## Contents

**WELCOME** ...................................................................................................................... 1

**FACULTY & STAFF CONTACTS** .......................................................................................... 2

**GETTING SETTLED** ......................................................................................................... 3

- Graduate Orientation Program ......................................................................................... 3
- ONID Accounts ................................................................................................................. 3
- OSU ID Card ..................................................................................................................... 3
- Building Access ................................................................................................................ 4
- Graduate Student Offices ................................................................................................. 4
- Mailboxes .......................................................................................................................... 5
- Employment/Payroll .......................................................................................................... 6
- Telephones ........................................................................................................................ 6
- Xerox, Office Supplies, & Scanner .................................................................................... 7
- Computer Use .................................................................................................................. 7
- Parking and Shuttles ......................................................................................................... 8
- Smoking Policy ................................................................................................................ 9

**SPECIAL SERVICES AT OSU** ............................................................................................ 9

- Campus Resource Guide .................................................................................................. 9
- OSU Graduate Student Association .................................................................................... 9
- Disability Access Services (DAS) ..................................................................................... 10
- Office of Equal Opportunity and Access (EOA) ............................................................... 10
- Counseling & Psychological Services (CAPS) ................................................................. 10
- Corvallis Community Relations (CCR) ............................................................................. 10
- Campus Emergencies ...................................................................................................... 10

**FINANCE AND ACCOUNTING** .......................................................................................... 11

- Purchasing ....................................................................................................................... 11
- Travel ................................................................................................................................ 13

**FACULTY** .......................................................................................................................... 15

**RESEARCH FACILITIES AT A GLANCE** ........................................................................... 20

**ACADEMICS** .................................................................................................................... 21

- General Information ......................................................................................................... 21
- Academic Performance ...................................................................................................... 21
- Graduate Assistantships .................................................................................................. 21
- Registration ...................................................................................................................... 21
- Prerequisite Coursework Requirements ........................................................................... 21
- Tuition Bills ....................................................................................................................... 22
- Leave of Absence ............................................................................................................. 23
- Summer Term .................................................................................................................. 24
- Dismissal from Graduate School ...................................................................................... 24
- Basic Requirements for All Graduate Degrees .................................................................. 24
Welcome to Oregon State University (OSU) and the School of Chemical, Biological, and Environmental Engineering (CBEE). This handbook is intended to help you get settled and answer some of the questions you might have as a new graduate student in our school. If, after reading the contents, you have unanswered questions, please feel free to ask for help. The staff, faculty, and fellow graduate students in the School are available and willing to help solve any issues as they arise. Additional information on deadlines, procedures, and requirements is provided by the current Oregon State University Graduate Catalog and Guide to Success which may be obtained from the Graduate School: http://oregonstate.edu/dept/grad_school/.

Graduate students in CBEE are responsible for complying with the rules of the University, the Graduate School, the College of Engineering (COE), and the School. In some instances, the requirements of the School are more restrictive than those of the Graduate School. In such cases, the School requirements specified in this document will apply.

The faculty hopes that your time at OSU will be rewarding, memorable, and fruitful.

Graduate Program Coordinator: Position Vacant – See CBEE Main Office Staff
Dr. Jeff Nason, Associate Professor and Associate School Head for Graduate Programs
BIOE/CHE/ENVE Committee Chairs (TBD). For questions contact Dr. Jeff Nason.
### Academic Faculty & Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim School Head</td>
<td>Jeff Nason</td>
<td><a href="mailto:jeff.nason@oregonstate.edu">jeff.nason@oregonstate.edu</a></td>
<td>541-737-9911</td>
</tr>
<tr>
<td>Assoc. Head for Graduate Programs</td>
<td>Jeff Nason</td>
<td><a href="mailto:jeff.nason@oregonstate.edu">jeff.nason@oregonstate.edu</a></td>
<td>541-737-9911</td>
</tr>
<tr>
<td>CHE Graduate Cmte Chair</td>
<td>TBD</td>
<td>Contact Jeff Nason for questions</td>
<td>541-737-9911</td>
</tr>
<tr>
<td>ENVE Graduate Cmte Chair</td>
<td></td>
<td><a href="mailto:jeff.nason@oregonstate.edu">jeff.nason@oregonstate.edu</a></td>
<td></td>
</tr>
<tr>
<td>BIOE Graduate Cmte Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Program Coordinator</td>
<td>Anita Hughes</td>
<td><a href="mailto:anita.hughes@oregonstate.edu">anita.hughes@oregonstate.edu</a></td>
<td>541-737-0479</td>
</tr>
<tr>
<td>Accountant</td>
<td>Lea Clayton</td>
<td><a href="mailto:lea.clayton@oregonstate.edu">lea.clayton@oregonstate.edu</a></td>
<td>541-737-2495</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>Charlotte Williams</td>
<td><a href="mailto:charlotte.williams@oregonstate.edu">charlotte.williams@oregonstate.edu</a></td>
<td>541-737-2491</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Elisha Brackett</td>
<td><a href="mailto:Elisha.brackett@oregonstate.edu">Elisha.brackett@oregonstate.edu</a></td>
<td>541-737-6149</td>
</tr>
</tbody>
</table>

**Graduate Student Association Co-Presidents**
- BIOE: Lael Wentland
- CHE: Ross Warner
- ENVE: Ashley Berninghaus

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:wentlanl@oregonstate.edu">wentlanl@oregonstate.edu</a></td>
</tr>
<tr>
<td><a href="mailto:warnerro@oregonstate.edu">warnerro@oregonstate.edu</a></td>
</tr>
<tr>
<td><a href="mailto:berninga@oregonstate.edu">berninga@oregonstate.edu</a></td>
</tr>
</tbody>
</table>

**Graduate School**

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:graduate.school@oregonstate.edu">graduate.school@oregonstate.edu</a></td>
<td>541-737-4881</td>
</tr>
</tbody>
</table>

**School Network Administrator**

<table>
<thead>
<tr>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:support@engr.oregonstate.edu">support@engr.oregonstate.edu</a></td>
<td>541-737-6516</td>
</tr>
</tbody>
</table>
GETTING SETTLED
The School of Chemical, Biological, and Environmental Engineering (CBEE) resides in Johnson Hall with satellite facilities in Gleeson, Graf, and Owen Halls.

GRADUATE ORIENTATION PROGRAM
CBEE will hold orientation sessions in mid-September prior to classes. Orientation will draw attention to some of the major components of this manual and is required for all incoming students.

ONID ACCOUNTS
ONID is your OSU Network ID. Every student is assigned an ONID account. You must activate your ONID account to register for classes.

To activate your ONID account, go to http://onid.oregonstate.edu and choose “Sign Up For ONID” in the upper-left hand column.

ONID Email is the official communication link that the university uses to communicate with students.

Use your ONID username and password to access email, online course materials, grades, and financial accounts. Among the services you may access are:

ONID Email
Canvas
MyOSU
Google Apps for OSU
OSU’s Wireless Networks
ResNet (campus dorm residents only)
Computing Labs
Interlibrary Loan

ONID Support
Support documentation and several video tutorials are posted at the Helpdocs website (http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id).

Phone and email support for ONID is provided by the OSU Computer Helpdesk, 541-737-3474 (http://oregonstate.edu/is/tss/och/contact-get-help-osu-computer-helpdesk).

OSU ID CARD
All OSU students may obtain a student identification card.

Corvallis campus students must visit the ID Center in Memorial Union, 103, after registering for classes at OSU. Photo identification is required (state issued driver's license or ID, passport, or military ID). The OSU ID card is your official identification for using campus services, facilities (door access) and activities, and is valid as long as you are registered for classes. It is scanned at many locations to verify registration. Your OSU ID card is your meal card if you live in university housing.

MyCard is the online card office where students can submit a digital photo of themselves for their initial ID card, view their OSU ID card balance and past card transactions, add money to their OSU Card Cash
or Orange Rewards account, set up "Donors" (contributors other than themselves), and deactivate or reactivate their lost OSU ID card. OSU Card Cash and Orange Rewards is the campus debit account used with your ID card for copies at the library and purchasing food on campus. Card Cash and Orange Rewards are separate from your resident hall meal plan. You can add money to your OSU Card Cash or Orange Rewards at the ID Center or online at http://mycard.oregonstate.edu/. See this website for more information on Orange Rewards, a discount debit plan.

BUILDING ACCESS

KEYS
Graduate students are granted the authority to carry building and lab keys. All requests for keys must be supported by an academic advisor. Key forms may be picked up in the Main Office (JOHN 116) from the Office Coordinator. The forms must then be taken to the Key Shop where you must present your student ID. The Key Shop is located behind Kerr Administration Building, between McAlexander Fieldhouse and the Facilities Shops. It is open Monday ~ Friday, 1100 – 1500.

The security of your keys is quite important for everyone’s safety. It is imperative that any loss of keys be reported immediately to the Main Office. You are requested to exercise the utmost care in the use of your keys. Under no circumstances should you lend your keys to other students or visitors.

If you need key card access to labs in Johnson Hall your major professor will request it. Take your id card to the front desk in CBEE (Johnson 116) for coding.

AFTER-HOURS PASSES
Passes must be obtained from the proper personnel for each building. For Gleeson, Graf, and Johnson Halls, please see the Office Coordinator in the Johnson Main Office. For Owen Hall please see the Civil and Construction Engineering office.

Campus Security patrols all buildings periodically outside of building open hours. Anyone without an After-Hours Work Permit and valid photo ID will be required to leave the building. Office and laboratory doors and windows are to be kept closed and locked when not occupied. Security patrols will lock any open, vacant rooms. Do not let anyone into the building after hours. Individuals who are authorized to be in the building after hours are issued appropriate access codes and keys. Anyone abusing this system will have his/her After-Hours Work Permit revoked.

Passes change color at the beginning of each academic year. You must obtain a new pass each year or risk being escorted from the buildings.

GRADUATE STUDENT OFFICES/DESKS
CBEE graduate student offices/desks are located in various locations of all three of the buildings that we occupy. The Graduate Program Coordinator in conjunction with your research advisor assigns offices/desk space. Space is limited; therefore, not all students are guaranteed individual desk space nor a computer. Students on graduate research appointments will be given preference (PhD priority), with remaining students
placed as space permits. For assignments, see the Graduate Program Coordinator. Once placed, please do not change your desk space assignment without the GPC’s approval.

**Cleaning the desk is the occupant’s responsibility.** Please maintain a clean work environment and leave the desk cleaner than when you arrived. Cleaning supplies are available if needed. You are also expected to help keep common areas and shared equipment in graduate student offices clean (e.g., microwaves, refrigerators, whiteboards, study tables, etc.). Grad desks in Johnson are open so the Fire Marshall requires the following:

1. All loose papers, books, documents, and combustible items must be removed from the desk space and locked in the provided locker and/or rolling tower when unoccupied. The desk top must be clear of all materials.
2. There will be no use of outside storage devices, such as cardboard boxes or other storage containers, in the graduate desk area.
3. Small appliances, such as mini fridges, coffee pots, microwaves, etc. are prohibited in the graduate desk areas. There is a kitchenette located on the 3rd floor for all grad students.
4. Rolling towers are to be kept in their designated areas and not removed.
5. The tops of lockers are to be clear of all materials, boxes, plants, etc.

