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Table of Contents
Ph.D. Degree Program ........................................................................................................... 5
  Degree Requirement Checklist .......................................................................................... 5
  Coursework ....................................................................................................................... 5
Research Advisor Selection Process ...................................................................................... 6
Graduate Student Academic Review ...................................................................................... 6
  Oral Research Presentations ............................................................................................. 6
  Self-Evaluation and Faculty Evaluation Form .................................................................... 6
TA Requirement and Policy .................................................................................................. 7
Graduate Board Oral Exam and Thesis Defense ................................................................... 8
  Scheduling ....................................................................................................................... 8
  Thesis .............................................................................................................................. 8
  Graduate Board Oral Exam ............................................................................................. 9
PhD Deadlines 2014-2015 .................................................................................................... 9
  Steps for Graduation ........................................................................................................ 9
M.S.E Degree Program ........................................................................................................ 10
  Master of Science in Engineering (requiring an essay) Checklist ..................................... 10
  Master of Science in Engineering (coursework only) Checklist ......................................... 11
  Recommended Courses .................................................................................................... 11
Research Advisor Selection Process .................................................................................... 11
M.S.E Students with an Undergraduate Degree in a Different Discipline ............................. 12
B.S/M.S.E Program Policy on Double-Counting ................................................................ 13
M.S.E Deadlines 2014-2015 ................................................................................................ 13
  CONFERRAL DEADLINES ............................................................................................. 13
  Steps for Graduation ........................................................................................................ 14
ChemBE Graduate Information ............................................................................................... 15
  ChemBE Graduate Student Conflict Resolution ................................................................ 15
  Laboratory Safety ............................................................................................................ 16
Johns Hopkins Policy Information ........................................................................................ 17
  Registration ....................................................................................................................... 17
  Graduate Board ............................................................................................................... 17
OISSS Office of International Scholars and Student Services ............................................. 17
Health Insurance .................................................................................................................. 17
Department Staff ................................................................................................................ 18
Mail and Supplies Policies ................................................................................................... 18
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
- 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 Metabolic Systems Biotechnology
- 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

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. After GBO submit your electronic thesis (ETD) to the Johns Hopkins Library http://guides.library.jhu.edu/content.php?pid=450528&sid=3691622 Email cqualls@jhu.edu the confirmation of approval of electronic submission. This step is very important for completing all documentation before submission of all materials to the Graduate Board.
**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 2014-2015**

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 are as follows:

<table>
<thead>
<tr>
<th>Degree Period</th>
<th>Ph.D.</th>
</tr>
</thead>
</table>
| Fall 2014     | **October 10th** Completion of final GBO for Fall Graduate Board Meeting  
**October 24th** Dissertations must be submitted to the ETS Library by 4:00pm |
| Spring 2015   | **March 6rd** Completion of final GBO for Spring Graduate Board Meeting  
**March 20nd** Dissertations must be submitted to the ETS Library 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.
- 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 level, i.e. 600 and above, 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 (540.xxx or 545.xxx). 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

* Many departments consider 400 and above to be graduate level courses. Please obtain verification for this before registering.
Master of Science in Engineering (coursework only) Checklist

- The student must complete ten graduate level, i.e. 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.

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

- 540.630 Thermodynamics & Statistical Mechanics (Permission from the Director of the M.S.E. program required, M.S.E. student should consider 545.643 instead)
- 545.643 Chemical Reaction Engineering (recommended for M.S.E. students instead of 540.630).
- 540.652 Advanced Transport Phenomena;
- 540.602 Metabolic Systems Biotechnology; 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. MS students interested in pursuing the Essay track must inform the Director of the Master’s program of their interest at the beginning of the Fall semester. Students will attend research presentations from every member of the ChemBE faculty along with the incoming PhD students. These meetings will be mandatory for students wishing to complete the essay masters and are not already working in a lab. After the presentations, MS students interested in research must also meet with the 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 Programs 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 Programs 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. There is no closed examination period after the Essay presentation.

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.

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 to have the necessary background for graduate courses in the ChemBE department. Proficiency must be approved by the Director of the Master’s 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
  - 545.643  Chemical Reaction Engineering
  - 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 department’s 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. If B.S./M.S.E. students take more than two 600-level course and do not need them for the B.S. graduation requirements they can count them toward the completion of their M.S.E. degree. 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 2014-2015
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 are as follows:

CONFERRAL DEADLINES

Fall Grace Period 2014 Deadline* (essay only) - Check list due to Department October 20
Essay submitted to Library ETD Deadline- October 20
*Student will still be enrolled for term. Enrollment refunded or “deferral of payment” form can be completed at student accounts and Academic Coordinator notified.

