBE. As a fourth/alternate choice students may list faculty with secondary appointments in ChemBE and provide an explanation. The Director of the Graduate Program and Department Chair will then make assignments while taking into account the student’s preferences and openings in faculty labs. The Department strives to honor students’ top choices whenever possible.
**M.S.E Essay Presentation**
The MSE essay presentation is similar to the Ph.D. thesis defense (without the GBO part). Students, in conjunction with their advisor, will assemble a two-person committee to read and evaluate the essay. One member of the committee will be the student’s advisor and the other will be chosen by the advisor from among the ChemBE faculty. The essay should be provided to the readers at least two weeks prior to the presentation date. It will then be presented at an open seminar, which will be publicized to the department.

Students should contact the Academic Program Coordinator at least **eight weeks** prior to the proposed essay presentation to ensure that all necessary information is exchanged. Students should send the abstract to the Academic Coordinator two weeks before the presentation date. International students should contact OISSS at least **eight weeks** in advance of defense date to ensure that their visa status and application for their EAD card and Optional Practical Training is in place.

**M.S.E Essay Binding**
After your essay has been presented and approved, it needs to be taken to the Johns Hopkins Library for binding. The binding receipt must be given to the Academic Coordinator well before the WSE posted due date. See the deadlines for this academic year in the section below.

Refer to the *Guidelines for the Preparation of Dissertations and Theses*, which can be found online: [http://www.library.jhu.edu/services/cbo/diss.html](http://www.library.jhu.edu/services/cbo/diss.html)

**M.S.E Students with an Undergraduate Degree in a Different Discipline**
Students who received their undergraduate degree in a discipline other than Chemical Engineering must demonstrate proficiency in the core Chemical Engineering subjects of Transport Phenomena, Kinetics, and Thermodynamics to fulfill their MSE degree. Such proficiency may be necessary in order to have the necessary background for graduate course in the ChemBE department. Proficiency must be approved by the Director of the Graduate Program. Methods to demonstrate proficiency include:

- A passing grade in the following JHU ChemBE undergraduate courses:
  - 540.304  Transport Phenomena II
  - 540.301  Kinetic Processes
  - 540.204  Applied Physical Chemistry
- A passing grade in the following JHU ChemBE graduate courses:
  - 540.630  Thermodynamics & Statistical Mechanics
  - 540.652  Advanced Transport Phenomena
- A passing grade in similar courses taken as an undergraduate (a transcript is required; a course syllabus may be required)

**B.S/M.S.E Program Policy on Double-Counting**
Students pursing both their undergraduate and master degrees in ChemBE at JHU should be aware of the departments rules on double counting courses. Up to two courses can be counted for both degrees. For classes offered at both the 400- and 600-level, students MUST take the course at the 600-level to apply the course to their Master’s degree. This cannot be changed after the
fact. The undergrad student must register for the course with a paper registration slip signed by the instructor and submitted to the registrars. Thus, the ChemBE graduate program’s policy on double-counting courses is stricter than the WSE policy found here: eng.jhu.edu/wse/page/graduate-double-counting/

**M.S.E Deadlines 2013-2014**

Students planning to complete degree requirements within a given semester should contact the Academic Program Coordinator to ensure that all necessary forms and requirements have been completed and submitted prior to the academic deadlines for the semester. The deadlines to submit all certification material for academic year 2013-2014 are as follows:

<table>
<thead>
<tr>
<th>Degree Period</th>
<th>MSE</th>
</tr>
</thead>
</table>
| Fall 2013     | October 25: First 8 weeks of fall deadline (Essay MUST be scheduled at least 2 weeks in advance, scheduling can take up to 4 weeks)  
|               | December 27: End of deadline (Certification and Essay) |
| Spring 2014   | February 21: Spring Grace Period (Essay MUST be scheduled at least 2 weeks in advance, scheduling can take up to 4 weeks)  
|               | May 9: Spring Deadline |

**Steps for Graduation**

- Notify the Academic Coordinator **before your final** semester if you intend to graduate, scheduling of essay can take up to 6 weeks.
- Contact OISSS if you are an international student. OPT applications must be created 3 months before completion.
- Complete the "Application for Graduation" in ISIS