If you have any questions please contact Elisha Brackett through email or by appointment.

**MAILBOXES**

Each graduate student is assigned a mailbox located in Johnson 116. U.S. mail is delivered directly to the Printing and Mailing Center where it is sorted and distributed to the remainder of campus. Campus mail arrives once daily at approximately 0900. U.P.S., FedEx, and other freight carriers deliver directly to Johnson 116 throughout the course of the day. Please check your mailbox regularly for mail, package notifications, returned homework, school circulars, and other information.

All packages are received in Johnson 116. An email notification will be sent alerting you to the arrival of a package. Office hours are 0800 – 1200 and 1300 – 1700, Monday-Friday. There is a sign-out clipboard in the main CBEE office where you are required to sign for each package you pick up. List your name and date/time in the appropriate place next to the package identification.

Please be sure that all packages and correspondence are addressed properly. The correct address for all mailing or shipping to CBEE is the following:

```plaintext
<YOUR NAME OR YOUR MAJOR PROFESSOR>
CBEE or your major designation (Chemical Engineering, etc.)
105 SW 26th Street
116 Johnson Hall, Your Mailbox number
Oregon State University
Corvallis, OR 97331-2702
```

Mailboxes are set up for your use and are available to receive USPS items. Tampering in another person’s mailbox is the same as tampering with any standard mail receptacle and violates federal law.
EMPLOYMENT/PAYROLL

NEW HIRES
If a student is offered employment either via hourly work or an assistantship, new hire paperwork must be completed to receive payment. The following steps must be taken:

1. Supervisor must contact Director of Operations with job specifics, and
2. Student must report immediately to the Director of Operations to receive a new hire employment packet.

All employees must have a social security number to work. International students should report to the Director of Operations immediately to obtain instructions on applying for a social security number if you do not have one.

TIMESHEETS
Timesheets are found online at http://mytime.oregonstate.edu. Hourly students (e.g., graders, lab workers, etc.) must clock in/out for each shift. Timesheets are submitted on the 15th of each month. GRA/GTA appointments also have a timesheet. These timesheets are for recording sick leave taken or to record time when filling in for another GA who is sick. If there is no sick leave or fill in leave then you simply submit a blank timesheet that verifies just that. Please confirm with the Director of Operations if you are unsure about submitting your timesheet.

PAYCHECK
Payment is distributed on the last non-holiday business day of the month. Direct deposits are available and will take place on the same day. Paycheck stubs for direct deposit recipients are available via the Online Services portal. Payroll checks are distributed to the department via the daily mail delivery at approximately 0900. If you have opted for a paper check, it will be placed in your mailbox upon arrival.

HEALTH INSURANCE
All Graduate Assistants are required to carry health insurance. Insurance may be provided by the university at a low premium cost to you as bargained by the Graduate Student Union. University provided insurance may be waived as long as the student supplies documentation that the outside coverage is equal to or greater than the coverage provided by the University. For more information, enrollment forms, and premium rates, visit the Student Health Services website. Deadline for fall term signup is October 01.

For more information, please see http://studenthealth.oregonstate.edu/graduate-assistant.

Other student health and wellness resources on campus include:

- OSU Student Health Services (http://studenthealth.oregonstate.edu/, 541-737-9355)
- OSU Counseling & Psychological Services (http://oregonstate.edu/counsel/, 541-737-2131)

TELEPHONES

Long Distance Calls
An authorization code is required to make long distance telephone calls. You will be given a code by
your major professor, if you are expected to make such calls as part of your day-to-day research work. The authorization code is unique and is intended for use only by the person to whom it is assigned.

Authorization codes must be kept secure and not given to other people. Codes must not be used for personal calls or purposes other than those intended.

**FAX MACHINE**
A fax machine (541-737-4600) is available for student or work-related purposes. Long distance numbers require an authorization code. The fax machine is located in Johnson 116. Please see the Main Office staff for assistance.

**XEROX, OFFICE SUPPLIES, & SCANNER**
The School provides copiers and document scanners, intended for research or teaching purposes only, in Gleeson 102 and Johnson 116. Anyone desiring to make personal copies will need to use resources available on the main floor of the Valley Library. Maintaining the cleanliness and organization of the copy room is important; please do your part.

Copies for class or official use must be approved by a faculty member, but generally, the class TA will make copies for class use. A copier code is required and can be supplied by the Instructor for whom copies are being made.

Office supplies are for the use of faculty and staff members only. A stapler and hole-punch are available in Johnson Hall inside the main office, room 116 for student use.

**COMPUTER USE**
Computer labs are available in most engineering buildings. They require an engineering account to log in. These computers maintain software for word processing, spreadsheet, and Internet connectivity applications. Options are available for remotely accessing research and other database or modeling software.

School computers are supplied on most graduate student office desks to allow you to perform your research activities and course work, and they should not be used for games or other personal uses during normal business hours (0800 - 1700, Monday – Friday). After hours personal use, within reason (as described by University policy), is allowed as long as others do not need the computers for their research or class activities. Computer use supporting funded research takes priority over use for non-funded research or personal activities. If you are assigned a desk without a computer, please contact your research advisor about acquiring a computer.

Do not copy ANY software onto the School’s computer hard disks without approval from the Network Administrator. Software licensing and disk space availability are two issues that must be considered. The installation of your own personal copies of software on the School’s machines without permission exposes the School to an unacceptable potential liability and therefore cannot be allowed. Please ask permission for the installation and use of your personal software if it is important to your research or course work. Also, please do not copy any software from the School’s computers without permission. This action, again, violates software licensing agreements.
COMPUTER USE POLICY
All use of OSU computer systems must conform to the University’s Policy on Acceptable Use of University Computing Facilities, which is located at

http://oregonstate.edu/helpdocs/accounts/onid-osu-network-id/getting-started/acceptable-use-policy

OSU computer systems must not be used for any illegal activity, or for storage or distribution of copyrighted material (e.g., music, videos, e-books, etc.).

If you have any general questions about using University computers, please contact Jordan Jones in Johnson 112 (541-737-6516), or e-mail support@enr.orst.edu for assistance.

PARKING AND SHUTTLES

Except in the open or pay lots, all motor vehicles parked on campus from 0700 to 1700, Monday through Friday, must display a valid parking permit. On-street parking is available for up to 2 hours/day in the neighborhoods surrounding the OSU campus, and metered parking is available on Monroe St. (parking in these areas is enforced by Corvallis Police). All parking rules are enforced during posted hours, and citations will be given for unauthorized parking on or around campus.

For more information contact Parking Services at 541-737-2583, or visit their web site at

http://transportation.oregonstate.edu/parking.

The OSU campus and surrounding areas are served by buses operated by the Corvallis Public Transit System (http://www.corvallisoregon.gov/index.aspx?page=884). All bus service is free, and the buses generally run at 30 minute intervals during the working day from Monday-Saturday (no service on Sunday). The “Night Owl” runs at night (typically 2100 to 0230) Thursday-Saturday.

OSU offers a free campus shuttle service for the convenience of students, staff, and visitors. Beginning this September, the improved OSU Shuttle will be called the Beaver Bus. The name Beaver Bus was previously used for the late night service operated by Corvallis Transit System. That service will resume in October, under the name “Night Owl.” The OSU Beaver Bus will provide expanded shuttle services to transport people from outer parking areas to and around campus.

- Extended hours of operation: 0700 to 1900
- Four buses serving campus on three routes for 33 weeks per year with 5 to 14 minute service loops
- Live shuttle mobile apps tracking systems
SMOKING POLICY

OSU’s Corvallis campus is smoke-free. This policy includes quads, parking lots, and all other foot space within the confines of campus. Please consult the map on the following webpage for the campus boundary.

https://experience.oregonstate.edu/well-being/smoke-free-osu

SPECIAL SERVICES AT OSU

CAMPUS RESOURCE GUIDE

The campus resource guide is a list of services available to students and faculty. For details, please visit http://gradschool.oregonstate.edu/graduate-student-success/graduate-student-resources.

OSU GRADUATE STUDENT ASSOCIATION

The CBEE Graduate Student Association is a registered student organization dedicated to improving graduate student life in the OSU School of Chemical, Biological, and Environmental Engineering. Group activities and responsibilities include the planning of social events, administration of the graduate...
seminar series, representation on the faculty graduate committees, professional and social support structure for current, past, and future graduate students, and continued dedication to the overall improvement of the OSU CBEE Graduate Program. As a student led, student oriented group, active involvement and representation from all graduate students associated with the School is desired and encouraged.

http://stuorgs.oregonstate.edu/cbeegsa

**DISABILITY ACCESS SERVICES (DAS)**

Accommodations for students with disabilities are determined and approved by Disability Access Services (DAS). If you, as a student, believe you are eligible for accommodations but have not obtained approval please contact DAS immediately at 541-737-4098 or at http://ds.oregonstate.edu. DAS notifies students and faculty members of approved academic accommodations and coordinates implementation of those accommodations. While not required, students and faculty members are encouraged to discuss details of the implementation of individual accommodations.

**OFFICE OF EQUAL OPPORTUNITY AND ACCESS (EOA)**

EOA addresses concerns about bias, discrimination, discriminatory harassment, bullying, and retaliation. Additionally, the Executive Director is the university’s Title IX Coordinator and should be consulted on disclosures of any form of sexual harassment, including sexual/dating/domestic violence and stalking. For additional information, visit their website.

http://eoa.oregonstate.edu

**COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)**

Contact: 541-737-2131. You can email from the link below. Counseling and Psychological Services (CAPS) provides a variety of services to the OSU community to address the challenges and difficulties students face. These services are designed to help students understand themselves better, create and maintain satisfying relationships, improve their academic performance, and make healthy and satisfying career and life choices.

http://counseling.oregonstate.edu/main/our-services

**CORVALLIS COMMUNITY RELATIONS (CCR)**

CCR was established to enhance neighborhood livability and inspire shared responsibility to help foster a healthy, livable and inclusive Oregon State University – Corvallis community. The independence of living on one’s own can be liberating, but extremely challenging for students. CCR connects students with community resources that foster good neighborly behavior and educational tools to educate tenants of their rights and responsibilities.

http://studentlife.oregonstate.edu/ccr

**CAMPUS EMERGENCIES**

Contact: Oregon State Police/Public Safety 541-737-7000 or dial 911
If someone’s behavior is placing anyone in immediate risk or if a serious or threatening incident occurs
in the classroom, academic building or on campus, Public Safety must be contacted immediately.