Fall 2014 Deadline (certification form & essay) – Check list due to Department December 10
Essay submitted and approval ETD email confirmation Deadline – December 10

Spring Grace Period 2015 Deadline* (essay only) - Check list due to Department – February 20
Essay submitted to Library ETD Deadline- February 20
*Student will still be enrolled for term. Enrollment refunded or “deferral of payment” form can be completed at student accounts and Academic Coordinator notified

Spring 2015 Deadline (certification form and essay) – Check list due to Department May 1
Essay submitted and approval ETD email confirmation Deadline – May 1

Summer 2015 Deadline (certification form and essay) – Check list due to Department July 15th
Essay submitted and approval ETD email confirmation Deadline – July 20th
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, if correct term is not available a paper form must be filled out at the registrar’s office.

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 - Michael Bevan
  - Director, Master’s Program - Joelle Frechette
  - Director, Graduate Admissions - Jeffrey 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.
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. 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 it. 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
Johns Hopkins Policy Information

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 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.

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 works with the academic and administrative departments to facilitate the immigration process. Additionally, 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.
Please refer to the website: http://oisss.jhu.edu/

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 100% of the expense for all PhD students. Masters are offered a reduced cost of $250.

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.
**Department Staff**

**Administrative Coordinator:** Cynthia Fortner cynthia.fortner@jhu.edu, MD 221, 410-516-7170  
**Senior Academic Program Coordinator (Graduate program):** Caroline Qualls equitys@jhu.edu, MD 223, 410-516-4166

**Department Administrator:** Rosanna Medina rmedina1@jhu.edu, MD 224, 410-516-8294  
**Senior Research Analyst:** Lucy Raybon lraybon1@jhu.edu, MD 223, 410-516-7143  
**Research Analyst:** Beth Yoncha myoncha1@jhu.edu, MD 225, 410-516-3842  
(undergraduate program): Danielle Spyridakos dspyrid1@jhu.edu, 410-516-9941.

**Department Office Location (use 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, GSLC and graduate affairs.

**Department Administrator** – budgets, policies, 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

**Administrative Coordinator** – 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.

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 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 every 2 months with the Graduate Program, and 3 other faculty 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

GSLC members:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Quinton Smith</td>
</tr>
<tr>
<td>Co-Chair / Sports Chair</td>
<td>Daniel Shea</td>
</tr>
<tr>
<td>Treasurer/ Photographer</td>
<td>Abdul Majeed</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Francesca Crivellari</td>
</tr>
<tr>
<td>Social Chair</td>
<td>Nick Mavrogiannis</td>
</tr>
<tr>
<td>Post Doc rep and Professional Development Chair</td>
<td>Tara Edwards</td>
</tr>
<tr>
<td>Alumni Relationships Chair</td>
<td>Angelo Cangialosi</td>
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<tr>
<td>Recruitment Chair</td>
<td>Nicholas Marze</td>
</tr>
<tr>
<td>Recruitment Co-chair</td>
<td>Charles Dhong</td>
</tr>
<tr>
<td>Community Service Chair</td>
<td>Anna Coughlan</td>
</tr>
<tr>
<td>Stem Chair</td>
<td>David Raciti</td>
</tr>
</tbody>
</table>
Faculty

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410-516-5843 Maryland Hall 219

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Useful Contacts

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

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

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

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

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

Gym
http://web.jhu.edu/recreation/
Ralph O’Connor Recreation Center

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

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

Library
http://www.library.jhu.edu/#

Computer Labs
http://www2.jhu.edu/classrooms/
Located throughout the university

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

Safety 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
ACADEMIC FORMS
GRADUATE STUDENT ANNUAL REVIEW FORM
Department of Chemical and Biomolecular Engineering

Student Name: ___________________________ Year of Study: ________
Advisor: ________________________________ Date: _________________

PART A: GRADUATE STUDENT SELF-ASSESSMENT
(To be completed by the graduate student.)

Courses completed in the past two semesters:

Were you a teaching assistant? If yes, how do you think you performed in this area?

Papers published/submitted during the last year:

Conference and internal/informal presentations made during the last year:

Research accomplishments:

Plans/Goals (including research and courses) for the coming year:

Confirm that you understand safe procedures for chemicals and experiments in your project.

Number of leave days in the past year:

Additional Comments:
GRADUATE STUDENT ANNUAL REVIEW FORM
Department of Chemical and Biomolecular Engineering

Student Name: ___________________________ Year of Study: ___________________________
Advisor: ___________________________ Date: ___________________________

PART B: ASSESSMENT BY ADVISOR
(To be completed by the advisor after review of the self-assessment.)

Comments on Student Self-Assessment & Research Presentation:

Recommendations/Goals for the Coming Year:

OVERALL PROGRESS: ___5___ exceeds expectations ___4___ satisfactory ___3___ ___2___ ___1___ unsatisfactory
Advisor’s signature ___________________________ Date ____________
Faculty signature #1 ___________________________ Date ____________
Faculty signature #2 ___________________________ Date ____________

I have reviewed this document with my advisor and I have seen his/her comments.

Student’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. 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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</table>

II. Minimum of two semesters of graduate seminars and safety course

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<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Grade</th>
<th>Sem/Year</th>
</tr>
</thead>
<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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<td></td>
<td>Safety course</td>
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</tbody>
</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

25
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>
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</tbody>
</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