Note: If no "Application for Graduation" is on file in the Registrar's Office, the student will not be included on the degree candidates list signed by the President. Should a student's degree requirement materials be received after the deadlines listed above that student's name will be added to the next semester's Graduate Board list for completed degrees.
ChemBE Graduate Information

ChemBE Graduate Student Conflict Resolution

The Department of Chemical and Biomolecular Engineering tries to provide a supportive environment for its graduate students, but occasionally problems occur and students may need help in resolving an issue. The department recommends several options to help in finding resolution to such issues:

- The student could talk to their advisor.
- The student could attempt to resolve the conflict by having an in-person conversation with the involved parties. If the student is uncomfortable with this or needs assistance with these discussions, there are three faculty members (in addition to the Departmental Chair Konstantinos Konstantopoulos) who are prepared to help and can be contacted for their assistance:
  - Director, Graduate Program-Mike Bevan
  - Director, Master’s Program-Joelle Frechette
  - Director, Graduate Admissions- Jeff Gray
- Students can also reach out for assistance beyond the department- there are several offices on the campus that can assist in helping students resolve issues:
  - Whiting School of Engineering Office of Academic Affairs
  - GRO (Graduate Representatives Organization)
  - JHU Counseling Center
  - Office of the Dean of Student Life
  - Homewood Graduate Affairs and Admissions Office
  - Office of Student Disability Services

If the situation is serious and cannot be reasonably resolved through any of these options, the Whiting School has a grievance policy, and we will stand with the student to help if a formal complaint is appropriate. A complete description of the Homewood Grievance Procedure for Graduate Students is available at: http://grad.jhu.edu/student-life/policies/index.php.

For further information and helpful tips concerning the unique Advisor/Advisee relationship, please see the departmental Academic Program Coordinator for a copy of the ‘Guide to the Advisor/Advisee Relationship’ booklet.

Laboratory Safety

The importance of laboratory safety cannot be overstated. All students are required to complete the safety course prior to beginning work in the lab. This course is offered in the fall semester. (500.401) Research Laboratory Safety is a one credit pass fail course. Any concurrent BS/MS students have already taken the undergraduate version of the course, and are not required to take 500.401. It should be noted that the laboratory safety course does not cover everything one
needs to know regarding safety in each individual lab, but is intended to create the mindset for
the student to evaluate their own lab for identify potential safety issues and to determine what
he/she would do in that situation. Those students working with either biological hazards and/or
radiation are required to take the additional appropriate courses through the medical campus.

Annual departmental and university laboratory inspections will be conducted by the
departmental faculty safety officer and university safety officer, respectively. Random laboratory
checks are also conducted.

IN THE CASE OF AN EMERGENCY CALL: 6-7777.

ChemBE Faculty Safety Officer
Honggang Cui, (410) 516-6878, hcui6@jhu.edu

Homewood Laboratory Safety Advocate
Daniel R. Kuespert, (410) 516-5525, dkuespert@jhu.edu

Health, Safety & Environment
Perry Cooper – Health Safety & Environment Manager
(410) 516-8798, pcooper2@jhmi.edu
Terry Kellam - Occupational Safety Officer
(410) 516-8798, tkellam@jhmi.edu

Radiation Safety Office
Mina Razavi - Homewood Representative
(410)-516-7278, mina@jhu.edu
Registration
Students are required to register for every semester of study. The registration deadlines will be published well in advance. It is the student’s responsibility to check their account and make sure there are no holds in place to bar registration. For advisor holds, the student should speak to their advisor. For financial holds, the student should contact the Department Administrator. If a student misses the registration deadline, he or she will be responsible for a late fee of $150-$300.

Students must register over the summer in order to avoid paying extra FICA taxes. The Academic Program Coordinator will inform students about the procedure and deadlines. Students who miss the deadline will incur a late fee of $50.

Graduate Board
The Graduate Board is responsible for the administration of University-wide policies and procedures for the award of Master of Arts; M.A.; and Doctor of Philosophy, Ph.D. The website can be found at: http://www.graduateboard.jhu.edu/. It is a great resource for information on student policy and procedures, deadlines, dissertation and thesis guidelines, and various forms that students may need.