FINANCE AND ACCOUNTING

PURCHASING

Several options exist for purchasing supplies for OSU. Please contact the School Accountant to help you get started.

BENNYBUY

On-line e-procurement system for OSU. Students with a graduate student appointment will be assigned a “Shopper” role to place orders.

Shoppers: By default, all OSU employees (with a few exceptions) will have access to shop in the BennyBuy marketplace for supplies and services. After creating a “shopping cart” with their selected goods and/or services, a Shopper assigns their cart to their department or Business Center “Requestor” (Lea Clayton) to place the order into workflow.

Instructions and login are here:

HTTPS://PACS.OREGONSTATE.EDU/EPROCUREMENT

PURCHASING CARD (PCard)

The PCard is a quick and convenient way for units to obtain many of the items needed for day-to-day operations. Contact the School Accountant (Lea Clayton, Johnson 116) to make purchases using the PCard.

PCards may be used only to purchase goods and some services for the institution. Such purchases must comply with OSU policies governing purchasing and credit card usage. A $4,999 dollar limit per transaction exists.

Restrictions: The following are prohibited uses of the card:

- Cash Advances
- Inter-Departmental Expenses
- Any Travel or Hosting Related Expense:
- Transportation Fares - e.g., airfares, bus fares, train fares, ferry, etc.
- Misc. Lodging Charges e.g., room service, movies, phone, laundry service, etc.
- Meals
- Food / Groceries
- Alcoholic Beverages
- Entertainment
- Weapons / Ammunition

See a total listing of prohibited transactions on the Business Affairs website at
AUTOPAY
The following vendors will allow you to charge items at their store. Please be prepared to present your OSU id along with an index and activity code (if applicable)

- BiMart on 9th St
- Robnetts Hardware

OSU INTERNAL SERVICE/SUPPLIES
Below are OSU departments who provide supplies or services to other OSU departments and bill the receiving department. Check with your School Accountant before you purchase or make reservations for:

- OSU Book Store (http://osubookstore.com),
- Surplus Property (https://surplus.oregonstate.edu/),
- Chemistry Store (https://chem.science.oregonstate.edu/chemistry stores),
- Printing and Mailing (https://printmail.oregonstate.edu),
- OSU Motor Pool (https://motorpool.oregonstate.edu),

DIRECT-BILL TO OSU
Vendors send individual invoices to OSU departments for supplies or services purchased by authorized personnel for operations.

- Check with vendors to ensure they will bill OSU before ordering.
- Check with School Accountant for purchasing procedures.
- Make purchase and submit receipts/packing slips to School Accountant.
- School Accountant (Lea Clayton, Johnson 116) will process individual invoices for payment as they are received.

PERSONAL REIMBURSEMENTS
Use of a Departmental Procurement Card or Direct-Bill to OSU are the preferred methods for OSU business related purchases. If logistical reasons or extenuating circumstances occur that preclude the use of normal OSU purchasing processes or protocols, employees may (with approval from their manager) make small purchases (less than $100) with personal funds and then subsequently be reimbursed by OSU.

- Only purchases related to OSU business purposes will be reimbursed.
- Get itemized receipts and proof of payment; a personal credit card charge slip alone is NOT valid.
- Submit reimbursement request and backup documents to School Accountant (Lea Clayton, Johnson 116) for processing.
• All reimbursements must be submitted for payment within 60 days of incurring the cost or within 60 days after the conclusion of the travel/field-work during which the expenditure was made.

**Restrictions:**
• NOT for purchase of gift certificates
• NOT for test incentive payments
• NOT for incentive payments to Institutional Review Board (IRB) human subjects
• NOT for equipment rental

Purchases that have been made with personal funds will be reimbursed by OSU when the following documentation is provided:
• Documentation showing purchase and payment by the employee,
• Statement of University business purpose, including intended use.

**TRAVEL**

**TRAVEL PLANNING**
Check with your School Accountant (Lea Clayton, Johnson 116) **before any** travel.

**Conference Registration:**
Conference registration can be prepaid using the departmental procurement card. See your School Accountant for instructions. If registration is processed on a personal card, you will be able to claim reimbursement only **AFTER** completion of the trip.

**FOREIGN TRAVEL**
International travel on grant funding
This travel should be authorized through OSRAA (Office for Sponsored Research and Award Administration). Submit a Foreign Travel Authorization form to your School Accountant, (Lea Clayton, Johnson 116) prior to making travel plans. **Foreign Travel Authorization Form**

Restrictions apply to airfare, check with department accountant, and see Fly America Act.

**AIR TRAVEL**
The University recommends that airfare for university-related travel be booked through the contracted travel agency for direct billing to the university. Travel Agent contact information: Azumano Travel: azcorvallis@ciiazumano.com; 800-334-2929

**MILEAGE IN LIEU OF AIRFARE:**
See your School Accountant (Lea Clayton, Johnson 116) to verify whether specific trips are allowable using mileage in lieu of airfare. A quote for the airfare that would be purchased for the business trip is required. OSU will reimburse mileage up to the amount of the airfare and associated expenses that would have been paid for air travel.
GROUND TRANSPORTATION

Vehicle rental:
Cars can be rented through the University Motor Pool or billed through Enterprise or National. See your department accountant (Lea Clayton, Johnson 116) for billing instructions. Rental should be for economy or compact rate whenever possible.

Personal Vehicle:
Private vehicle mileage is reimbursed at the current published Business Affairs rate. As of 1/1/2018, the current rate is $0.545/mile.

Parking:
Employees are expected to utilize cost effective parking while in travel status. Parking at Portland airport is authorized up to the Economy Lot rate ($12/day).

MEAL PER DIEM:
Meals while in overnight travel status can be reimbursed at current per diem rates. Meal per diem varies by locality. Current rate by city and state can be viewed at the following link

http://oregonstate.edu/fa/businessaffairs/travel

On one day trips with no overnight stay, breakfast and/or dinner are reimbursable to the employee as a taxable benefit when their itinerary supports departure/return time as 2 hours prior to/after their regular work shift. Per diem rates may be used. Lunch is not reimbursed on a one day trip unless it is a part of the meeting and the menu and cost are arranged by event organizers.

LODGING:
Itemized receipts are required for lodging. Reimbursement can be approved up to the maximum per diem lodging amount. An exception for higher rates can be made for conference lodging with documentation showing conference lodging rate. Current rate by city and state can be viewed at the following link

http://oregonstate.edu/fa/businessaffairs/travel

TRAVEL REIMBURSEMENTS

The fillable Form can be found online here:

http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/bebc/documents/travel_reimbursement_2015.xlsx

Reimbursement of allowable expenses must be submitted within 60-days of conclusion of travel. These expenses include, but are not limited to, lodging, meal per diem, mileage, car rental, parking, and commercial ground transportation. For receipt requirements or more information, contact your School Accountant (Lea Clayton, Johnson 116).
FACULTY

A current listing of CBEE faculty and staff and their contact information can be found at:

https://cbee.oregonstate.edu/faculty-and-staff

Árnadóttir, Líney
Assistant Professor. Ph.D. Chemical Engineering (2007), University of Washington
Field of interest: surface interactions and catalysis through experimental techniques and Density Functional Theory-based calculations for renewable energy and sustainability; surface characterization of complex materials (thin films, biomaterials, corrosion surfaces) via surface analysis techniques (Time of Flight Secondary Ion Mass Spectrometry, X-ray Photoelectron Spectroscopy), and electronemistry for clean Hydrogen production and fuel cell applications.

AuYeung, Nick
Assistant Professor. Ph.D. Chemical Engineering (2011), Oregon State University
Field of interest: My research is focused on using sustainable energy in the conversion of readily available feed-stocks into fuels, fertilizers, or other useful products. I am very interested in doing these processes in a distributed, decentralized fashion, especially in emerging markets of developing regions. In particular, I am interested in applications of concentrated solar thermal energy such as thermochemical storage for dispatchable power generation.

Baio, Joe
Assistant Professor. Ph.D. Chemical Engineering (2011), University of Washington
Field of interest: Biomaterials Biomimetics Molecular self-assembly

Bothwell, Michelle
Associate Professor. Ph.D. Biological Engineering (1994), Cornell University
Fields of interest: Biointerfacial phenomena: preparation of interfacial coatings that will impart safe, efficacious function to implantable biomaterials; drug formulation and delivery strategies; and enzyme activity in the adsorbed state. Bioengineering ethics: professionalism; bioethics; and social ethics in engineering. Recruitment and retention of folks from traditionally underrepresented groups in engineering: K-12 outreach; and examination of difference, power and discrimination in engineering education and practice.

Chang, Chih-hung
Professor, Ph.D. Chemical Engineering (1999), University of Florida
Fields of interest: Electronic materials (Growth and Characterization), Integrated Micro-Chemical Systems, Thin Film Electronics, and Nanomaterials Processing.

Dolan, Mark
Associate Professor. Ph.D. Civil and Environmental Engineering (1996), Stanford University
Fields of interest: biological processes for the treatment of hazardous wastes, and on the fate and transport of organic contaminants in the environment. He specializes in aerobic and anaerobic microbial transformation of chlorinated solvents. He has been involved in a number of field demonstrations of aerobic cometabolic transformation of chlorinated solvents
Feng, Zhenxing

Assistant Professor. PhD. Materials Science and Engineering (2011), Northwestern University
Fields of interest: Dr. Feng's research has been focused in three main directions: energy storage, conversion and harvesting; catalysts for electrochemical and chemical reactions; and development and application of advanced synchrotron based X-ray techniques for in situ real time studies. Dr. Feng has been working on lithium-sulfur, lithium-ion and beyond lithium-ion (such as magnesium batteries, etc.) for storing electricity in chemical and electrochemical forms.

Fu, Elain

Assistant Professor Senior Research. Ph.D. Physics (1997), University of Maryland, College Park
Fields of interest: Research in the lab consists of three areas of focus: the investigation of molecular interactions and fluid transport in microfluidic systems, the development of tools and methods for use in high-performance microfluidic assays, and the implementation of microfluidic assays for clinically relevant analytes. An overall goal is to apply the work in the lab to global health applications in the areas of human disease diagnosis, veterinary medicine, environmental monitoring, and agriculture. In addition, a growing area of interest is undergraduate curriculum development using paper microfluidics.

Giers, Morgan

Assistant Professor of Bioengineering, Ph.D. Biomedical Engineering (2013), Arizona State University.
Fields of Interest: Predicting treatment outcomes for intervertebral disc (IVD) regenerative and surgical therapies. Utilizing MRI, image processing, mathematical modeling, tissue engineering, drug delivery, and surgery to study transport phenomena in vivo. Studying potential molecular and biomechanical targets for IVD regeneration in the context of the nutrient deprived human IVD.

Goulas, Konstantinos

Assistant Professor, Ph.D. Chemical Engineering (2015), University of California, Berkeley
Fields of Interest: In our group, we investigate catalytic materials, in particular the dependence of reactivity and selectivity on structure. We use a variety of spectroscopic techniques, most importantly operando X-ray absorption spectroscopy and combine the results thereof with high-accuracy kinetic data to understand the intrinsic drivers of catalytic turnover. This understanding leads us to the rational development of novel catalytic materials for multifunctional and multicomponent reactions in fields as diverse as automotive emission control, biomass upgrading and gas-to-liquids processes.

Harper, Stacey

Associate Professor. Ph.D. Biological Science (2003), University of Nevada Las Vegas
Fields of interest: Novel approaches to predictive toxicology; assimilating and fusing information on nanomaterial-biological interactions to permit data mining, generate predictive knowledge and provide information to minimize toxicity; the relationships among currently disparate exposure, dose and toxicity data in animal systems (including humans) and the degree to which those relationships can accurately be extrapolated to other systems and exposure scenarios; novel tools to determine nanomaterial characteristics; biological activity and toxic potential of novel nanomaterials; as well as comparative physiology and toxicology.

Herman, Gregory

Professor. Ph.D. Physical Chemistry (1992), University of Hawaii-Manoa
Fields of interest: detailed mechanistic characterization of heterogeneous catalysts using surface science techniques; advance fabrication methods and designs for solid oxide fuel cells; development of
green manufacturing processes for displays and solar cells; development and characterization of novel optical and electrical materials; and advancement of flexible electronic manufacturing methods and applications. Currently his research focuses on the development of sustainable technologies for the production of materials, energy, and water resources using catalytic processes. Prior to joining OSU he held research staff and postdoctoral positions at Sharp Laboratories of America, Hewlett-Packard Corp., Pacific Northwest National Laboratory, and the Naval Research Laboratory.

**Higgins, Adam**

*Associate Professor.* Ph.D. Bioengineering (2008) Georgia Institute of Technology
Fields of interest: Cell and tissue preservation technologies (cryopreservation, freeze drying, desiccation, hypothermic storage). Cell-based devices such as biosensors. Cell membrane permeability. Nucleation and crystal growth processes in multicomponent systems. Applications of microscale fabrication technologies in biology and medicine (e.g., bio-MEMS).

**Jin, Xue**

*Assistant Professor,* PhD. Environmental Engineering, (2007) National University of Singapore
Fields of interest: Membrane Technology; Water Treatment and Reclamation; Water-Energy Nexus; Seawater Desalination; Renewable Energy Production; Environmental Nanoscience and Nanotechnology; Colloidal and Interfacial Phenomena; Advanced Materials

**Jovanovic, Goran**

*Distinguished Professor,* Ph.D. Chemical Engineering (1979), Oregon State University
Fields of interest: microscale technologies started in the late eighties when his team developed a semiartificial pancreas, a technology based on the cell encapsulation technique. Currently his research is focused in two microscale technology areas: development of microscale chemical reactors and separators suitable for the development of microscale based chemical processes (NSF), and the development of microscale biosensors devices (DARPA). Dr. Jovanovic is, also, leading research projects in the development of “Zero gravity-compatible chemical processes for long space missions” (NASA) and “Environmental microreactors for in situ deployment” (INEEL).

**Kelly, Christine**

*Professor,* Ph.D. Chemical Engineering (1997), University of Tennessee
Fields of interest: Biotechnology: Development of yeast and bacterial strains, through genetic engineering techniques, to produce valuable enzymes and products from waste biomass feed stocks. Optimization of cultivation conditions to achieve maximum product concentration. Effect of toxicants on wastewater treatment microbial communities. Teaching: regulation of drugs and medical devices, bioengineering design, and cell culture and tissue engineering applications.

**Koretsky, Milo**

*Professor.* Ph.D. Chemical Engineering (1991), University of California at Berkeley
Fields of interest: Electronic Materials Processing. Research interests in thin film materials processing, including plasma chemistry and physics, electronemical processes and semiconductor yield prediction. Teaching interests include integration of microelectronic unit operations into the ChE curriculum and thermodynamics. Dr. Koretsky also serves as the ChE advisor to the MECOP internship.

**Li, Kaichang**

*Professor,* Ph.D. Wood Chemistry (1996) Virginia Polytechnic Institute and State University
Fields of Interest: Composites and wood-based composites, reinforced polymer, free thermoset resins, fiber, sensitive adhesives, styrene
Montfort, Devlin
Assistant Professor. Ph.D. Civil Engineering (2011), Washington State University.
Field of interest: Engineering Education including Conceptual and Epistemological Undercurrents of Learning as a Process of Change

Nason, Jeff
Associate Professor, Interim School Head, Associate Head for Graduate Programs. Ph.D. Civil Engineering (2006), University of Texas
Field of interest: Physical/chemical treatment processes, particle dynamics and removal during water and wastewater treatment; environmental fate and transport of engineered nanomaterials, aquatic chemistry, storm water characterization and treatment.

Navab-Daneshmand, Tala
Assistant Professor. PhD. Environmental Engineering (2015), McGill University, Montreal
Field of interest: The inactivation, growth and persistence of bacterial pathogens in the environment and treatment processes. She investigates these problems with microbiology, molecular biology, process engineering and statistics.

Radniecki, Tyler
Assistant Professor. Ph.D. Environmental Engineering (2005), Yale University
Field of interest: Molecular characterization of biological processes in engineered treatment systems, risk assessment of emerging contaminants and water and energy sustainability through the anaerobic treatment of wastewater. Current research projects include: characterizing the ecotoxicity of silver nanoparticles to nitrifying bacteria, assessing the ability of bacteria to develop antibiotic resistance after chronic exposure to environmental concentrations of pharmaceuticals, and enhanced methane production from the co-digestion of fats, oils and greases (FOG) in wastewater anaerobic digesters.

Rochefort, Skip
Associate Professor. Ph.D. Chemical Engineering (1986), University of California at San Diego
Field of interest: polymer engineering and science, with a focus over the last few years on biomaterials, and engineering education. He is Director of both OSU and College of Engineering Precollege Programs, and is an OSU Honors College faculty,

Rorrer, Greg
Professor. Ph.D. Chemical Engineering (1989), Michigan State University
Field of interest: Biochemical Engineering, Bionanotechnology, and Biomass Conversion.

Schilke, Kate
Associate Professor. Ph.D. Chemical Engineering (2006), Oregon State University
Field of interest: Development of peptide-based bioactive surface modifications for biomedical devices, and applications of immobilized biomolecules in microreactors and lab-on-chip devices.

Semprini, Lewis
Distinguished Professor. Ph.D. Civil Engineering (1986), Stanford University
Field of interest: biological processes for the treatment of hazardous wastes, and on the fate and transport of organic contaminants in the environment. He specializes in field, laboratory, and modeling studies of aerobic and anaerobic processes for treating chlorinated solvents. His research efforts aim at
integrating the results of field, laboratory, and modeling studies in order to effectively apply the technology in the field. He also performs research using naturally occurring radon-222 as a subsurface tracer.

**Simon, Cory**  
*Assistant Professor*. Ph.D. Chemical and Biomolecular Engineering (2017), UC. Berkeley  
Research interests: modeling flexible/dynamic, porous materials that respond to guest molecules and external stimuli. Flexible constituents in porous crystals give rise to rich behaviors that can be exploited for engineering processes and may endow materials with enzyme-like specificity for the selective recognition and capture of molecules. Insights from modeling are highly valuable for learning how to harness these flexible materials for separations, chemical sensing, and drug delivery.

**Stoerzinger, Kelsey**  
*Assistant Professor*, PhD Materials Science and Engineering (2016) Massachusetts Institute of Technology  
Research interests: Electrochemical behavior of semiconductor materials; surface chemistry of oxides; In situ characterization of catalysts during chemical, electrochemical, and photo-driven reactions.

**Sweeney, Jim**  
*Professor, James and Shirley Kuse Chair in Chemical Engineering*. Ph.D. Biomedical Engineering (1988) Case Western Reserve University  
Field of interest: Bio- and environmental sensors, bioelectricity, implanted medical devices, neuromuscular stimulation, and engineering education.

**Wildenschild, Dorthe**  
*Professor, Associate Dean for Graduate Programs*. Ph.D. Civil and Environmental Engineering (1996), Danish Technical University  
Field of interest: Physics and chemistry of flow and transport in porous media, generally applied to the subsurface environment. Her main focus is detailed and highly controlled experiments (addressing flow, mass transfer, microbial behavior, heat transfer, and acoustic and electrical properties) that can help us evaluate new theory and numerical models. She believes that very accurate experiments are needed to test theory and models alike, - then uses numerical models to expand investigations beyond the potential constraints of experiments. Recent projects involve the use of x-ray microtomography and pore-scale modeling to evaluate pore-scale processes (interfacial characteristics, film formation, biofilm behavior) in porous media in the presence of multiple phases.

**Wood, Brian**  
*Professor*. Ph.D. Civil and Environmental Engineering (1999), University of California at Davis  
Field of interest: description of mass, momentum, and energy transport in natural and engineered multiscale systems. He also specializes in subsurface hydrology; bioremediation and biochemical processes; water and wastewater treatment; and sustainable design and engineering. Brian Wood's current research projects include: (1) Experimental and theoretical work examining the transport of microorganisms in porous media from a multiscale perspective (NSF); (2) Theoretical work on the fundamentals of describing reactive solute transport in highly heterogeneous porous media systems (NSF); (3) Investigations of how biofilm structure affects solute transport and reactions in biofilm-porous media systems (DOE).
The School of CBEE is housed primarily in Johnson and Gleeson Halls on the OSU campus. The School also maintains research and teaching laboratories in Graf Hall and Owen Hall on the OSU Campus and shares laboratory space at the Advanced Technology and Manufacturing Institute (ATAMI) on the Hewlett-Packard campus in Corvallis. Specific laboratories in CBEE are

- Biomass Conversion & Bioprocess Engineering Laboratories (Johnson Hall, Gleeson Hall)
- Biomaterials & Biointerfaces Laboratory (Johnson Hall)
- Cryopreservation Laboratory (Johnson Hall)
- Environmental Analytical Laboratory (Johnson Hall)
- Environmental Molecular Biology Laboratory (Johnson Hall)
- Microtechnology-based Chemical Processing Laboratories (ATAMI, Gleeson Hall)
- Process and Reaction Engineering group (PRE)
- Oregon Process Innovation Center (OPIC) for Solar Cell Manufacturing (ATAMI)
- Polymer Materials Processing & Characterization Laboratory (Gleeson Hall)
- Porous Media Flow Characterization Laboratories (Johnson Hall, Owen Hall)
- Subsurface Bioremediation Laboratories (Johnson Hall)
- Thin Film Materials Processing & Characterization Laboratories (Gleeson Hall, Graf Hall)
GENERAL INFORMATION

Graduate students are expected to read the academic policies governing graduate students listed on the University website, which include but are not limited to the Graduate Catalog on the Graduate School’s website and the Student Conduct Regulations. The information in this manual addresses only a few topics within those policies.