OISSS Office of International Scholars and Student Services
The primary mission of the Office of International Student and Scholar Services (OISSS) is to assist international students, scholars, and faculty at Johns Hopkins University's Homewood Campus. OISSS staff members are available to answer your questions about immigration status, financial concerns, health matters, housing, employment possibilities, as well as other issues that may arise during your stay. Additionally, OISSS works with the academic and administrative departments to facilitate the immigration process.

The office holds walk-in advising hours on Tuesdays from 9:00 AM until 11:45 AM and on Thursdays from 1:00 PM until 4:30 PM. All other times during the week an appointment is required to see an advisor. Please refer to the website: http://ww2.jhu.edu/~isss

Health Insurance
All graduate students are required to carry sufficient health insurance. The University offers a low cost health insurance plan for and the Department covers the expense for all PhD students. Students must enroll every year as it does not automatically carry over year to year. Questions about how to register can be directed to Assistant Registrar Martha Gamble (mgamble2@jhu.edu, 410-516-8079). More information can also be found here: http://web.jhu.edu/registrar/students/health

Students who are already under a plan through their parents or employer have the option to waive the JHU plan by filling out a waiver form and turning it in to the Registrar’s Office. This must be done every year. Students who plan to choose this option must also notify the Academic Program Coordinator and Department Administrator. A copy of the waiver form must be turned in to the Department office and kept on file.
Johns Hopkins Links

Whiting School
http://engineering.jhu.edu/graduate-studies/academic-policies-procedures-graduate/

Graduate Programs
http://www.grad.jhu.edu/student-life/index.php

Policy for Graduate Student Probation, Funding Withdrawal, and Dismissal
http://grad.jhu.edu/downloads/Prob%20Fund%20Withdraw%20and%20Dismiss%20Policy%202011.pdf

Academic Misconduct
http://grad.jhu.edu/downloads/MisconductPolicy06.pdf

Graduate Student Academic Review Policy

Vacation and Leave
http://grad.jhu.edu/downloads/Graduate%20Student%20Assistant%20Leave%20Guidelines%202010.pdf

Grievance Procedure for Faculty, Postdoctoral Fellows, And Graduate Students

Homewood Graduate Student Grace Period

Department Staff

Administrative Coordinator (Main Office): Cynthia Fortner cynthia.fortner@jhu.edu  MD 221, 410-516-7170
Academic Program Coordinator: Caroline Qualls cqualls@jhu.edu MD 223, 410-516-4166
Department Administrator: Rosanna Medina MD 224, 410-516-8294
Budget Analyst: Lucy Raybon lraybon1@jhu.edu  MD 224A. 410-516-7143
Budget Analyst: Beth Yoncha myoncha1@jhu.edu  MD 225, 410-516-3842

Department Office (for mailing address)
ChemBE Department
Maryland Hall 221
Johns Hopkins University
3400 N. Charles Street
Baltimore, Maryland  21218

Students may contact the following Department staff for assistance:

Academic Program Coordinator – registration problems, missing grades, access to documents in your application file, help with university paperwork, OPT letters, letters for leaving the country, financial hold, adviser holds
Budget Analyst – payroll questions, tuition/health insurance, expense accounts reimbursement, petty cash voucher, questions about lab budgets, turning in receipts, procurement card or purchasing questions, assistance with SAP

Department Administrator – GSLC, budgets, policies

Administrative Coordinator (Main Office) – reserve space for lab meetings, key requests, mailboxes, deliveries, assistance with copier

Mail and Supplies Policies
Laboratories are responsible for procuring their own supplies and managing their own shipping accounts (FedEx). Each lab should have a person designated to oversee such purchases and track budget spending.

Each student will be given a personal mailbox located in 224C. Packages are also stored in the mailroom, and logged daily. The staff will notify recipients of perishable packages, but it is ultimately the recipient’s responsibility to check the mailroom for expected parcels in a timely manner, as the staff is not responsible for lost, stolen, or refrigeration of goods. In order to be notified of a package delivery, recipients must specify a contact name.

The door to the mailroom will be locked after normal business hours; graduate students may request a key to that room, a laboratory, or work space by filling out a Key Request Form located in 221. Keys may only be given to those students who have either completed the Safety Course, or watched the equivalent DVD and passed the safety test administered by the Administrative Coordinator located in room 221. A large, B&W multi-function photocopier is also available for student use in 224C for tasks related to the conduct of research or the academic pursuits of the faculty. This printer will only Scan and Send to [@jhu.edu or @jhmi.edu] e-mail addresses.