ACADEMIC PERFORMANCE

A grade-point average of 3.00 (a B average) is required for all courses taken as a degree-seeking graduate student, and for courses included on the graduate degree program of study. Grades below C (2.00) cannot be used on a graduate program of study. A grade-point average of 3.00 is required before the preliminary, final oral, or written exams may be undertaken.

GRADUATE ASSISTANTSHIPS

All graduate assistants are required to carry out the duties assigned by their faculty supervisor to justify their stipend.

University policy dictates that a graduate assistant (GRA/GTA) must be enrolled for no less than 12 credit hours in any term in which he or she is supported, except for summer term which requires a minimum of 3 credit hours.

Additionally, students who hold multiple jobs on campus may not work more than a total of 20 hours per week or 255 hours per term in total for all positions held while enrolled in at least 3 credits (6 during summer). Maintaining a GPA of 3.00 or better is required for continued financial support.

Students planning to take a short break (5 days or less) or be away from work must notify their supervisors in writing in advance of their plans. The plans must be approved by the supervisor.

REGISTRATION

Students register for courses online at the Student Online Services site accessed via MyOSU:

myosu.oregonstate.edu

For convenience, students should have their proposed schedule (including CRNs) prepared at the time of registration. An ONID login/password are required for registration. Students can sign up for an ONID account at

onid.oregonstate.edu.

MINIMUM REGISTRATION REQUIREMENTS

• EVERY student must register for a minimum of 3 credits, including
  o Any term in which a student enrolls,
o The term in which a thesis or dissertation (MS or PhD) is defended or comprehensive oral exam (MEng) is taken; and
o Any term a student uses university space and facilities or faculty/staff time in support of their thesis or degree progress, regardless of the student’s location (on-campus or Ecampus). **This includes summer term.**
   
   o **GTAs / GRAs must register for at least 12 credits** (Fall ~ Spring terms), auditing classes Continuing Higher Education courses and other self-support programs may not be used to satisfy enrollment requirements for graduate assistant tuition remission.

- **Students receiving financial aid** must contact the Financial Aid Office for specific registration requirements each term. Students must notify Financial Aid if they plan to enroll less than full time.

Registration in thesis credits (CHE/ENVE/BIOE 503/603) is typical once all required graduate courses are completed.

**FULL-TIME AND PART-TIME ENROLLMENT**

- Full-time status as a graduate student is defined as enrollment in 9 credits per term. The maximum load for a full-time graduate student is 16 credits. A student may exceed this limit only with the approval of the Graduate School. Students receiving approval to exceed 16 credits will be assessed a per-credit overload fee.
- Full-time status (i.e., a minimum of 9 credits per term) may be sufficient to qualify for purposes of veterans’ benefits, visa requirements, external fellowships, and federal financial aid.
- To assure full compliance with visa regulations, international students should consult with the Office of International Student Advising and Services (ISAS) for additional information about registration requirements.

**PREREQUISITE COURSEWORK REQUIREMENTS**

At a minimum, the following courses must be taken for each program prior to enrollment in the core graduate course curriculum. Your academic advisor should be consulted to ensure the proper pre- and co-requisite path is taken.

**Environmental Engineering**

Students without a B.S. degree in Environmental Engineering (or equivalent Engineering degree) must take the following courses in addition to the ENVE core:

Pre-requisite courses (completion required before taking graduate level ENVE core courses)

- Math through Differential Equations
- One year of General Chemistry
- One year of Physics
- CBEE 211 (3) Material Balances and Stoichiometry or CBEE 280 (6) Material and Energy Balances

Co-requisite courses

- ENVE 521 (4) Drinking Water Treatment Processes**
- ENVE 522 (4) Wastewater Treatment Processes**
- ENVE 531 (4) Fate and Transport of Chemicals in Environmental Systems
• CE 547 (4) Water Resources Engineering I: Principles of Fluid Mechanics

**Note: credits earned for ENVE 521 and ENVE 522 will not be counted toward the 45 units needed for graduation.**

**Chemical Engineering**

Students with a B.S. degree in Chemistry or other non-chemical engineering undergraduate degree must take the following courses prior to enrolling in the CHE core:

Pre-requisite courses (completion required before taking CHE core courses)

• Chemistry including General, Organic, and Physical
• Math through Differential Equations
• One year of Physics
• CHE 331 (3) Transport Phenomena (Fluid Flow)
• CHE 312 (3) Chemical Engineering Thermodynamics
• CHE 332 (4) Transport Phenomena II (Heat Transfer)
• CHE 443 (4) Chemical Reaction Engineering

**TUITION BILLS**

Students are sent an email to their ONID email account when their statement is ready to view, and they can then view their eBill statement online at http://mybill.oregonstate.edu. All billing for currently enrolled students is processed electronically through eBill on the 5th of each month.

Unpaid balances as of the 1st of the month following the eBill statement are considered past due, and they will be assessed interest at the rate of 1% per month (12% APR). Students are financially responsible for all courses for which they register. Students are responsible for paying fees by the deadline even if they do not receive a bill.

Please direct any questions about tuition, fees, and financial aid to the Business Affairs Office.

**LEAVE OF ABSENCE**

You must fill out a Leave of Absence form and have it approved by the Graduate School (at least 15 business days prior to the start of the term) if you need to take off a term (Fall, Winter, or Spring) for any reason.

- You are limited to three leaves of absence during your program. Some students (e.g., military students called to duty) have more flexibility in the number of leaves allowed by the Graduate School.
- Doctoral degree students may apply for a maximum of three academic terms of regular on-leave status prior to advancement to candidacy, and they may apply for a maximum of three academic terms of on-leave status after advancement to candidacy. The time spent in approved on-leave status will be included in the maximum five years that may elapse between the preliminary oral examination and the final oral examination.
Notify the Graduate Program Coordinator if you need to take a leave.

You never need to fill out a leave form for summer term.

If you do NOT fill out a leave form, you will have to reapply (including paying the application fee) AND register for 3 graduate credits for each term of the unauthorized break in registration and register for at least 3 credits for the term you are readmitted, e.g., 6 credits for one missed term.

- For more information about the Graduate School’s policies,
  - See the Graduate Catalog https://catalog.oregonstate.edu/college-departments/graduate-school/
  - Contact the OSU Graduate School at 541-737-4881.

### SUMMER TERM

Graduate Assistants on appointment during the summer term must register for a minimum of 3 credits. Thesis credits are typical. Please check with your advisor or the Graduate Program Coordinator during Spring term to fully understand your summer status.

Registration for a minimum of 3 credits during summer term is required if you are defending your thesis during the summer or if you are using university resources.

Catalog policy regarding summer term registration is as follows:

“...all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated... Students must register for a minimum of 3 credits and pay fees if they will be using university resources (e.g., facilities, equipment, computing and library services, or faculty or staff time) during any given term, regardless of the student’s location.”

### DISMISSAL FROM GRADUATE SCHOOL

All students must read the Student Conduct Regulations to be aware of actions that may lead to the dismissal process:


### BASIC REQUIREMENTS FOR ALL GRADUATE DEGREES

**School Seminar:** All newly-enrolled MEng, MS and PhD graduate students are required to take the School seminar course CBEE 507, Professional Development section, for the first year (3 credits). This course is intended to develop your understanding of the profession, to introduce the research activities that take place in this School, and to develop professional skills including literature searching and citations, communication skills, ethics, and navigating graduate school. In year two and beyond, all enrolled MS/PHD students are required to register for CBEE 507, Presentation section, all terms (FWS).
Graduate Minor: OSU does not require graduate students in engineering to pursue a minor. However, if desired, a minor may be selected. The minor may be a recognized school minor, a recognized integrated minor, or a student-designed/committee-approved minor. Minors appear on your transcript but will not be listed on your diploma. Speak with your major professor for more details on minors.

Program of Study: All students are required to complete a Program of Study outlining the courses that they will take to complete their degree requirements. The Program of Study is a contract between the student, the School, and the University (Graduate School). Students should refer to their respective degree handbook for complete instructions and examples.

Prepared forms signed by the advisor must be submitted to the Graduate Program Coordinator to obtain the Associate Head for Graduate Programs’ signature and be turned in to the Graduate School.

Visit the Grad School’s “Forms” website for a blank form and instructions on how to compete the Program of Study. There is also an example for your reference in the program-specific addendum to the handbook. You may need to refer to the Graduate Catalog for further details.

http://oregonstate.edu/dept/grad_school/forms.php#program

Advisor selection: To file an MS or PhD graduate program of study, a student must find a research advisor. The respective program Graduate Committee Chairperson will act as or appoint an advisor for all incoming graduate students until a major professor is selected. MENG students are assigned an advisor by the Graduate Program Coordinator. During orientation, all research-active faculty will hold a poster session and give short presentations about their research. You will participate in two separate lab rotations with advisors of your preference. By the end of winter term, thesis-based students will be paired with major professors on the basis of mutual interest and available projects/funding. The School cannot guarantee each student gets their top choice of advisor, but reasonable attempts will be made to arrive at workable matches.

The choice of a major professor should be given considerable thought, since you will have a close working relationship with this individual for the duration of your degree program, and close professional and personal contacts thereafter. You are expected to complete your degree program under your assigned advisor’s supervision (unless exceptional circumstances prevent it). Your major professor will guide your research efforts to completion and oversee all aspects of your graduate studies. The student is also responsible for actively seeking information about individual research projects. Good sources of information are the professors themselves or their graduate students.

In addition to performing laboratory rotations, students are encouraged to make individual appointments with faculty they are interested in working with. Be sure to discuss financial support options with the faculty member when determining a proper fit and project. Near the end of the rotation period, students will list their top three choices for preferred advisors. The selection process will be finalized prior to the completion of winter term.

The respective program Graduate Committee Chairperson will send a letter to each student to inform him/her of the results of this process. The student must sign the “letter of intent” to work with the specific advisor. This agreement is binding except in extraordinary circumstances. If a student believes
a change of advisor is warranted they are encouraged to talk with the Graduate Program Coordinator or the Associate Head for Graduate Programs. Other resources include the University Ombudsman (http://ombuds.oregonstate.edu/) and the Student Success Coordinator at the Graduate School (http://gradschool.oregonstate.edu/graduate-student-success/grad-student-success-center). The following resource may be helpful for students considering a change in advisors (http://www.unl.edu/mentoring/student-changing-mentors-or-advisors). If the student/advisee relationship is terminated by either party the student is expected to find a new advisor within one academic term. Failure to find a new advisor will result in a loss of funding and the student will be expected to transfer to an MEng degree or leave the program. Students may be dismissed if the MEng transfer does not take place by the next term.

If a student fails to find a research advisor, the student may seek a research advisor outside the School of CBEE. However, any research project offered in a different program must be approved by the respective Graduate Committee within CBEE in order to obtain an advanced degree in chemical or environmental engineering. If no advisor is determined, the student may transfer degrees to a MEng (coursework only) course of study and complete the program without a project.

The PhD Program of Study must be completed before the student has finished their 5th term in the program, generally winter term of the second year. Because the Program requires signatures of the major professor and doctoral committee, students who have not identified a research advisor by Fall term of their second year are considered to be not making progress toward their degree. This determination can result in lost funding and/or requiring the student to transfer to an MEng degree. In cases where clear expectations have been set but not met, students may be dismissed from the program.

The MS Program of study must be completed by the end of the first year. Students who have not identified a research advisor by the end of their first year are considered to be not making progress toward their degree. This determination can result in lost funding and/or requiring the student to transfer to an MEng degree. In cases where clear expectations have been set but not met, students may be dismissed from the program.

MEng students will be assigned an advisor by the Graduate Program Coordinator at the start of their first term in residence. All questions regarding the program and curriculum should be first directed to the assigned advisor. If the assigned advisor is unresponsive or the student has unanswered questions, they should consult the Graduate Program Coordinator or the respective program Graduate Committee Chair.

Make an initial appointment to see your advisor prior to registering. Your advisor will help you plan your schedule and make sure requirements are fulfilled. You are, however, ultimately responsible for seeing that you have fulfilled all the requirements necessary for graduation.

**Annual Evaluations of Student Academic Progress:** Students will participate in a review process for evaluating academic progress. First year students will receive their form at Orientation with expectations for first year completion of milestones. These first year milestones include finding a match with a major professor with whom to continue research.

At the end of each academic year, students will do the self-evaluation and then review it with their major professor. The form is in the Appendices. Every fall the student and major professor will meet to
determine milestones and goals and set expectations. The spring review will be against those goals and expectations. Students failing to make satisfactory progress will have a remedial plan drawn up for them by their major professor with required timelines for completion. Failure to meet those expectations may result in loss of funding or dismissal from the program. Students may then complete an MENG degree if desired.

**Ethics Training:** As an OSU and CBEE graduate student you are required to complete the Responsible Conduct of Research of Engineers course offered by the Collaborative Institutional Training Initiative (CITI). OSU has contracted with this organization to offer ethics training for all graduate researchers. To complete the ethics course, find the CITI home page [https://about.citiprogram.org/en/homepage](https://about.citiprogram.org/en/homepage). Register as a new user. You will need your OSU ID number and our campus address, which is 116 Johnson Hall, Corvallis OR, 97331. Select “Courses” and find the RCR course.

Register for the Responsible Conduct of Research for Engineers course, which contains 14 modules with a quiz after most of the modules. There are 11 main modules and 3 Conflict of Interest modules. Modules should take about 30~45 minutes each to complete. When you complete the course, send your completion report to the Graduate Program Coordinator, and she will note the training in your graduate student file. You will also have to provide this information on your Program of Study form in the ethical research training box. Your Program of Study will not be submitted to the Graduate School until completion of this training.

If the student chooses, GRAD 520 may be taken to substitute for this requirement.

**RESEARCH INTEGRITY**

Training in ethical research practices is an integral part of your graduate education and is required as part of the Program of Study. Further information concerning Research Integrity, including University policy, can be found at the following website:

[https://research.oregonstate.edu/ori](https://research.oregonstate.edu/ori)

**Safety Training:** OSU’s Environmental Health and Safety department has prepared a training module on laboratory safety for researchers. CBEE is committed to a safe work environment. As a CBEE graduate student you are required to watch, learn and reflect on this training video. The video can be found at [http://oregonstate.edu/ehs/training/lab_safety_training](http://oregonstate.edu/ehs/training/lab_safety_training).

After you have completed the watching the video, complete the training quiz, and, using the template found in the Appendices, prepare a summary of important concepts. Submit to the Graduate Program Coordinator when complete. The Graduate Program Coordinator will review your summary and note in your file when you have completed the training.

**Publishing Expectations:**

Publication of M.S. and Ph.D. level research findings in the peer reviewed literature is vital to the success and reputation of the graduate programs in CBEE. In most cases, this mechanism of dissemination is the most efficient and effective vehicle for communicating our work to relevant stakeholders, particularly other experts in the field. For faculty, publications are of critical importance for career advancement as evaluated
through the promotion and tenure process. For students pursuing research and academic careers, publications serve a similar purpose. It is generally on the basis of these widely available, peer-reviewed, manuscripts that the quality and impact of one’s research endeavors is assessed and potential for future success evaluated. Stated another way, simply completing a M.S. thesis or Ph.D. dissertation is generally not sufficient for attainment of the career goals of students and faculty.

Issues surrounding the publication of peer reviewed manuscripts and completion of M.S. theses and Ph.D. dissertations are intimately intertwined. This fact is recognized by the Graduate School and facilitated by so-called “manuscript-based” theses where theses and dissertations can package several published and/or draft publications into a single document.

In the School of CBEE, publication in peer-reviewed manuscripts is strongly encouraged by all research-based students, especially those pursuing a Ph.D. As outlined above, these expectations are believed to be in the best interests of students, faculty and the School. In general, publishing approximately 3 manuscripts on the basis of a Ph.D. dissertation and 1 manuscript on the basis of M.S. research are viewed as reasonable targets. Specifics of these expectations, including guidelines and timelines, are matters to be arranged between students and their faculty advisors. An important mechanism for formalizing and assessing progress towards these aims is the annual assessment of satisfactory academic progress (see pages 36-45). This process provides a structure for faculty and students to set goals and expectations regarding publishing and to assess progress towards those goals on a yearly basis. For context, faculty members are evaluated on a similar basis via annual evaluations with the School Head and through mid-tenure, tenure, and promotion processes at the College and University levels.

Thesis Guide
The Graduate School’s website has a complete guide to the thesis paper and the University requirements associated with the thesis. Students are encouraged to review the site, listed below, before starting to write the thesis to ensure understanding of the formatting, procedures and deadlines.

http://oregonstate.edu/dept/grad_school/thesis.php

Note that the Graduate School takes the formatting, content, and other requirements for the thesis (and especially the “pretext pages”) very seriously. Failure to strictly adhere to these requirements may result in your thesis being rejected by the Graduate School.

Thesis Binding
The School (CBEE) requires one unbound, printed copy of each thesis, in the same format required in the Thesis Guide linked above, to be provided to the Main Office (Johnson 116) prior to your departure. If your advisor would like a hardbound copy, a second copy may be provided to the Main Office at the same time, and we will facilitate the binding. In this case, you must provide the index number that the faculty member wishes to charge for the binding services. Students wishing to bind a personal copy may bring a personal check made out to the following binding service at the time the thesis copies are submitted to the Main Office. Checks should be made payable to the following address. This binding is hardbound book with imprinted titling and authorship. Low cost thesis printing is available through OSU Printing and Mailing Services, conveniently located in the Memorial Union. Check out their services at: http://printmail.oregonstate.edu/printing-services. This binding should not be submitted to the School.
Cyrano’s  
361 SW 2nd Street  
Corvallis, OR 97333  
Phone: 541-752-0469  
Website: www.stpcyranos.com  
E-mail: stpcyrano@hotmail.com

For specific program requirements and information please refer to the handbook for your program.
Appendices

Advisor Letter of Intent/MOU ..................................................31
Current CBEE Online Vendors ..............................................33
Doctoral Deliverables Timeline .............................................35
Graduate Student Academic Progress document ..................38
Oregon State University
School of Chemical, Biological and Environmental Engineering
Student/Advisor Memorandum of Understanding

_________________________ and ____________________________
Advisor

Student:

The purpose of this Memorandum of Understanding is to clearly identify the Advisor/Student relationship for members of the graduate program in CBEE and to identify the initial expected source of funding (if any).

By filling and signing this form, the Student and Advisor parties agree to work together towards an MS / PhD (cross off one) degree by the Student.

At the time of signing, the Student is Self Funded / offered funding at _____FTE from ______________________ (Source of Funds) starting on ______________________ (Starting Date) (cross off one). It is mutually understood that renewal of any offer of funding in future terms is at the discretion of the Advisor and contingent on availability of funds. The Advisor will discuss the funding situation with the Student in a timely fashion to enable the Student to make alternative financial arrangements as necessary.

_________________________ __________________________
Student Signature Date

_________________________ __________________________
Advisor Signature Date
Appendix: Student and Advisor responsibilities

A healthy and fruitful relationship helps both the Advisor and the Student and forms the foundation of a career-long beneficial relationship. The set of general guidelines below explaining the expected responsibilities on both parts is intended to help establish such relationships.

**Advisor(s) Responsibilities**

- The Advisor will maintain a respectful and professional relationship with the Student.
- The Advisor is neither the Student’s best friend, nor his opponent – the Advisor’s responsibility is to help the Student be successful by providing opportunities and guidance in coursework selection and research. These opportunities include access to a clean, safe, and well-equipped work environment, opportunities for publications and professional presentations; and supplying accurate and objective references for potential employers.
- The Advisor will ensure that coursework and research are up to the high standards of graduate engineering education at OSU and that qualifying, preliminary, and/or final exams are fair. If there are concerns about the quality of the Student’s coursework or research, the Advisor will step in to discuss possible options and remedies.
- The Advisor will give high-level direction research work but it is the Student’s responsibility to conceive and implement the day-to-day tasks necessary to move the research forward.
- The Advisor does not have an obligation to provide funding to the Student but will strive to provide funding opportunities whenever possible.