Graduate Student Liaison Committee (GSLC)
The Graduate Student Liaison Committee represents the graduate student body in the Department. The group is a voice for all graduate students and works to create a cohesive work and social environment in Chemical and Biomolecular Engineering. The committee meets regularly with the Department Chair and is the formal liaison between graduate students and the faculty. The committee also organizes social and athletic events that bring together faculty, graduate students, and undergraduates on a regular basis. See the GSLC Facebook page for updates: http://www.facebook.com/groups/344261771592. 2013-2014 GSLC members:

<table>
<thead>
<tr>
<th>Chairs</th>
<th>Sebastian Barreto</th>
<th>Sarita Koride</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Chairs</td>
<td>Quinton Smith</td>
<td>Dan Shea</td>
</tr>
<tr>
<td>Recruitment Chairs</td>
<td>Nick Marze</td>
<td>Charles Dhong</td>
</tr>
<tr>
<td>Community Service Committee</td>
<td>Sarita Koride, Anna Coughlan</td>
<td>Qianru Jin, David Raciti</td>
</tr>
<tr>
<td>Sports Chairs</td>
<td>Ying Wang</td>
<td>Dan Shea</td>
</tr>
<tr>
<td>GRO Representatives</td>
<td>Abdul Majeed</td>
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<tr>
<td>Master Representative</td>
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</tbody>
</table>
### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Betenbaugh</td>
<td><a href="mailto:beten@jhu.edu">beten@jhu.edu</a></td>
<td>410-516-5461</td>
<td>Maryland Hall 222</td>
</tr>
<tr>
<td>(Director of the Graduate Program)</td>
<td><a href="mailto:mabevan@jhu.edu">mabevan@jhu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael Bevan</td>
<td></td>
<td>410-516-7907</td>
<td>Maryland Hall 123</td>
</tr>
<tr>
<td>Honggang Cui</td>
<td><a href="mailto:hcui6@jhu.edu">hcui6@jhu.edu</a></td>
<td>410-516-6878</td>
<td>NEB 370</td>
</tr>
<tr>
<td>(Faculty Safety Officer)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Lise Dahuron</td>
<td><a href="mailto:dahuron@jhu.edu">dahuron@jhu.edu</a></td>
<td>410-516-6817</td>
<td>Maryland Hall 120</td>
</tr>
<tr>
<td>(Director of Undergraduate Program)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marc D. Donohue</td>
<td><a href="mailto:mdd@jhu.edu">mdd@jhu.edu</a></td>
<td>410-516-5262</td>
<td>Maryland Hall 117</td>
</tr>
<tr>
<td>Joelle Frechette</td>
<td><a href="mailto:jfrechette@jhu.edu">jfrechette@jhu.edu</a></td>
<td>410-546-0113</td>
<td>Maryland Hall 121</td>
</tr>
<tr>
<td>Zachary Gagnon</td>
<td><a href="mailto:zgagnon1@jhmi.edu">zgagnon1@jhmi.edu</a></td>
<td>410-516-8489</td>
<td>Maryland Hall 220A</td>
</tr>
<tr>
<td>Sharon Gerecht</td>
<td><a href="mailto:gerecht@jhu.edu">gerecht@jhu.edu</a></td>
<td>410-516-2846</td>
<td>Maryland Hall 116</td>
</tr>
<tr>
<td>David Gracias</td>
<td><a href="mailto:dgracias@jhu.edu">dgracias@jhu.edu</a></td>
<td>410-516-5284</td>
<td>Maryland Hall 125</td>
</tr>
<tr>
<td>(Director of Graduate Admission)</td>
<td></td>
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</tr>
<tr>
<td>Jeffrey Gray</td>
<td><a href="mailto:jgray@jhu.edu">jgray@jhu.edu</a></td>
<td>410-516-5313</td>
<td>Maryland Hall 208</td>
</tr>
<tr>
<td>Joseph L. Katz</td>
<td><a href="mailto:jlk@jhu.edu">jlk@jhu.edu</a></td>
<td>410-516-8484</td>
<td>Maryland Hall 117</td>
</tr>
<tr>
<td>Konstantinos Konstantopoulos</td>
<td><a href="mailto:kkonstal@jhu.edu">kkonstal@jhu.edu</a></td>
<td>410-516-6290</td>
<td>NEB 114</td>
</tr>
<tr>
<td>Marc Ostermeier</td>
<td><a href="mailto:oster@jhu.edu">oster@jhu.edu</a></td>
<td>410-516-7144</td>
<td>Maryland Hall 119</td>
</tr>
<tr>
<td>Rebecca Schulman</td>
<td><a href="mailto:rschulm3@jhu.edu">rschulm3@jhu.edu</a></td>
<td>410-516-8457</td>
<td>Maryland Hall 220B</td>
</tr>
<tr>
<td>Chao Wang</td>
<td><a href="mailto:cwang78@jhu.edu">cwang78@jhu.edu</a></td>
<td>410-516-5843</td>
<td>Maryland Hall 219</td>
</tr>
<tr>
<td>Denis Wirtz</td>
<td><a href="mailto:wirtz@jhu.edu">wirtz@jhu.edu</a></td>
<td>410-516-7006</td>
<td>NEB 116</td>
</tr>
</tbody>
</table>
# Useful Contacts

**Student Financial Services**  
http://www.jhu.edu/finaid  
146 Garland Hall

**Student Accounts**  
http://www.jhu.edu/studacct  
31 Garland Hall

**Office of the Registrar**  
http://www.jhu.edu/registrar/index.html  
75 Garland Hall

**Office of Student Disability Services**  
http://web.jhu.edu/disabilities  
385 Garland Hall

**Graduate Representative Organization (GRO)**  
http://www.jhu.edu/gro/

**JCard Services (JHU student ID)**  
http://www.idcs.jhu.edu/  
51 Garland Hall

**Library**  
http://webapps.jhu.edu/jhuniverse/libraries/

**Computer Labs**  
http://ww2.jhu.edu/classrooms/  
Located throughout the university

**Campus Security**  
http://www.jhu.edu/~security/  
Shriver Hall

**Escort Services**  
Escort Coordinator Frank Richardson  
410-516-4547  
fricha11@jhem.jhu.edu  
Office/Dispatch  410-516-8700

**Parking Office**  
http://www.parking.jhu.edu/  
South Garage

**Barnes & Noble Bookstore**  
http://johns-hopkins.bncollege.com  
JHU Charles Commons

**Housing**  
http://www.jhu.edu/hds/offcampus/index.html  
AMR II Housing Office

**Student Health & Wellness Center**  
http://ww2.jhu.edu/shcenter/  
3003 N. Charles St., N200
Certificate of Departmental Approval
Master of Science in Engineering Degree Program
in Chemical and Biomolecular Engineering

Name: Jhu ID#: 

Faculty Advisor: 

Graduation Date: 

Requirements:

I. Six graduate level courses

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Grade</th>
<th>Sem/Year</th>
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II. Minimum of two semesters of graduate seminars

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Grade</th>
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<tbody>
<tr>
<td>540.600</td>
<td>ChemBE Seminar</td>
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<tr>
<td>540.601</td>
<td>ChemBE Seminar</td>
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</table>

III. Written thesis, approved by committee and presented to department

Thesis Title: 

Notes:
A) All courses must be completed with an average grade of B.

This is to certify that Student Name has satisfied all of the academic requirements laid down by the Department for granting a Master of Science in Engineering Degree in the Department of Chemical Engineering.

Advisor's Signature ___________________________ Date ___________________________
Certificate of Departmental Approval  
Master of Science in Engineering Degree Program  
in Chemical and Biomolecular Engineering

Name:                          JHU ID:

Faculty Advisor:

Graduation Date:

Requirements:

I. Ten graduate level courses six in ChemBE 540.6XX

<table>
<thead>
<tr>
<th>Course No.</th>
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</table>

Notes:
A) All courses must be completed with an average grade of B.

This is to certify that STUDENT NAME has satisfied all of the academic requirements laid down by the Department for granting a Master of Science in Engineering Degree in the Department of Chemical Engineering.

Advisor's Signature  Date