**Student Responsibilities**

- The Student is expected to treat the Advisor with respect and address them formally, be respectful of other students, and help create a positive environment in the research group, the School and the University.
- It is the Student’s responsibility to plan the program of study that meets the degree program and University requirements regarding number and types of credits needed for graduation with input from the Advisor. To achieve this, the Student should prepare a draft of the Program of Study (see [http://oregonstate.edu/dept/grad_school/forms.php#program](http://oregonstate.edu/dept/grad_school/forms.php#program)) by the end of the Student’s first term working with the Advisor and discuss options. It is also the Student’s responsibility to be aware of key dates and requirements for qualifying exams, program meetings, preliminary exams, and/or final exams.
- When research funding is offered the Advisor and Student will attempt to reconcile the research topic desires of the student with the needs of the funding source — generally, there is sufficient freedom to tailor the research toward the student’s areas of interest. If the Student is unsatisfied with the research topic, it is the Student’s responsibility to raise this concern with the Advisor. The Student always has the option of rejecting funding. However, once a commitment is made, the Student is expected to meet targets as deemed reasonable and agreed upon with the Advisor.
- It is the Student’s responsibility to stay in contact with the Advisor and ensure the Advisor is current on research progress. For the purpose, the Student should take the initiative to schedule any meetings with the Advisor to discuss research questions or issues.
- The Student is expected to take ownership the research project and to bring energy, enthusiasm, and innovation to the project. In the end, the thesis must contain many of the Student’s ideas and results interpretation. The time spent in the development of the research project should be in addition to any paid professional commitments contracted by the Student (e.g., beyond a GRA or GTA offer, if any).
<table>
<thead>
<tr>
<th>1st masking tape</th>
<th>GE Healthcare</th>
<th>Pierce</th>
</tr>
</thead>
<tbody>
<tr>
<td>aebooks.com</td>
<td>GE Water &amp; process</td>
<td>Pierce biotechnology</td>
</tr>
<tr>
<td>aceglass</td>
<td>Gelest</td>
<td>pipette.com</td>
</tr>
<tr>
<td>adafruit</td>
<td>Gilson</td>
<td>Popper &amp; Sons</td>
</tr>
<tr>
<td>Agilent Technologies</td>
<td>Global Industrial Equip</td>
<td>Promega</td>
</tr>
<tr>
<td>Alamanada Products</td>
<td>Grainger</td>
<td>Proquest</td>
</tr>
<tr>
<td>Alfa Aesar</td>
<td>Hach</td>
<td>Radioshack</td>
</tr>
<tr>
<td>Amazon</td>
<td>Hallmark</td>
<td>Rainin</td>
</tr>
<tr>
<td>anaspec.com</td>
<td>Hamilton Co</td>
<td>Restek</td>
</tr>
<tr>
<td>Applied.com</td>
<td>Harvard Apparatus</td>
<td>Ricoh</td>
</tr>
<tr>
<td>Arduino</td>
<td>Home Depot</td>
<td>RioGrande</td>
</tr>
<tr>
<td>ATCC</td>
<td>idex</td>
<td>Robertson Direct</td>
</tr>
<tr>
<td>Avanti polar lipids</td>
<td>Ikon</td>
<td>Roccoware</td>
</tr>
<tr>
<td>Barnes &amp; Noble</td>
<td>indium/buy solder.com</td>
<td>Scivex</td>
</tr>
<tr>
<td>Beckman Coulter</td>
<td>Inorganic ventures</td>
<td>SGE</td>
</tr>
<tr>
<td>Bellco</td>
<td>Instrumentors Supply Inc</td>
<td>Shel Lab</td>
</tr>
<tr>
<td>Best Buy</td>
<td>Invitrogen</td>
<td>Sigma Aldrich</td>
</tr>
<tr>
<td>Bio-Rad Laboratories</td>
<td>Iotech</td>
<td>Spectrum chemical</td>
</tr>
<tr>
<td>BioVision</td>
<td>Jameco</td>
<td>Spectrum labs</td>
</tr>
<tr>
<td>BLD Science</td>
<td>Kabaili</td>
<td>Staples</td>
</tr>
<tr>
<td>Boating store.com</td>
<td>Kurt J Lesker</td>
<td>Sterlitech</td>
</tr>
<tr>
<td>Bruker AFM</td>
<td>Labjack</td>
<td>stem chemicals</td>
</tr>
<tr>
<td>budget sensors</td>
<td>Lampire</td>
<td>Swagelok</td>
</tr>
<tr>
<td>Capitol Scientific</td>
<td>Lenox Laser</td>
<td>SRM</td>
</tr>
<tr>
<td>CDI</td>
<td>Life Technologies</td>
<td>TCI America</td>
</tr>
<tr>
<td>Cerilliant</td>
<td>Light labs</td>
<td>Ted Pella</td>
</tr>
<tr>
<td>chemglass</td>
<td>Makerbot</td>
<td>Telecom</td>
</tr>
<tr>
<td>Cole-Parmer</td>
<td>McMaster Carr</td>
<td>That Pet Place</td>
</tr>
<tr>
<td>Contractor's Solutions</td>
<td>MedArray</td>
<td>Thermo Scientific</td>
</tr>
<tr>
<td>Cook Medical</td>
<td>Microscope Solutions</td>
<td>Thomas Scientific</td>
</tr>
<tr>
<td>Costco</td>
<td>Microscope.com</td>
<td>Thorlabs</td>
</tr>
<tr>
<td>copier</td>
<td>Millipore</td>
<td>Tisch International</td>
</tr>
<tr>
<td>Danger den</td>
<td>MP Biomedical</td>
<td>Uhaul</td>
</tr>
<tr>
<td>Delta Adsorbents</td>
<td>MSC</td>
<td>United States Plastic Corp</td>
</tr>
<tr>
<td>Dell</td>
<td>Nanocomposix</td>
<td>Upchurch Scientific</td>
</tr>
<tr>
<td>DHL</td>
<td>Newark</td>
<td>US element 14</td>
</tr>
<tr>
<td>Digi-Key</td>
<td>newegg.com</td>
<td>USP</td>
</tr>
<tr>
<td>Dionex</td>
<td>Newegg business</td>
<td>Utah Medical Products</td>
</tr>
<tr>
<td>Double O electronics</td>
<td>Newpig</td>
<td>UTECH</td>
</tr>
<tr>
<td>DoveBid</td>
<td>Newport</td>
<td>UTEX</td>
</tr>
<tr>
<td>Ebay</td>
<td>Nordson EFD</td>
<td>Validyne</td>
</tr>
<tr>
<td>ecompressedair</td>
<td>OfficeMax EMPLOYEE</td>
<td>Vernier</td>
</tr>
<tr>
<td>EMD</td>
<td>Office Max</td>
<td>Vici/Valco</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>Energy Federation Consumer Division</td>
<td>Omega</td>
<td>VitroCom</td>
</tr>
<tr>
<td>Entegris</td>
<td>paper direct</td>
<td>VWR</td>
</tr>
<tr>
<td>Eppendorf</td>
<td>Parr</td>
<td>Walmart</td>
</tr>
<tr>
<td>Fastenal</td>
<td>Paypal</td>
<td>Ward's Scientific</td>
</tr>
<tr>
<td>FedEx</td>
<td>Perkin Elmer</td>
<td>Western Analytical</td>
</tr>
<tr>
<td>Fidelity</td>
<td>Peprotech</td>
<td></td>
</tr>
<tr>
<td>Fisher Scientific</td>
<td>PGC Scientifics</td>
<td></td>
</tr>
</tbody>
</table>
# Doctoral Deliverables Timeline

**Oregon State University**  
School of Chemical, Biological, and Environmental Engineering  
Ph.D. Timeline  
Version 08-31-2018

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>Fall</td>
<td>Attend Graduate Orientation</td>
</tr>
<tr>
<td>1st</td>
<td>Winter</td>
<td>Complete Rotations</td>
</tr>
<tr>
<td>1st</td>
<td>Winter</td>
<td>Complete Major Professor Selections</td>
</tr>
<tr>
<td>1st</td>
<td>Spring</td>
<td>Submit Program of Study</td>
</tr>
<tr>
<td>2nd</td>
<td>Fall</td>
<td>Complete Qualification Exam</td>
</tr>
<tr>
<td>2nd</td>
<td>Spring</td>
<td>Complete Oral Preliminary Exam</td>
</tr>
<tr>
<td>3rd</td>
<td>Winter</td>
<td>Present Poster at Graduate Open House</td>
</tr>
<tr>
<td>4th</td>
<td></td>
<td>Present research in Graduate Seminar (CBEE 507)</td>
</tr>
<tr>
<td>5th+</td>
<td></td>
<td>Defend thesis</td>
</tr>
</tbody>
</table>
CBEE Graduate Degree Programs
Graduate Student Academic Progress

The process for evaluating Academic Progress for graduate students in the School of CBEE may include 4 steps (in chronological order through academic year):

- 1. Planning Ahead (complete within first term, revised as necessary at end of AY) - page 3 of this document
- 2. Graduate Competency List (complete within first term, revise as necessary at end of each AY) - page 5
- 3. Assessment of Progress on Milestones (due at end of each AY) - page 6-8
- 4. Graduate Education Performance Plan (following an unsatisfactory assessment) - page 9 of this document

Definition of Satisfactory Academic Progress

Satisfactory progress toward completing a graduate degree in CBEE graduate programs requires:

- An annual written assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student’s graduate committee;
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student;
- Successfully passing relevant exams outlined by the Graduate School and the CBEE program,
- Timely* compliance with all Graduate School and programmatic requirements** for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen.

*Students who are restricted from full course loads may negotiate a longer time frame in consultation with the Associate School Head for Graduate Programs and their major professor.

**Students with overdue program materials may have holds placed on their registration by the Graduate School and may not be eligible for funding opportunities such as the Laurels Block Grant Scholarship, COE Fellowships, and COE School level Awards.
Plan for Assessment of Graduate Student Satisfactory Academic Progress

- Early in their program (e.g., during their third term of enrollment) students should collaborate with their major professor and graduate committee to establish standards and expectations of satisfactory progress for that student’s program.
- Student progress will be assessed annually.
- An assessment of student academic progress is made by the student, the student’s major professor and, if requested, by other members of the student’s graduate committee. Any member of the committee may write an evaluation of student progress for inclusion in the assessment package, but this is optional.
- It is the responsibility of the student to write a self-assessment narrative, arrange to meet with their major professor to review academic progress, and to submit the assessment package to the Graduate Coordinator no later than June 30th each year. The assessment package consists of the self-assessment narrative, any assessments written by committee members, and the signed and completed Assessment of Graduate Student Academic Progress form.

Process:
1. Each spring term, every graduate student in a CBEE graduate program will fill out the ‘Completion of Milestones’ section of the ‘Assessment of Graduate Student Academic Progress’ form (Pg 6 of this document) and attach a written self-assessment narrative. The student may want to discuss their advisor’s expectations for various categories of progress or professional development prior to writing the self-assessment.

   Self-Assessment Narrative:
   The written self-assessment should summarize activities undertaken by the student since the last review and should address:
   a. Progress on course work and timeline for courses remaining to be completed,
   b. Brief description of research topic and progress made,
   c. Progress on writing thesis,
   d. Reflection on goals from previous year
   e. Participation in career and professional development opportunities
   f. Goals for the coming year
   g. Any other relevant information, including any impediments to progress.

2. The student will then schedule a meeting with the major professor to review the student’s self-assessment, progress, and accomplishments over the past year. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input the student should obtain their signature on the Assessment of Graduate Student Progress form.

3. The major professor reviews the student’s materials and then fills out and signs the Assessment of Graduate Student Academic Progress form. Although optional, the major professor (or any committee member) is strongly encouraged to document their assessment of the student’s progress in writing for inclusion in the assessment. It should be noted that signing the assessment without any written assessment will indicate agreement with the student’s written narrative. These written comments may be helpful to document expectations for the coming year. The student signs the form and is responsible for submitting the narrative and the signed and completed Assessment of Graduate Student Academic Progress form to the Graduate Program Coordinator for inclusion in the student’s permanent record by June 30th each year.

4. If the student’s progress is unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan (page 7) that contains measurable milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the - and filed in the student’s permanent record.
1. Planning Ahead for the First Year

Please plan ahead for the coming year in terms of academic milestones, competencies, professional and career development, etc. Use the table for formal academic milestones and the space below for other goals. The idea is that you use this opportunity to plan ahead for the year with your major professor and committee, and the assessment is then used to take stock and see how things have progressed.

To Be Filled Out By Student

Student’s name: __________________________  Date: __________________

Date entered CBEE graduate program: ______  Degree program (check one): M.Eng. ___  M.S. ___  Ph.D. ___

Program: __________________________  Date of expected completion: ______

Major Professor Name(s):

________________________________________

Committee Member Names:

________________________________________

________________________________________

________________________________________

________________________________________

Checklist: (Complete those that apply to you; please fill in all dates that are applicable even if it’s your best guess)

<table>
<thead>
<tr>
<th>COMPLETION OF MILESTONES</th>
<th>TIME LINE</th>
<th>DATE COMPLETED OR EXPECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete of Ethics Requirement (CITI RCR or GRAD 520)</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td>Complete laboratory safety training</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td>Draft Program of Study</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td><strong>M.Eng. Degree</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>Second quarter</td>
<td></td>
</tr>
<tr>
<td>Program of Study submitted to the Grad School</td>
<td>End of Second quarter</td>
<td></td>
</tr>
<tr>
<td>Schedule final oral exam</td>
<td>At least 2 week before event</td>
<td></td>
</tr>
<tr>
<td><strong>M.S. Degree</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>Third quarter</td>
<td></td>
</tr>
<tr>
<td>Program of Study submitted to the Grad School</td>
<td>By end of year 1</td>
<td></td>
</tr>
<tr>
<td>Schedule final defense</td>
<td>at least 2 weeks before event</td>
<td></td>
</tr>
<tr>
<td><strong>Ph.D. Degree</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>End of first year</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>End of first year (CHE); End of Fall term of year 2 (ENVE)</td>
<td></td>
</tr>
<tr>
<td>Program of Study Meeting / Submit POS</td>
<td>After passing Qualifying Exam/ by end of 5\textsuperscript{th} term</td>
<td></td>
</tr>
<tr>
<td>Preliminary Exam</td>
<td>End of 2\textsuperscript{nd} year or after approval of Program of Study and completion of most of course work</td>
<td></td>
</tr>
<tr>
<td>Schedule final defense</td>
<td>One quarter before event</td>
<td></td>
</tr>
</tbody>
</table>

This completed form must be submitted to the CBEE Graduate Coordinator before the end of your first term in year 1. In subsequent years, use the annual academic progress forms (page 5 and 6) that are submitted by June 30\textsuperscript{th} each year.

Master's degree flow chart: [http://oregonstate.edu/dept/grad_school/docs/success/Flowchart%20Masters.pdf](http://oregonstate.edu/dept/grad_school/docs/success/Flowchart%20Masters.pdf)

PhD degree flow chart: [http://oregonstate.edu/dept/grad_school/docs/success/Flowchart%20PhD.pdf](http://oregonstate.edu/dept/grad_school/docs/success/Flowchart%20PhD.pdf)

Graduate School Deadlines: [http://gradschool.oregonstate.edu/progress/deadlines](http://gradschool.oregonstate.edu/progress/deadlines)

Please elaborate here on course work, competencies (see page 7), field work, data collection and analysis, conference attendance, publications, thesis chapters, workshop attendance, lab health and safety training, professional and career development events you would like to attend, etc. Anything you and your major professor and/or committee discuss as taking place in the coming academic year. Attach additional pages as necessary.

[...]
CBEE Graduate Degree Programs

2. Graduate Competency List

- **Disciplinary skills and knowledge**
  Knowledge of a student’s chosen field of study, and closely related fields, including history and trends in major findings, concepts, theories, approaches, and context.

- **Transdisciplinary/interdisciplinary skills and knowledge (biophysical and social sciences)**
  Knowledge of the relationship of the student’s field/s of study to social and/or biophysical sciences, and approaches for integration and synthesis during research, outreach, and teaching. For social science students, emphasis is on knowledge of biophysical sciences and how to use them to analyze and interpret information. For biophysical science students, knowledge of social sciences and how to use them to analyze and interpret information.

- **Communication skills (oral, written, pedagogy, professional)**
  Ability to write and speak to diverse audiences in an organized and clear fashion about relevant areas of expertise, both disciplinary and inter/transdisciplinary. Ability to modify oral and written communications for specific audiences. Knowledge of contemporary electronic tools for communication, such as for supporting lectures, social media, and blogs.

- **Critical thinking skills**
  Ability to evaluate the quality, context, scale, and biases in information, and to synthesize diverse kinds of information, in written and oral forms. Capacity for real-time discussion of biophysical and social systems and their interactions.

- **Research skills (quantitative, qualitative)**
  Knowledge sufficient to understand the use of quantitative and qualitative summaries of data as evidence for conclusions and scientific inference. This can include skills and knowledge with statistical, mathematical, graphical and process models sufficient to plan, implement, analyze and interpret research.

- **Research ethics**
  Knowledge of processes and guidelines for assuring that research is conducted in socially and professionally acceptable and legal ways, while minimizing and managing conflicts of interest. Topics of relevance may include conduct general ethics, peer review, bias during data analysis and presentation, plagiarism, animal welfare, treatment of human subjects, collaboration, and authorship.

- **Policy analysis/interpretation**
  Knowledge of the laws, regulations, social institutions, and governance processes relevant to application of a student’s disciplinary and/or inter/transdisciplinary areas of study.

- **Teaching (PhD only)**
  Knowledge of contemporary, relevant STEM teaching methods, and experience in their application in classrooms, online, and technical/professional environments. Experience in development of a classroom and/or online course, including development of a course syllabus that includes learning outcomes, lectures, laboratories, student assignments, and evaluation methods.

The competencies are not course requirements. Rather they can be acquired in a variety of ways. Life experiences, field experiences, extra-curricular activities and independent study are all examples of how a competency could be met. Students and their committees should be discussing how the student meets or will meet them.
To be filled out by the student

Student’s name: ___________________________ Date: __________________________

Date entered CBEE graduate program: ______  Degree program (check one): MEng M.S. Ph.D.

Program: ___________________________ Date of expected completion: ___________

Major Professor Name(s):

Committee Member Names:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Checklist: (Complete those that apply to you; please fill in all dates that are applicable even if it’s your best guess)

<table>
<thead>
<tr>
<th>COMPLETION OF MILESTONES</th>
<th>TIME LINE</th>
<th>DATE COMPLETED OR EXPECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Degrees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete of Ethics Requirement (CITI RCR or GRAD 520)</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td>Complete laboratory safety training</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td>Draft Program of Study</td>
<td>First quarter</td>
<td></td>
</tr>
<tr>
<td>M.Eng. Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>Second quarter</td>
<td></td>
</tr>
<tr>
<td>Program of Study submitted to the Grad School</td>
<td>End of second quarter</td>
<td></td>
</tr>
<tr>
<td>Schedule final oral exam</td>
<td>At least 2 week before event</td>
<td></td>
</tr>
<tr>
<td>M.S. Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>Third quarter</td>
<td></td>
</tr>
<tr>
<td>Program of Study submitted to the Grad School</td>
<td>By end of year 1</td>
<td></td>
</tr>
<tr>
<td>Schedule final defense</td>
<td>at least 2 weeks before event</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish Graduate Committee</td>
<td>End of first year</td>
<td></td>
</tr>
<tr>
<td>Event</td>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Qualifying Exam</td>
<td>End of first year (CHE); End of Fall term of year 2 (ENVE)</td>
<td></td>
</tr>
<tr>
<td>Program of Study Meeting / Submit POS</td>
<td>After passing Qualifying Exam/ by end of 5th term</td>
<td></td>
</tr>
<tr>
<td>Preliminary Exam</td>
<td>End of 2nd year or after approval of Program of Study and completion of most of course work</td>
<td></td>
</tr>
<tr>
<td>Schedule final defense</td>
<td>One quarter before event</td>
<td></td>
</tr>
</tbody>
</table>
Progress form

2. Major Professor Assessment of Progress:

Major professor(s): Please discuss your responses with your student.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>QUESTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Student is making satisfactory progress in completing his/her course work.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student is making satisfactory progress in research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student is making satisfactory progress in writing of his/her thesis.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student has participated in professional and/or career development opportunities</td>
</tr>
</tbody>
</table>

3. Signatures:

I have reviewed the student’s milestones (above) and self-assessment narrative, have completed the ‘Major Professor Assessment of Progress’ (left), and confirmed that the student understands my responses.

________________________________________
Major Professor Signature(s)  Date

________________________________________
Committee Member Signature(s) (optional)  Date

I understand my major professor(s)' assessment of my progress (left), and am now submitting this fully completed form to the Graduate Coordinator with my self-assessment narrative attached.

________________________________________
Student Signature  Date

This completed form must be attached to the self-assessment narrative and submitted to the CBEE Graduate Coordinator before June 30th each year.

Graduate Student Self-Assessment Narrative

The self-assessment conveys progress since the last assessment cycle and should include the following:

1. Progress on course work and timeline for courses remaining to be completed,
2. Brief description of research topic and progress made,
3. Progress on writing thesis,
4. Reflection on goals from previous year (if any)
5. Participation in career and professional development opportunities
6. Goals for the coming year
7. Any other relevant information, including any impediments to progress.

It is the responsibility of the student to write a self-assessment narrative (attach separate page), arrange to meet with their major professor to review academic progress, and to submit the assessment package to the Graduate Coordinator no later than June 30th each year. The assessment package consists of the self-assessment narrative, any assessments written by committee members, and the signed and completed Assessment of Graduate Student Academic Progress form.
CBEE Graduate Degree Programs

4. Graduate Education Performance Plan

This form is intended to monitor a student's performance towards degree completion resulting from an unsatisfactory review at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student ____________________________

Major Professor ____________________________

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures

________________________________________ Date __________________

Student

________________________________________ Date __________________

Major Professor

________________________________________ Date __________________

Associate Head for Graduate Programs
CBEE Student Evaluation Process

1) Graduate Program Coordinator begins form with first year students as part of Orientation. Discussion of their responsibilities and timelines.

2) By the end of Year One, student will be matched with research advisor. Major professor and student finish the First Year information, and plan for year 2, filing the completed assessment (progress form and student narrative by June 30.

3) Before the end of Year 2, Major professor and student complete the Assessment, filling in additional milestone dates as completed and the Progress form. Student completes a self-assessment narrative to discuss with major professor and attach to progress form. Assessment, Progress form and Student Self-assessment submitted to Graduate Coordinator by June 30.

4) If Student receives an unsatisfactory review during the annual assessment the Performance Plan form constitutes the plan of action to identify deficiencies and correct them. Submitted to the Graduate Program Coordinator by June 30 for the student’s permanent file.
CBEE Graduate Student EH&S Lab Safety Training

Student Name:
Date:
Student ID #:

Video title:
Written summary of the important concepts and information in this video: