Graduate Student Policies and Procedures Manual
2018-2019

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CHEMICAL ENGINEERING DEPARTMENT
AND GRADUATE SCHOOL
POLICIES AND PROCEDURES MANUAL

REQUIREMENTS FOR A GRADUATE DEGREE

COURSE REQUIREMENTS

*Departmental Core Graduate Courses*

The following five courses or equivalent are required by all those studying for an advanced degree in chemical engineering:

- ChE 5044 Engineering Mathematics Fall
- ChE 5094 Advanced Chemical Engineering Kinetics Fall
- ChE 5125 Transport Phenomena I Fall
- ChE 5126 Transport Phenomena II Spring
- ChE 5144 Advanced Thermodynamics Fall

*Department of Chemical Engineering Elective Courses*

- ChE 5034 Introduction to Polymer Materials
- ChE 5214 Polymeric Biomaterials
- ChE 5304G Advanced Biological Transport Phenomena
- ChE 5334G Colloid & Interface Science
- ChE 5544G Advanced Protein Separation Engineering
- ChE 5564 Non-Newtonian Fluid Mechanics

*Not all electives are offered each year.*

*Registration*

Students register electronically using HOKIE SPA which is accessed by using their PID (personal identifier). New students can register beginning about 2 weeks before the semester starts during the published registration dates set by the Registrar’s Office. The Timetable of Classes and the dates and deadlines can be found on the HOKIE SPA website. Continuing students are given an eight-day period in the middle of each semester to register electronically for classes for the next semester. Students may adjust their schedules using the DROP/ADD feature during the scheduled time
periods. The Add period ends after the first week of classes and the Drop period lasts for a larger part of the semester.

Students must be registered for at least 12 credit hours each semester (Fall and Spring). Graduate students do not need to enroll for classes in the summer, unless they are planning to complete an exam (preliminary or final). Students would need to be registered for at least 3 credit hours if they are planning to do their preliminary exam in the summer and for the one hour SSDE (Start of Semester Defense Exception) if they are doing their final exam. More information about exams can be found later on in this manual.

Note that since research credits are variable, the amount of hours taken will need to be entered for those courses. Research hours should not be taken until a research advisor has been assigned. Also, the departmental seminar course, ChE 5944, is a required class for all graduate students each semester.

**Academic Eligibility**

All candidates for graduate degrees must maintain a 3.0 "B" grade point average (GPA) overall and on the plan of study. In addition, the Department of Chemical Engineering requires that each student maintain a "B" average for all courses numbered 5000 and above. Failure to maintain this average in graduate study requires that you be placed on departmental probation. Enrollment for one semester of probation is usually permitted to remedy an unsatisfactory GPA. If a student fails to make satisfactory progress toward the degree, permission may be denied to continue the program. This decision may be reached by the advisory committee or the department head and recommended to the Graduate School.

**Temporary Advisors**

New graduate students will be assigned a temporary advisor for the first semester or until a research advisor is chosen. Students should talk with their temporary advisor when making decisions concerning registration. Students on assistantships will register for the core courses plus the seminar course and any additional elective courses to equal at least 12 credit hours each semester. Once they start doing research, they can register for Research and Thesis (MS) or Research and Dissertation (PhD) hours.

**PLAN OF STUDY**

The Plan of Study is your schedule of research and coursework to complete your degree. The plan should be submitted to the department to be entered and sent electronically to the Graduate School for approval according to the following schedule:

- **MS & MEng**: Due by end of the second academic semester.
- **PhD**: Due by end of the third academic semester.
A blank form to use for submitting the plan of study is available from the ChE Department website at www.che.vt.edu. (See Appendix for sample forms). You must complete the form and have it signed by the members of your research advisory committee. The completed form is submitted to the Departmental Graduate Program Coordinator for further processing electronically. The Department Head and then the Graduate School approve the plan and the student will receive a pdf copy for his/her records. Another copy is placed in the student's file. Students may also access their approved plan of study via HOKIE SPA. The plan must contain the 14 credits of core courses in transport phenomena, thermodynamics, kinetics and mathematics, as well as the additional required credits for the specific degree.

Changes that may occur relative to this plan should be immediately filed with the Departmental Graduate Program Coordinator so that at the time of graduation, there will be no question by the Graduate School as to what the student's program has been and if it meets the requirements for graduation. Once a course included on the Plan of Study is taken for a grade, it cannot be eliminated from the Plan of Study. The form necessary to make these changes may be obtained from the Graduate School website.

Your Plan of Study is usually completed with the help of your advisor and committee members. You must obtain at the minimum a 3.00 GPA on all courses listed on the Plan of Study, including prerequisite and supporting courses.

A maximum of three credit-hours of seminar for MS and MEng degrees and four credit-hours for PhD may be included on the plan of study. Courses numbered below 4000 are not counted toward the minimum credits required for the MS, MEng or PhD degree. For clarification on any point, you are encouraged to consult the Graduate Catalog on the Graduate School's website (www.graduateschool.vt.edu).

Requirements for a Master of Engineering (MEng) Degree (Project & Report)

Minimum total credits = 30

- minimum of 24 graded credit hours which may include:
  - maximum of 9 credits total of 5974, 5984 and 6984 courses
  - maximum of 6 credits of 4000 level undergraduate coursework
  - maximum of 3 credits of 5944 (seminar)
  - all other coursework must be 5000 level or higher

- minimum of 3 credits of 5904 (Project and Report) and a maximum of 6 credits (Note: Project and Report cannot be used on PhD plan of study)

The requirements for a MEng degree are basically the same as for a MS degree except for the minimum and maximum number of credit hours. A MEng student must take a minimum of 24 graded credit hours. He/she must register for a minimum of three and a maximum of six credit hours of ChE 5904, Project and Report. The student must have a final oral examination and turn in a final project report to his/her advisory committee. This document does not have to be turned in to the Graduate School. The student must
be registered for ChE 5904, Project and Report before and/or during the semester he/she takes the final examination and completes his/her degree requirements. The composition of the report will be at the discretion of the student's advisory committee. The guidelines for the plan of study should be the same as for a MS degree other than the minimum and maximum credit hours. A minimum of 30 total credit hours is required. Note: ChE 5904, Project and Report, cannot be used on plan of study for PhD.

**Requirements for a Master of Engineering (MEng) Degree (Non-Thesis)**

(optional additional degree for direct-PhD students)

Minimum total credits = 30

- minimum of 30 graded credit hours which may include:
  - maximum of 9 credits total of 5974, 5984 and 6984 courses*
  - maximum of 6 credits of 4000 level undergraduate coursework
  - maximum of 3 credits of 5944 (seminar)
  - all other coursework must be 5000 level or higher

  *Independent Study (5974) course during the student's first three semesters can be used to fulfill the course requirements for the MEng, if needed. Student's advisor would be instructor for the Independent Study. The Independent Study form would need to be submitted to the Graduate Program Coordinator two weeks before the semester in which the Independent Study would take place.

MEng degree would be awarded during the semester that the student completes their preliminary exam, as long as all courses listed on the MEng plan of study have been completed.

**Requirements for a Master of Science (MS) Degree**

Minimum total credits = 30

- minimum of 20 graded credit hours which may include:
  - maximum of 6 credits total of 5974, 5984 and 6984 courses
  - maximum of 6 credits of 4000 level undergraduate coursework
  - maximum of 3 credits of 5944 (seminar)
  - all other coursework must be 5000 level or higher

- minimum of 6 credits of 5994 (Research and Thesis)

Fourteen hours of 5000 level and higher courses will be the major core courses in chemical engineering (ChE 5094--Kinetics; 5125--Transport I; 5126--Transport II, 5144--Thermodynamics and 5044--Engineering Mathematics). The remainder of the plan of study may concentrate in fundamental areas of study such as transport phenomena, reaction kinetics, or polymers. The student may pursue fundamental study in topics related to the application of fundamentals such as polymer engineering, biochemical engineering or natural resource utilization. You will be encouraged to
recognize the interdisciplinary nature of chemical engineering study and may choose background courses from chemistry, physics, mathematics, the life sciences, or other engineering fields.

**Requirements for a Doctor of Philosophy (PhD) Degree**

Minimum total credits = 90*

- minimum of 27 graded credit hours at the 5000 level or higher which may include:
  - maximum of 18 credits total of 5974, 5984 and 6984 courses
  - maximum of 4 credits of 5944 (seminar)

- maximum of 6 credits of graded 4000 level undergraduate coursework

- minimum of 30 credits of 7994 (Research and Dissertation)

* A maximum of 50 percent of the graded credit hours may be in the form of approved transfer credits.

Other important requirements for the PhD degree are the successful passing of the PhD qualifying examination, as well as the successful completion of a preliminary examination and passing of a final defense (oral exam) related to the student’s research project. The details of these requirements are described in subsequent sections.

In addition to a PhD degree, students will also be awarded a Master of Engineering degree upon completion of their preliminary exam. This requires an extra 3 credit hours of coursework and the paperwork described in the checklist for PhD students. The only exception to this is that students with MS degrees in chemical engineering from Virginia Tech or another U.S. university will not need to complete the requirements for a MEng degree.

**SEMINAR REQUIREMENTS**

Attendance at all departmental seminars is required of all Chemical Engineering graduate students. A list of the seminars will be circulated at the beginning of the semester. Additionally, all graduate students must register for ChE 5944, Graduate Seminar, each semester. Any absences from the departmental seminars must be approved by the faculty in charge in advance. All PhD students must present a seminar before completion of their requirements for graduation. The student should see the faculty member in charge of the seminars to schedule their presentation.

**ETHICS AND INTEGRITY REQUIREMENT**

All entering ChE graduate students beginning in Fall 2014 and after will be required to complete the following to satisfy the Ethics and Integrity Requirement.
1. **Attend a half-day orientation prior to the beginning of the fall or spring semester.**
   Attendance is taken at this orientation and will be recorded in each student’s departmental record. At this orientation the ChE Ethics and Integrity Requirements will be presented, and students will be informed of the timeline for satisfying these requirements.

2. **Complete CHE-5944, Graduate Seminar.** During the fall semester, a lecture will be presented on the nature of plagiarism, how to avoid plagiarism, the Virginia Tech Honor System, Intellectual Property, and discussion of the ACS “Chemical Professional’s Code of Conduct” and the AIChE “Code of Ethics”. Attendance at this seminar will be recorded in the student’s departmental record.

3. **Complete the NSF Responsible Conduct of Research (RCR) requirement as implemented at Virginia Tech.** Completing the on-line course created and maintained by the Collaborative Institutional Training Initiative (CITI) satisfies this requirement. On completion of this course, students are awarded a certificate of completion. This certification must be submitted to the ChE Graduate Coordinator within the first month of graduate enrollment, and will be recorded in the student’s departmental record. The website for the on-line course is: [http://www.research.vt.edu/research-integrity-office/responsible-conduct-research/nsf.html](http://www.research.vt.edu/research-integrity-office/responsible-conduct-research/nsf.html)

Students will record completion of this requirement on their plan of study when it is submitted for departmental and Graduate School approval.

**THESIS TOPIC SELECTION**

Students will be issued a document during the Fall Semester that will contain short descriptions of research topics from each faculty member within the Department. Soon thereafter faculty presentations will be scheduled by the Graduate Committee. Each graduate student who is selecting a topic must attend these scheduled presentations, which are usually held before the end of the Fall Semester. Following these presentations, two to three weeks are given for the student to further discuss any specific topics with the individual faculty member. Next, a list of the student's choices of advisors is submitted to the departmental Graduate Program Coordinator. This list of choices should include at least three different professors such that when the Graduate Committee (in conjunction with the faculty) looks over the student's choices, a degree of flexibility will exist regarding the assignment of research advisors. Based on several factors such as research support of the given advisor and the size of their particular research group, assignments are made. Whenever possible, the faculty will try to match the student with their first choice of research project. It should be emphasized that this match is not always possible.

**GRADUATE RESEARCH ADVISORY COMMITTEE**

The graduate research advisory committee for Masters candidates should consist of at least three faculty members. These include the research advisor (who will act as chairman of the advisory committee), a second member of the chemical
engineering faculty, and a third member of the committee who may be chosen from the chemical engineering faculty or one of the other faculty at this University. Additional members of the research advisory committee may be chosen at the discretion of the research advisor and the student.

If a student is planning to use a non-Virginia Tech faculty member on their advisory committee, that person will need to be approved by the Graduate Dean. There is a form (see Appendix) that will need to be completed and sent to the Graduate School along with a current copy of the person's vita. Once the person has been approved by the Graduate School, they will be issued an ID # so they may be added to the plan of study.

The research advisory committee for PhD candidates should consist of at least four faculty members. These include the research advisor and three additional members including at least two from the Department of Chemical Engineering.

The research advisory committee is responsible for approving the plan of study, evaluation and approval of the research proposal and should be available for consultation and advice during the entire duration of the research project.

ANNUAL GRADUATE STUDENT EVALUATION REPORT

The student's advisor and/or committee are required to conduct a yearly review of a student's academic progress. The Annual Graduate Student Evaluation Form is located on the Chemical Engineering website. The self-evaluation portion of the form should be completed by the student, then given to their advisor for his/her comments. The student and advisor should set up a meeting to discuss the complete evaluation, sign and then return the form to the Graduate Program Coordinator by the specified deadline. These forms should be done during Spring semester of each year.

QUALIFYING EXAMINATION FOR PHD CANDIDATES

In order to qualify as a PhD candidate within the Department of Chemical Engineering, the student must pass the qualifying examination, which will be a research-based oral exam given in the week immediately preceding the first week of classes in the Fall semester. An exam committee of at least three members of the Chemical Engineering Faculty will conduct the exam. The exam committee will recommend a result to the Graduate Committee based on (a) the student's grades in graduate school; (b) the advisor's comments and (c) the student's abilities demonstrated in an oral exam. The exam will be preceded by a discussion of (a) and (b) by the exam committee, and preparation of a 20-30 minute research talk and an abstract by the candidate.

The exam
Topic: The student should prepare a proposal for a research project into a new area of engineering or science. The topic should be decided in conjunction with the student's research advisor. The intention of the exercise is that the student will be designing the research that the student will do for their Ph.D. research, and presenting it to faculty,
some of whom may later be on their thesis committee. The student is not obliged to
continue research on the topic of their Qualifier exam. If the student and advisor prefer,
the student may concentrate their efforts on describing the first year of the proposed
research.

Abstract: The student should prepare an abstract for their talk, and submit it
electronically to the Graduate Program Coordinator no later than 3 days before their
Qualifier exam. The style of the abstract should be similar to the Intellectual Merit
section\(^1\) of the Project Summary\(^2\) given in an NSF proposal, and the length should not
exceed one page.

Oral Exam: The task is to propose a topic and a course of research to improve
understanding of that topic. The following subsections may be useful when preparing
the talk: (1) the hypothesis. It is useful for the student to prepare a one sentence
hypothesis or "thesis statement" in addition to more detailed objectives described in (6);
(2) the application or scientific interest that makes the topic worthy of study; (3)
background literature and theory (4) outline of methods to be used; (5) preliminary
estimates of the magnitude of effects or resolution of experiments; (6) plan or timeline;
and (7) rationale: how will your results test your hypothesis? During the exam, the
committee will ask questions on the research topic and may ask questions on any area
of chemical engineering, particularly those in which course grades suggest deficiencies.
All members of the thesis committee are welcome to attend. Preliminary results are not
required but may be included.

Possible grades for the exam are: Pass, Conditional Pass, Fail, Discontinuing Fail.
Fail: Student has the opportunity to retake the exam.
Discontinuing Fail: The student is no longer in the Ph.D. Program

Timing: the exam will take place in the week immediately prior to the Fall semester, in a
set of blocks arranged by research areas.

**PRELIMINARY EXAMINATION: PHD CANDIDATES**

The preliminary examination is required of all doctoral students. The proposal
and its preparation, discussion and utility, are determined by the student's PhD advisory
committee. An oral examination of the PhD candidate's research proposal will be
conducted by the student's advisory committee shortly after the submission of the
written proposal. The preliminary exam must occur within the first three years after

\(^1\) Intellectual Merit: How important is the proposed activity to advancing knowledge and understanding within its
own field or across different fields? How well qualified is the proposer (individual or team) to conduct the project?
(If appropriate, the reviewer will comment on the quality of prior work.) To what extent does the proposed activity
suggest and explore creative, original, or potentially transformative concepts? How well conceived and organized
is the proposed activity? Is there sufficient access to resources?

\(^2\) NSF Project Summary: The proposal must contain a summary of the proposed activity suitable for publication,
not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained
description of the activity that would result if the proposal were funded. The summary should be written in the
third person and include a statement of objectives and methods to be employed. It must clearly address the
intellectual merit of the proposed activity. It should be informative to other persons working in the same or related
fields and, insofar as possible, understandable to a scientifically or technically literate lay reader.
enrollment in the PhD program for students commencing in Fall 2011 and subsequent semesters. To avoid tuition charges in the summer, preliminary exams should be conducted during Fall and Spring semesters. Preliminary exams should not be scheduled any later than the first two weeks at the beginning of the Fall or Spring semester following the three-year time limit.

The student should schedule their preliminary exam by using the Electronic Signature Approval System on the Graduate School’s website. The student's advisory committee will automatically receive an e-mail from the Graduate School asking them to approve the schedule for the exam. The examination must be scheduled between the first day of class and the last day of final examinations in an academic semester. After the exam, the advisory committee will approve or disapprove the exam using the Electronic Signature System.

One negative vote is permitted on the preliminary examination. If performance on the preliminary examination is unsatisfactory, one full semester must lapse before the administration of a second examination. The preliminary exam may only be attempted twice.

PROCEDURES FOR THE DEFENSE OF A GRADUATE THESIS/DISSERTATION

A final oral examination is required of each candidate for the MS and PhD degrees. The student must be registered during the semester he/she takes the final examination and completes his/her degree requirements. If registration is for defense only, the minimum registration is for 3 credit-hours, unless the student is on an assistantship. Students on assistantship or fellowship must be registered for a minimum of 12 credit hours as specified in the Graduate Catalog. If a student is not on an assistantship and will be defending within the first 5 weeks of the semester, they may be eligible for defending student status and may be registered for one hour by the Graduate School (see Defense Only Registration below).

At least two weeks before the date of the final examination, the student should schedule their final oral exam by using the Electronic Signature Approval System on the Graduate School’s website. The student’s advisory committee will automatically receive an e-mail from the Graduate School asking them to approve the schedule for the exam. The examination must be scheduled between the first day of class and the last day of final examinations in an academic semester. Students graduating in the Spring will be required to submit the completed and corrected thesis/dissertation to the Graduate School at least ten full days (excluding Saturdays and Sundays) before the day on which commencement exercises are held. Deadlines are posted on the Graduate School website. After the exam, the advisory committee will use the Electronic Signature System to approve the oral exam as well as approve the ETD once it has been submitted.

iThenticate

Beginning with Summer 2018, graduate students are required to verify that their ETDs (electronic thesis and dissertations) are appropriately written and cited. The
Graduate School provides a resource and tool known as iThenticate to review their written materials (e.g., papers, article drafts, drafts of thesis/dissertations, etc.). Before a student can schedule their final exam, they must run their ETD through iThenticate and the similarity report must be reviewed by the student and their advisor prior to scheduling the final exam. The final similarity report must be included in the submission of the ETD to the Graduate School. Instructions for using iThenticate can be found on the Graduate School’s website.

**DEFENSE ONLY REGISTRATION**

Start of Semester Defense Exception (SSDE) is a special enrollment category for students who have fulfilled all requirements, including advisory committee review and agreement that the thesis or dissertation is ready for defense, and are registering only to take the final oral examination. The defense must be scheduled during the first five weeks of the semester.

To qualify for start of semester defense exception, a student must have:
- completed all requirements (including passing grades on all courses on the plan of study), except for the final exam and
- submitted the final copy of the thesis/dissertation to the advisory committee within the first three weeks of the semester and at least two weeks before the defense and
- received permission from the advisory committee, who have read the document and consider it ready for defense (to the extent that the student can make corrections and submit the ETD within two weeks of the defense) within the first three weeks of the semester and
- been enrolled in at least three credit hours the preceding semester and submitted the SSDE form to the Graduate School by the Friday of the third week of classes or no later than three weeks prior to the defense, whichever date comes first

**Scheduling a Final Exam within the Start of Semester Defense Exception Timeline**

To defend under SSDE, a student must schedule and attend the defense according to the following timeline:

Within the first three weeks of the semester:
1. Submit SSDE form to the Graduate School
2. Wait for the Graduate School to enroll student in 1 cr (students cannot enroll themselves)
3. Submit Application for Degree in HokieSPA
4. Submit Request for Final Examination (at least two weeks prior to the exam date) in the Electronic Signature System

International students who qualify for SSDE must defend (complete final exam) within the first 5 weeks of the semester to maintain immigration status.

Students may be on SSDE status anytime during the Summer and still be on an assistantship. The SSDE form should be submitted at the beginning of the session in which the student plans to defend their thesis/dissertation.
APPLICATION FOR DEGREE

Students should complete an Application for Degree during the semester they plan to complete their degree requirements. Applications can be submitted online through HOKIE SPA. The deadlines for submission of the Application for Degree are as follows:

Completing Degree Requirements in:                               Apply on or before:
                                      June 1st
                                      August 1st
                                      December 1st
                                      October 1st
                                      March 1st

SUBMISSION OF THESIS/DISSERTATION

All graduate students are required to submit their thesis/dissertation electronically. The Graduate School has software that will allow documents to be converted to PDF files that can be received by different computer platforms and operating systems. Electronic theses and dissertations will be forwarded to the library and made available on the World Wide Web. Documents will be fully word searchable and will therefore become much more accessible to scholars. To obtain more information about electronic thesis/dissertation, you may access the website at http://etd.vt.edu. The Graduate School conducts periodic workshops for instructions on using the electronic thesis/dissertation software. Keep an eye out for the announcements.

If a student cannot meet the two-week requirement after the defense to turn in their electronic thesis/dissertation, their advisor must send an e-mail request to the Graduate School asking for an extension. If an extension is not asked for and the student does not turn the ETD in within two weeks, the application for degree for that semester will be terminated and the student will have to enroll for the next semester.

The Department does not require a hard copy of the thesis/dissertation because of limited storage space, however, the graduate advisor may request a hard copy for his or her use.

FINANCIAL SUPPORT

The Department will make every effort to supply financial aid to qualified MS and PhD students. This aid may take the form of internally-funded or externally-funded fellowships and scholarships, support as a graduate research assistant on sponsored research projects, or as a teaching assistant supported by state and/or departmental resources.

Graduate students of "regular" status may be offered graduate assistantships. Stipends are determined by student's qualifications (i.e., academic achievement and experience) and the work required of the student. Exact stipends are determined
annually based on the departmental review of the student's prior qualifications and academic/research performance according to different stipend levels set by the Graduate School.

An assistantship constitutes half-time (20 hours/week) commitment. Students on an assistantship must be enrolled for 12 credit hours per semester. There are two types of assistantships available: the Graduate Teaching Assistant/Graduate Assistant (GTA/GA) position and Graduate Research Assistant (GRA) position. These are explained in further detail below.

**Graduate Teaching Assistantships**

Typical duties of a teaching assistant are (1) to grade homework assignments, quizzes and tests; (2) to hold regular office hours for the purpose of helping students with problems; and (3) to conduct problem sessions in class. At the discretion of the individual professor, actual duties may include all or some of those listed above. Students appointed to GTA positions must demonstrate a high degree of communication skills. It is the responsibility of the student to understand the specific duties required by the professor in charge of the course. GTAs are funded by departmental monies which are allocated to teaching. It is taxable income for the student.

**Graduate Research Assistantships**

GRA support money comes from sponsored research programs by professors in the Chemical Engineering Department. The funding level of GRA positions is totally at the discretion of the professor directing the research project, therefore, any questions concerning GRA support should be addressed to your major professor. GRA support is taxable income for the student.

**College of Engineering Funding**

**Pratt Graduate Fellowships**

Eligibility: Academically outstanding students. No restriction on national origin or immigration status.

Stipend: Add-on stipends considered research scholarships can be offered to either GTAs or GRAs

**Davenport Fellowships**

Eligibility: Academically outstanding students. Must be U.S. citizen

Stipend: Add-on stipend, amount may vary. Offered to either GTAs or GRAs
Walts Fellowships

Eligibility: Academically outstanding students. Must be U.S. citizen
Stipend: Add-on stipend, amount may vary. Offered to either GTAs or GRAs.

Additional Department Funding

The Mike and Lisa Kender Graduate Fellowship

Eligibility: PhD student, first-year and continuing students
Stipend: Full or partial fellowships, amount may vary. Recipients to be determined by Department Head.

Steven Reese Graduate Assistantship

Eligibility: Graduate student providing teaching or research support to faculty within the department
Stipend: Add-on stipend, amount may vary. Recipients to be determined by Department Head.

Robert Hord Fellowships

Eligibility: PhD student, first-year and continuing students
Stipend: Full or partial fellowships, amount may vary. Recipients to be determined by Department Head.

Moreen E. & Edward P. Kinney, Jr. Scholarship

Eligibility: First-year and continuing graduate students, US citizens or permanent residents.
Stipend: Add-on stipend, amount may vary for GTAs or GRAs. Preference requested by donor: students receiving undergraduate degrees from Canada or West Virginia. Recipients to be determined by Department Head.

Robert C. and Catherine E. Luckner Fellowships

Eligibility: First-year and continuing graduate students, U.S. Citizen or permanent residents.
Stipend: Add-on stipend, amount may vary. Recipients to be determined by Department Head.
Martin R. Tant Graduate Fellowship

Eligibility: First-year and continuing graduate students. Preference given to students working in the polymer science or biomedical engineering area.

Stipend: Add-on stipend, amount may vary. Recipients to be determined by Department Head.

Graduate School Funding

Dean's Diversity Assistantships

Eligibility: U.S. citizens or permanent residents entering first year of graduate study

Stipend: Assistantship stipend plus in-state tuition scholarship

Duration: One year followed by a minimum of one additional year of funding from department.
  • Apply to Graduate School

David W. Francis and Lillian Francis Scholarship Fund

Eligibility: PhD student doing research emphasizing longer, safer and healthier lives in agriculture, engineering, bioinformatics, plant pathology, wood science and forest products, veterinary medicine and biotechnology. Students must be in their final year of research.

Stipend: $18,000 plus tuition

Duration: One academic year.
  • Students are nominated by respective department and selections are made by the Graduate School Dean.

James F. Powell Fellowship

Eligibility: Restricted to long-term Virginia residents with financial need. MS and PhD students entering their first year of graduate study.

Stipend: $20,000 stipend plus in-state tuition.

Duration: One academic year.
  • One nomination per department.

GEM Fellowships (Masters)

Eligibility: Underrepresented minorities in engineering.

Stipend: Stipend of up to $16,000 over 3 semesters. Full tuition and fees for four semesters.

Requirement: Two 12-week summer internships with sponsoring GEM Member Company
• Apply to GEM

**GEM Fellowships (PhD)**

**Eligibility:** Underrepresented minorities in engineering  
**Stipend:** Minimum of $14,000 academic year stipend for up to the 5th year. Full tuition and fees paid by the university  
**Requirements:** 12-week summer internship with sponsoring GEM Member Company. Fellow must accept a research or teaching assistantship after the first year  
• Apply to GEM

**Other Scholarships and Fellowships Available from Outside Resources:**

These require the student to make application to the agency supporting the fellowship. Applications may be obtained from the Sponsored Programs Office. Specific deadlines may apply to these programs. These cannot be reported here as they change each year. More extensive description of these awards is available on the Research and Graduate Studies website.

**NSF Graduate Fellowships**

**Eligibility:** Students with special aptitude for advanced training in science and engineering; U.S. citizens or permanent residents  
**Stipend:** $32,000 for 12-month awards (prorated monthly at $2,666.66 for lesser periods). Tuition & fees paid for Fall and Spring semesters.  
**Duration:** Awards are for 3 years of financial support, tenable over a 5-year period  
• Apply to National Science Foundation

**STUDENT ACCOUNT INFORMATION**

**Electronic Bills**

Student’s account statements are available on-line for viewing and payment through an electronic system called QuickPAY. E-mail notifications are sent to Virginia Tech e-mail addresses when a statement has been posted and available for viewing. Students can access their accounts through HOKIE SPA. You may visit the Bursar's website at [www.bursar.vt.edu](http://www.bursar.vt.edu) to find out more information.

**Late Payment Fee**

If your payment is not received by the designated deadline date, you will be dropped from class rolls, will have to late register, and will be assessed a late payment fee of 10% of the past due balance, not to exceed $125 per term. A reinstatement fee
of $75 is charged if your registration is cancelled due to non-payment of fees. These are two separate fees. Please be sure to pay your fees by the deadline which is located on the timetable of classes website.

**Billing Address**

The Bursar's Office uses the student's Virginia Tech e-mail address to notify students when their statements have been posted and are available for viewing. It is the student's responsibility to view their bills and be sure the necessary payments are made by the due dates. The student should also make sure their contact information is kept up-to-date on HOKIE SPA.

**Budget Tuition Plan**

The Budget Tuition Plan allows a student to divide the cost of tuition and fees into monthly installments by using direct debits to his/her bank account. The cost of this service is a non-refundable $65 application fee. Inquiries about the Budget Tuition Plan should be directed to the Office of the University Bursar. BTP applications may be accessed on their website at [www.bursar.vt.edu](http://www.bursar.vt.edu).

**Graduate Comprehensive Fee Payment Plan**

Students may enroll in the comprehensive fee payment plan through HOKIE SPA once they are registered for classes. A student must be on an assistantship and their tuition remission entered by the hiring department. The plan is available during Fall and Spring semesters at no cost to the student. A new application is required each semester.

**Direct Deposit of Pay**

All employees of Virginia Tech are required to have their pay directly deposited to the bank. You may use the on-line enrollment system within HokieSpa or through MyVT - "University Account Information" menu. Students should complete the Direct Deposit for Payroll Distribution as well as the one for all other VT reimbursements (such as refunds, travel reimbursements, etc.).

**STUDENT MEDICAL INSURANCE**

Virginia Tech offers graduate assistants an enhanced insurance benefit. Assistantship packages will include a medical insurance benefit, covering 88% of the university-sponsored health care premium (for a single student at the $50,000 coverage level). Students must meet the following criteria: 1) must maintain at least a half-time graduate assistantship; 2) enroll in the university-sponsored health insurance plan; and 3) sign up for the payroll deduction option for payment of premiums. To find out the proper procedures for receiving this benefit and the appropriate forms needed, visit the Student Medical Insurance website by following the link on the Graduate School website ([www.graduateschool.vt.edu](http://www.graduateschool.vt.edu)).
INTERNATIONAL STUDENT INFORMATION

General assistance: International Graduate Student Services
Graduate Life Center
Walk-in Hours: Mon., Wed., Fri., - 1:00 - 5:00 pm
Tu. & Thurs. - 9:00 - 12:00 pm

Legal Status

All international students must hold valid non-immigrant status to enroll at Virginia Tech. No international student will be permitted to register for classes prior to the issuance of a Certificate of Eligibility (I-20AB or IAP-66) and the approval of the Immigration Service to attend the university.

Health Insurance for International Students

All international students who began their academic program at Virginia Tech since Fall 1991 must have adequate health and accident insurance. In addition, any spouse and dependent who arrived since September 1992 must also have this insurance. The minimum coverage for each international student and their dependents can be found on the Graduate School website.

In order to prevent difficulties in subsequent registration for classes or possible termination of enrollment, it is the responsibility of the student to either purchase the university sponsored insurance plan, or show proof of other insurance meeting the minimum requirements. Students choosing coverage other than the university sponsored plan must present a completed and signed/certified Alternative Insurance Compliance Form to the Student Medical Insurance Office in 110 Student Services Building. For further information, they can be reached at 231-6226 or e-mail at smi@vt.edu.

Social Security Card Information

All international students must have a Social Security number for employment either on-campus or off-campus. Students may apply for an original Social Security Number (SSN) at a Social Security Administration (SSA) field office by submitting a Form SS-5, Application for a Social Security Card, and providing documentary evidence of age, identity and work-authorized lawful alien status. Documents include: valid passport, Form I-94 (arrival/departure card), I-20 or DS-2019 and proof of employment authorization. The Social Security number is used to record your earnings in this country.

Tax Information

All international students are required to submit Federal and State Income Tax Forms at the end of every year regardless of employment. Forms can be obtained from the Cranwell International Center or Newman Library. There will be a Tax Seminar to help international students in completing tax forms. Please save all receipts from your
bank, tuition payments, W-2 statements from your employer, etc. These documents will be needed to complete the forms. Forms must be submitted by April 15 of each year.

Cranwell International Center

The Cranwell International Center is located at 240 West Campus Drive in Harper Hall. The center serves international students, scholars, faculty and spouses from 120 countries and provides a focal point for an extensive array of educational, cultural and social activities. One of the center’s main purposes is to encourage interchange between the international guests and their U.S. colleagues, including members of the local community. National and international student organizations schedule meetings at the center and student leaders are provided with office spaces.

Other services offered by the center include: crisis support and personal assistance, English conversation groups, social events like International Week and the International Street Fair, orientation sessions and cultural adjustment workshops. The main focus of the center is to provide resources and referrals for international spouses and families. More information may be obtained by calling the center at 231-6527 or visiting their website at www.international.vt.edu.

Virginia Tech Language and Culture Institute

The Virginia Tech Language and Culture Institute offers an Intensive English course to international students. Classes include: conversation, pronunciation, composition, listening, vocabulary and grammar on all levels for full- and part-time study. You may stop by the office at 840 University City Blvd., Suite #2, or visit their website at www.lci.vt.edu. Their phone number is 231-9814. E-mail address: lci-info@vt.edu.
DEPARTMENT, GRADUATE SCHOOL AND UNIVERSITY INFORMATION

DEPARTMENT OFFICE IN GENERAL

Copy Machines

A copy machine is available in the Mail/Copy Room (268 Goodwin Hall) for graduate students to use for research related copying. This copy machine is also capable of scanning/sending files to e-mail addresses. Instructions are posted above the machine.

Mailboxes

Mailboxes for graduate students are located in the Graduate Study Room on the third floor (Room 385 Goodwin Hall). These should be checked periodically for important notices and messages. Only business related mail should be sent to the department address.

Packages

Packages are received in the main office and placed in the Mail/Copy Room (268 Goodwin Hall). Students will receive an e-mail if they receive a package and they should be signed for on the log book provided on the table. Packages requiring refrigeration should be picked up as soon as possible after receiving the e-mail.

Keys

Keys will be issued to new graduate students for the rooms where they will have a desk assignment. Keys may be obtained from our Business Manager in Room 253 Goodwin Hall. When a student needs access to a research lab, the faculty advisor will need to send an e-mail to her requesting the keys for the student and indicating which rooms they will need access to. All keys should be returned to her as soon as possible after they are no longer needed. Keys should not be passed along to other students.

Graduate Student Study Room

The Graduate Student Study Room is located in Room 385 Goodwin Hall. This room is used for desk space for entering graduate students and teaching assistants. Keys can be obtained from our Business Manager.

ChEGSA (Chemical Engineering Graduate Student Association)

In the Fall of 2008, the department formally established a graduate student organization (ChEGSA). The purpose of this organization is to promote interactions between graduate students that are separate from their work in the department, specifically social interactions and to provide a forum for communication between the
Chemical Engineering graduate student body and the Chemical Engineering departmental faculty and staff. Another purpose is to organize a graduate student symposium which is usually held in April of each year. The organization holds regular meetings and membership is open to all graduate students enrolled in the department or advised/co-advised by a faculty member in Chemical Engineering. You can check out more information regarding ChEGSA on the department’s website. We hope every student will take an active part in the gatherings and social events and help to make their graduate experience more enjoyable.

**Safety Training**

All faculty, graduate students, postdocs and undergraduate researchers are required to undergo chemical lab safety training once a year. This requirement can be fulfilled either by attending a safety seminar or by taking the online course offered by EHSS (www.ehss.vt.edu). The mandatory safety seminar is usually done in Fall semester, however, if you will be starting work in a lab before the scheduled seminar, you should take the online course. More information about laboratory safety requirements can be found on the department website. Our Lab Safety Coordinator is Dr. Stephen Martin.

**Conference Rooms**

There are two conference rooms that are available to be reserved for presentations, meetings, defenses, etc. A sign-up calendar (black books) for each room is located in the department reception area in 245 Goodwin Hall in which students may reserve the room. The rooms are: 285 Goodwin Hall with 22 chairs and a capacity of 30 and a smaller room, 289 Goodwin Hall with 10 chairs and a capacity of 17.

**MACHINE SHOPS**

**Departmental**

This machine shop is located on the basement floor of Randolph Hall, Room 4-F. Two machinists are available for assistance on research projects. Short and simple job requests are recommended. A work order signed by the advisor is required for all submitted job requests. These forms may be obtained from the shop personnel. Drawings and detailed descriptions are desirable and may be required for the machinists. In addition, tools and other parts may be checked out on request. DO NOT remove anything without permission and return items promptly when finished.

**Electronics Technician**

The department employs one electronics technician located in 287 Goodwin Hall for assistance on research projects. He is available for consultation regarding electrical or computer related projects.
DEPARTMENT PERSONNEL

FACULTY

Luke E. K. Achenie
Professor
B.S. - Massachusetts Institute of Technology; M.S. - Northwestern University; Ph.D. - Carnegie Mellon University

Donald G. Baird
Alexander F. Giacco Professor
B.S., M.S. - Michigan State Univ.; Ph.D. - Univ. of Wisconsin

Michael J. Bortner
Assistant Professor
B.S. – Penn State Univ.; Ph.D., Virginia Tech

David F. Cox
Professor and Dept. Head
B.S. - Univ. of Tennessee; M.S. & Ph.D. - Univ. of Florida

Richey M. Davis
Professor
B.S. - Clemson Univ.; Ph.D. - Princeton Univ.

Sanket A. Deshmukh
Assistant Professor
B.S. & M.S. - University of Pune
Ph.D. - University College Dublin, Ireland

William Ducker
Professor and Chair of Graduate Program
B.S., Ph.D. - Australian National University

Aaron S. Goldstein
Associate Professor and Asst. Dept. Head for Undergraduate Studies
B.S. - Univ. of California, Berkeley; Ph.D. - Carnegie Mellon Univ.

Ayman Karim
Associate Professor
B.S. – Cairo University; M.S. & Ph.D. – Univ. of New Mexico

Erdogan Kiran
Professor
B.S. - Massachusetts Institute of Technology; M.S. - Cornell Univ.; Ph.D. - Princeton Univ.
Y. A. Liu
*Frank C. Vilbrandt Professor and Alumni Distinguished Professor*
B.S. - National Taiwan Univ.; M.S. - Tufts Univ.;
Ph.D. - Princeton Univ.

Chang Lu
*Fred W. Bull Professor*
B.S. – Peking University; M.S. & Ph.D. – Univ. of Illinois

Stephen M. Martin
*Associate Professor*
B.S. – Princeton University; Ph.D. – University of Minnesota

Padma Rajagopalan
*Robert E. Hord, Jr. Professor*
B.S. & M.S. - Indian Institute of Technology, Kharagpur
Ph.D. - Brown University

Rong Tong
*Assistant Professor*
B.S. – Fudan University; Ph.D. – Univ. of Illinois

Gary K. Whiting
*Professor of Practice/Undergraduate Advisor*

Joseph H. Collie Professor
B.S. - Lebanon Valley College
M.S. - Virginia Tech (Chemistry) and Ph.D. - Virginia Tech (Chemical Eng.)

Abby Whittington
*Associate Professor of Chemical Engineering and*
*Associate Professor of Materials Science & Engineering*
B.S. - Auburn University; Ph.D. - Univ. of Illinois at Urbana-Champaign

Hongliang Xin
*Assistant Professor*
B.S. – Tianjin Univ.; M.S. – Tsinghua Univ.; Ph.D. – Univ. of Michigan

Huiyuan Zhu
*Assistant Professor*
B.S. - Univ. of Science & Tech., China (Chemistry);
M.A. & Ph.D. - Brown University (Chemistry)

**ADJUNCT, RESEARCH AND VISITING FACULTY**

Preston Durrill
(Professor Emeritus, Chemistry Dept., Radford University)
(Undergraduate Advisor)
B.S., M.S. - Massachusetts Institute of Technology; Ph.D. - Virginia Tech
S. Ted Oyama
(Research Faculty)
B.S. - Yale Univ.; M.S., Ph.D. - Stanford Univ.

John Y. Walz
(Adjunct Faculty)
B.S. & M.S. - Tulane University
Ph.D. - Carnegie Mellon University

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Riley Chan
Electrical Engineer
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GRADUATE SCHOOL

Graduate Student Assembly

The Graduate Student Assembly is the University-recognized student governance organization for graduate students at Virginia Tech. The GSA represents the interests, concerns and needs of the graduate student body and is their liaison with the University administration. All graduate students are automatically members of the GSA. The organization is served and governed by a delegate assembly composed of two delegates from each department on campus. The graduate students shall elect two representatives for one-year terms to serve on the Graduate Student Assembly each fall. The GSA has several programs that they are involved with. These include: The Travel Fund Program, Graduate Research Development Project (GRDP), Graduate and Professional School Fair and the Graduate Research Symposium. The GSA also organizes two picnics, one in the fall and another in the spring, as well as other social events during the year. You may find out more information about the programs at the GSA website: http://blogs.it.vt.edu/graduatestudentassembly.

Graduate Honor System

The Graduate Honor Code demands a firm adherence to a set of values and is founded on the concept of honesty with respect to the intellectual efforts of oneself and others. Compliance with the honor code requires that all graduate students exercise honesty and ethical behavior in all their academic pursuits here at Virginia Tech, whether these undertakings pertain to study, coursework, research, extension or teaching. All graduate students must make it their responsibility to know what is and is not allowed in their academic work. Ignorance is not an excuse. The Constitution of the Graduate Honor System may be found on-line at www.graduateschool.vt.edu under the Current Students tab at the top.

Students should be familiar with the concept of Plagiarism, which is defined by the Graduate Honor System Constitution: "Plagiarism: Plagiarism is a specific form of cheating, and is defined as the copying of the language, structure, idea, and/or thoughts of another and claiming or attempting to imply that it is one's own original work. It also includes the omitting of quotation marks when references are copied directly, improper paraphrasing (see Plagiarism), or inadequate referencing of sources. Sources used in preparing assignments for classes, theses, dissertations, manuscripts for publication, and other academic work should be documented in the text and in a reference list, or as directed by the instructor or professor. Sources requiring referencing include, but are not limited to, information received from other persons that would not normally be considered common knowledge (Plagiarism), computer programs designed or written by another person, experimental data collected by someone else, graded permanently-returned materials such as term papers or other out-of-class assignments (koofer), as well as published sources. A more detailed discussion of plagiarism may be found in Plagiarism."
CAMPUS FACILITIES

Newman Library

The Newman Library has over 2 million books, over 30,000 serials/journals, over 15,000 videos, over 6 million microforms, and a computerized inventory that enables users to find most anything in the library. Items may be located using the ADDISON online catalog accessible from the libraries’ website at www.lib.vt.edu. There are three branch libraries: Art and Architecture, Veterinary Medicine, and the Northern Virginia Resource Service Center. Computer terminals are located throughout the library and detailed instructions are available adjacent to most terminals or at the Information Desk in the Lobby. Other services are also available on the University Libraries’ website.

Computing Center

The Computing Center is the one-stop computing resource site for Virginia Tech. They provide customer support for all computer issues. They provide information concerning activating PIDs, passwords, sign-up for modem pool accounts, wireless access, IP addresses, software and hardware purchasing, and much more. Their website address is www.4help.vt.edu.

Math Emporium

The Math Emporium is a learning center developed by the Department of Mathematics. This facility, located near campus, includes 537 workstations and additional specialized spaces and equipment. The environment provides for a variety of learning methods and offers opportunities for faculty and students to explore better ways to blend technology and personal interaction in their courses. To find out more about the Math Emporium and its services, visit their web site at www.emporium.vt.edu.

Printing Services

Digital Print Center

Digital Print Center is located at 1425 South Main Street. The print center provides convenient and timely reproduction of both black & white and full color original materials with a wide selection of binding and packaging options. Payment can be made either on a cash basis or through a research grant. In the case of the latter, the appropriate form must be obtained from the appropriate secretary in the main office.

Hokie Print

Hokie Print Center is located on the first floor of Squires Student Center and is open Monday through Friday from 8:00 am until 5:00 pm. A print/copy specialist is available to assist customers. Services available are: full-color printing and copying including official university letterhead, resumes and flyers; large format printing of banners and signs up to 64 inches wide; vinyl print jobs including decals, labels,
stickers, pop-up banner stands and A-frame signs. Prices vary depending on size and product. For more information call 540-231-2758.

There are several other private copy centers located in downtown Blacksburg and at University Mall. These should not be used for university related copying unless the Digital Print Center cannot handle the specific job.

**University Bookstore**

The University Bookstore has two main locations as well as several smaller stores to serve the university. These facilities operate under the name Virginia Tech Services, Inc., a nonprofit corporation which provides support services for the university. The University Bookstore is located on campus next to the library and Graduate Life Center. University Volume Two Bookstore is located off-campus at University Mall near Kroger. Both locations provide a full range of new and used textbooks, course packs and supplemental class materials, as well as a fax service, computer department, office and school supplies, art and engineering supplies and other specialty items. The Clothing and Gifts Department carries a large selection of clothing and souvenir items.

Textbooks are arranged by departments by course numbers. During the first week of classes, any textbook may be returned provided a receipt is presented and the book is in its original condition. After the first week, and through the day after the last day to drop a class, a receipt and a drop slip are required.

Purchases at the bookstore that are related to research may be charged to the department or to a research grant. The bookstore form is obtained from the appropriate secretary in the office. You may also leave material at the Bookstore for binding, including theses and other manuscripts.

**Chemistry Stockroom**

The chemistry stockroom is on the bottom floor, 171 Davidson Hall. Glassware and chemicals are available here. An inter-departmental form with the appropriate research account number is required. These forms can be completed using the HokieMart ordering system.

**Fleet Services**

The university maintains a fleet of vehicles that may be used for official business such as traveling to a conference. Please see the appropriate administrative assistant to make reservations. Students will need to be registered on the Fleet Services website in order to drive a vehicle.

**Schiffert Student Health Center**

Schiffert Student Health Center is located in McComas Hall. The health center provides quality health care and health education in support of the university's mission to educate the whole person. SHC has wellness and health services offered by board-
certified physicians, nurse practitioners, a physician assistant, health educators and certified college health nurses. The staff also includes pharmacists, medical technologists and radiology technologists. Services are available to all enrolled Virginia Tech students who have paid their health fee. Every student must have a complete health history form on file documenting required immunizations. If not, the student will be blocked from registering for classes. Health care expenses outside of SHC are not covered by the health fee. SHC strongly recommends that you purchase a health insurance policy from a reputable insurance company to cover these expenses.

Center hours are Monday - Friday -- 8 a.m.-5 p.m. and Saturday -- 9 a.m.-noon (appointment only system). Other times are for emergency cases only. Telephone number is 231-6444.

RECREATION AND RELAXATION

Virginia Tech provides an abundant and varied supply of recreational activities, as do all major universities. However, the University's geographic location also produces a myriad of outdoor activities not available at many schools.

**McComas Student Health and Fitness Center**

The Center includes 3 basketball/volleyball courts, elevated walking/jogging track, 2 fitness studios, weight training and cardiovascular area, 8-lane/25-yard swimming pool, locker and shower facilities and the Recreational Sports Office. You may visit their website at [www.recsports.vt.edu](http://www.recsports.vt.edu). The Schiffert Health Center is also located in McComas Hall.

**War Memorial Hall**

For use by students, faculty and staff, includes many different sport and recreational activities such as racquetball, basketball, aerobics, swimming, volleyball, gymnastics, handball and more. The gym also houses weight rooms, lockers, showers and saunas.

**Virginia Tech Golf Course**

9-hole golf course located on the west side of campus. Green fees are $13.00/$15.00 for students and golf clubs and carts are available for rent.

**Peter Dye River Course of Virginia Tech**

The River Course is located at 8400 River Course Drive in Radford, Virginia. The course wraps along 2½ miles of the majestic New River. The course has two distinct but complimentary nine-hole loops which start and finish adjacent to the club area. Fourteen of the eighteen holes have views to the river. Eight of these play directly to the river's edge. The course also offers a complete practice facility with a driving range, large putting green, chipping green, sand bunkers, a fully stocked Professional Golf Shop and a complete teaching center. Private lessons or group
clinics for all ages and playing abilities are available. Student rates are $25, Monday through Thursday; $30 on Fridays and $35 on Saturdays, Sundays and holidays. Contact telephone number is 540-633-6732 or 888-738-3393. Website: www.petedyerivercourse.com.

**Tennis Courts**

Tennis courts are located at different locations on campus. There are 12 outdoor lighted courts on Washington Street and six on the South Recreational fields that are available to students, faculty and staff.

**Intramural Sports Program**

Virginia Tech has an extensive intramural sports program in which graduate students may participate. More information may be obtained through the Intramural Sports Hotline at 231-6060 or at www.recsports.vt.edu.

**Squires Student Center**

Squires Student Center offers many recreational facilities and opportunities to students. Leisure Services located on the first floor behind the Food Court provides 24 billiard tables, 8 bowling lanes, three table tennis tables and a large assortment of video games. Wide screen TV and cd jukebox are available for relaxation in the lounge area. The Venture Out Outdoor Equipment Rental Center is located on the first floor for all your camping, skiing, skating and canoeing needs.

Squires also offers several movie series, coffeehouse and theater events through the Virginia Tech Union. The art gallery on the Second Floor of Squires shows several exhibits during the year. For more information on current happenings, refer to the information desk on the ground floor of Squires.

**Moss Arts Center**

The Center for the Arts at Virginia Tech and the Institute for Creativity, Arts and Technology are headquartered in the Moss Arts Center located at 190 Alumni Mall. The 150,000-square-foot facility includes a 1,260-seat performance hall, visual arts galleries, amphitheater, four-story experimental Cube, and multiple studios. The center also offers a multimedia studio, production control room, newsroom, and associated classroom in support of the Department of Communication. A schedule of exhibits and performances can be found on their website at www.artscenter.vt.edu.

**G. Burke Johnston Student Center**

The G. Burke Johnston Student Center is located between Burruss and Cowgill Halls and in fact, is connected to Burruss by a third-floor bridge. An underground tunnel runs from the first floor to Pamplin Hall. The student center contains three classrooms on the first floor. Student organizations and departments may request to use these classrooms during evenings and weekends through Event Planning, 221 Squires
Student Center (231-5005).

Johnston Student Center also contains the following: study lounges on the third floor, Food Court, vending machines, public telephones, automatic teller machines, commuter lockers, Lost & Found and a table checkout service for student groups. Johnston Student Center also has the only revolving door on campus.

**War Memorial Chapel**

The War Memorial Chapel is located on Drillfield Drive across from the Library. It is a tribute from alumni and friends to those sons of Virginia Tech who made the supreme sacrifice in our nations wars. The space easily accommodates events such as weddings, memorial services, initiations, military commissionings, departmental commencement ceremonies, concerts, religious services and meetings. The doors remain unlocked every day from 6:00 am until 12:00 am.
APPENDIX A

COURSE LISTINGS BY RESEARCH AREA

The following listings give courses which may be helpful to you as you prepare your plan of study.

SUGGESTED COURSES FOR CELL AND TISSUE ENGINEERING AREA

Biochemistry

BCHM 4115   General Biochemistry
BCHM 5124   Biochemistry for the Life Sciences
BCHM 5304   Enzyme Kinetics and Reaction Mechanisms

Biological Systems Engineering

BSE 5504G  Advanced Bioprocess Engineering

Chemical Engineering

CHE 5304G  Advanced Biological Transport Phenomena
CHE 5544G  Advanced Protein Separation Engineering

Vet Medicine

VMS 4074   Pharmacology
### SUGGESTED COURSES FOR CATALYSIS

**Chemistry**

- CHEM 5404  Advanced Inorganic Chemistry
- CHEM 5525-5526  X-Ray Crystallography (cross-listed with GEOS 5535-5536)
- CHEM 5644  Colloid and Surface Chemistry
- CHEM 5664  Chemical Kinetics
- CHEM 6164  Current Topics in Analytical Chemistry (NMR)
- CHEM 6434  Organometallic Chemistry

**Geological Sciences**

- GEOS 5535-5536  X-ray Crystallography (cross-listed with CHEM 5525-5526)

**Physics**

- PHYS 4554  Introduction to Solid State Physics
- PHYS 5555-5556  Solid State Physics
- PHYS 6555-6556  Advanced Solid State Physics

### SUGGESTED COURSES IN COLLOIDS AND INTERFACES

**Chemical Engineering**

- CHE 5334G  Colloid & Interface Science

**Chemistry**

- CHEM 5644  Colloid and Surface Chemistry

**Engineering Science and Mechanics**

- ESM 5264  Mechanisms of Adhesive Bonding and Interfaces

**Materials Science and Engineering**

- MSE 5114  Materials Characterization
SUGGESTED COURSES FOR COMPUTATIONAL SCIENCE AND ENGINEERING

Biochemistry

BCHM 5024  Computational Biochemistry for Bioinformatics

Computer Science

CS 4214  Simulation & Modeling

Mathematics

MATH 5474  Finite Difference Methods for Partial Differential Equations
MATH 5484  Finite Element Methods for Partial Differential Equations
MATH 5515  Mathematical Methods for Modeling and Simulation of Biological Systems

Physics

PHYS 5794  Computational Physics

SUGGESTED COURSES IN POLYMER MATERIALS

Chemical Engineering

ChE 4214  Introduction to Polymer Materials
ChE 4224  Introduction to Polymer Processing
ChE 5564  Non-Newtonian Fluid Mechanics (crosslisted as ESM 5564)

Chemistry

CHEM 4534  Organic Chemistry of Polymers
CHEM 5644  Colloid and Surface Chemistry
CHEM 6674  Physical Chemistry of Polymers

Engineering Science and Mechanics

ESM 5044G  Advanced Mechanical Composite Materials
ESM 5174  Polymer Viscoelasticity
ESM 5734  Introduction to the Finite Element Method
ESM 6734  Finite Element Analysis
SUGGESTED COURSES FOR POLYMER PROCESSING

Chemical Engineering
ChE 4224  Introduction to Polymer Processing
ChE 5564  Non-Newtonian Fluid Mechanics

Chemistry
CHEM 4074  Laboratory in Polymer Science
CHEM 4534  Organic Chemistry of Polymers
CHEM 4634  Polymer and Surface Chemistry
CHEM 6674  Physical Chemistry of Polymers

Engineering Science and Mechanics
ESM 5174  Polymer Viscoelasticity
ESM 4734  Introduction to Finite Elements
ESM 5014  Introduction to Continuum Mechanics
ESM 5734  Introduction to Finite Element Method

Macromolecular Science
MACR 5015-5016  Macromolecular Fundamentals Laboratory I & II

SUGGESTED COURSES FOR SURFACE SCIENCE

Chemistry
CHEM 5124  Analytical Spectroscopy
CHEM 5404  Advanced Inorganic Chemistry
CHEM 5644  Colloid and Surface Chemistry
CHEM 6434  Organometallic Chemistry
CHEM 6634  Quantum Chemistry & Spectroscopy

Physics
PHYS 4554  Introduction to Solid State Physics
PHYS 5454-5456  Quantum Mechanics
PHYS 5555-5556  Solid State Physics
APPENDIX B

PLANS OF STUDY

The plan of study form can be obtained on the Chemical Engineering website (www.che.vt.edu). The student should complete this form and have his/her advisory committee approve it by signing the form. The student should then bring the approved copy to the Graduate Coordinator who will process the plan of study electronically. The plan of study is approved, first by the Department Head and then by the Graduate School. After the Graduate School has approved the plan, a copy will be placed in the student's file for reference. The student will also receive a copy for his/her files. Students may also access their approved plan of study through HOKIE SPA.

Plan of Study Forms
- MEng Degree – Non-Thesis Form
- MEng Degree – Project & Report Form
- MS Degree Form
- PhD Degree Form
# Chemical Engineering Degree -- Plan of Study

## MEng Degree -- Non-Thesis

<table>
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<th>Student's Name:</th>
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### 5000 & Higher Level Courses

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<th>Credit Hours</th>
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### 4000 Level Courses

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Total 4000 Level Course Credits: 

### Transfer Courses

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<th>Semester/Year Taken</th>
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Total Transfer Credit Hours: 

**Total Course Credit Hours:**

(Minimum: 30 hours of graded coursework)
For students entering Fall 2014 and after:

<table>
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<tr>
<th>Attended Ethics and Integrity Seminar</th>
<th>Semester/Year</th>
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<tr>
<td>Completed on-line Responsible Conduct of Research course</td>
<td>Semester/Year</td>
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**SIGNATURES OF STUDENT’S ADVISORY COMMITTEE:**

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Signature(s)</th>
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**Note:**

Advisory committee should include at least **three** committee members. At least **one** other faculty member, in addition to the research advisor, should be from the ChE Department.
**Project & Report Hours**

<table>
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Total Project & Report Hours: __________

**5000 & Higher Level Courses**

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Total 5000 & Higher Course Credits: __________

**4000 Level Courses**

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Total 4000 Level Course Credits: __________
For students entering Fall 2014 and after:

- Attended Ethics and Integrity Seminar
  Semester/Year
- Completed on-line Responsible Conduct of Research course
  Semester/Year

### Transfer Courses

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<thead>
<tr>
<th>Course Number &amp; Title of Course</th>
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**Total Transfer Credit Hours:**

**TOTAL RESEARCH & COURSE CREDIT HOURS:**

*(Minimum: 30 hours)*

### Signatures of Student’s Advisory Committee:

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<th>Name</th>
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**Note:**

Advisory committee should include at least **three** committee members. At least **one** other faculty member, in addition to the research advisor, should be from the ChE Department.

updated 8/2014
CHEMICAL ENGINEERING DEGREE -- PLAN OF STUDY
(MASTER OF SCIENCE DEGREE)

STUDENT’S NAME: 
STUDENT ID: 

DEGREE: MS

Research & Thesis

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<td>(minimum: 6 hrs; maximum: 10 hrs)</td>
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Total Research Hours: 

5000 & Higher Level Courses

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Total 5000 & Higher Course Credits: 

4000 Level Courses

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Total 4000 Level Course Credits: 

41
For students entering Fall 2014 and after:

- Attended Ethics and Integrity Seminar  
  Semester/Year: __________
- Completed on-line Responsible Conduct of Research course  
  Semester/Year: __________

**Transfer Courses**

<table>
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<th>Course Number &amp; Title of Course</th>
<th>Name of School</th>
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Total Transfer Credit Hours: __________

**TOTAL RESEARCH & COURSE CREDIT HOURS:** __________

(Minimum: 30 hours)

**Signatures of Student’s Advisory Committee:**

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<th>Name</th>
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**Note:**
Advisory committee for MS candidates should include at least three committee members. At least one other faculty member, in addition to the research advisor, should be from the ChE Department.

updated 8/14
**Chemical Engineering Degree -- Plan of Study**

(PhD Degree)

**Student’s Name:**

**Student ID:**

**Degree:** PhD

### Research & Dissertation

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Total Research Hours: __________

### 5000 & Higher Level Courses

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Total 5000 & Higher Course Credits: __________

### 4000 Level Courses

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Total 4000 Level Course Credits: __________
For students entering Fall 2014 and after:

Attended Ethics and Integrity Seminar
Completed on-line Responsible Conduct of Research course

<table>
<thead>
<tr>
<th>Course Number &amp; Title of Course</th>
<th>Name of School</th>
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Total Transfer Credit Hours:  

TOTAL RESEARCH & COURSE CREDIT HOURS:  
(Minimum: 90 hours)

SIGNATURES OF STUDENT’S ADVISORY COMMITTEE:

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<th>Name</th>
<th>Department</th>
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</table>

Note:

Advisory committee for PhD candidates should include at least four committee members. At least two other faculty members, in addition to the research advisor, should be from the ChE Department.
APPENDIX C

CHECKLISTS

Please use the following checklists to help you determine what needs to be completed in order for you to meet the requirements for your degree.

Checklist for MEng Degree (Non-Thesis Option)
Checklist for MEng Degree (Project & Report Option)
Checklist for MS Degree
Checklist for PhD Degree
# CHECK LIST FOR
# MASTER OF ENGINEERING (MEng) GRADUATION
# (Non-Thesis Option)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Research advisor chosen during first semester.</td>
<td></td>
</tr>
<tr>
<td>2. Plan of Study submitted and approved.</td>
<td></td>
</tr>
<tr>
<td>(due by end of second academic semester)</td>
<td></td>
</tr>
<tr>
<td>3. Core courses completed.</td>
<td></td>
</tr>
<tr>
<td>4. Schedule final exam using the Request to Admit Candidate to Final Exam (Non-Thesis MEng)</td>
<td></td>
</tr>
<tr>
<td>(Request form from Graduate School)</td>
<td></td>
</tr>
<tr>
<td>5. Application for Degree form* submitted to Graduate School before deadline.</td>
<td></td>
</tr>
<tr>
<td>(Use paper form on Graduate School website)</td>
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</tr>
</tbody>
</table>

The Graduate Program Coordinator will get Department Head’s signature for those forms that require it. She will sign for Department Staff Coordinator and make a copy for your student file. Student will need to take forms to Graduate School before deadline after signatures are obtained.

*Application for Degree deadlines are:
   October 1 for Fall Semester commencement
   March 1 for Spring Semester commencement
CHECK LIST FOR
MASTER OF ENGINEERING (MEng) GRADUATION
(Project & Report Option)

1. Research advisor and project chosen during first semester.

2. Plan of Study submitted and approved.
   (due by end of second academic semester)

3. Core courses completed.

4. Register for at least 3 hours of Project and Report (ChE 5904).
   *(Be sure to register for the number of hours listed on your plan of
   study).*

5. Application for Degree form* submitted to Graduate School before
   deadline.
   *(use paper form on Graduate School website)*

6. Final oral exam scheduled with Graduate School.
   *(should be scheduled no later than two weeks before exam date)*

The Graduate Program Coordinator will get Department Head's signature for those
forms that require it. She will sign for Department Staff Coordinator and make a copy
for your student file. Student will need to take forms to Graduate School before
deadline after signatures are obtained.

*Application for Degree deadlines are:
   October 1 for Fall Semester commencement
   March 1 for Spring Semester commencement
CHECK LIST FOR
MASTER OF SCIENCE (MS) GRADUATION

1. Research advisor and project chosen during first semester.

2. Plan of Study submitted and approved.
   (due by end of second academic semester)

3. Core courses completed.

4. If eligible for Start of Semester Defense Exception, complete form and submit to Graduate School at least 3 weeks before defense.  
   *(must be approved before student can schedule exam)*

5. Application for Degree form* submitted to Graduate School before deadline. 
   *(Use form located on Hokie Spa)*

6. Final oral exam scheduled with Graduate School.  
   *(Should be scheduled no later than two weeks before exam date).* 

7. Final oral exam approved by all committee members.

8. Electronically submit thesis no later than 2 weeks after defense.  
   Payment of all ETD fees.

9. Complete following forms which will be provided by Graduate Program Coordinator and turn in before leaving Blacksburg.  
   - Alumni form (to provide contact information and job information)  
   - SACs form  
   - Turn in all keys to Business Manager

The Graduate Program Coordinator will get Department Head's signature for those forms that require it.  She will sign for Department Staff Coordinator and make a copy for your student file.  Student will need to take forms to Graduate School before deadline after signatures are obtained.

*Application for Degree deadlines are: 
   October 1 for Fall Semester commencement  
   March 1 for Spring Semester commencement
<p>| 1. Research advisor and project chosen during first semester. |
| 2. Core courses completed. |
| 3. Qualifying exams taken and passed. |
| 4. Plan of Study for MEng (non-thesis) submitted and approved (optional degree awarded on the way to PhD) |
| 5. Plan of Study for PhD submitted and approved. (due by end of third academic semester) |
| 6. Preliminary exam scheduled with Graduate School (schedule at least 2 weeks before exam date) |
| 7. For students receiving MEng degree: |
| a. Schedule final exam for MEng by completing Request to Admit Candidate to Final Exam Form (Non-Thesis MEng) (Diane will request form from Graduate School). (May be scheduled on same day as preliminary exam, but not at the same time). |
| b. Complete “Degree or Certificate Conferral Request” form for MEng submitted to Graduate School before deadline.* (Use paper form on Graduate School website) |
| 8. Preliminary Exam passed and approved. |
| 9. Seminar scheduled and presented to ChE Department |
| 10. If eligible for Start of Semester Defense Exception, complete form and submit to Graduate School at least 3 weeks before defense. (must be approved before student can schedule exam) |
| 11. Application for Degree form* for PhD submitted to Graduate School before deadline. (use form available on Hokie Spa – Application for Degree should be completed before scheduling final exam) |
| 12. Final oral exam for PhD scheduled with Graduate School (should be scheduled at least 2 weeks before exam date) |</p>
<table>
<thead>
<tr>
<th>13.</th>
<th>Final oral exam approved by all committee members.</th>
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</thead>
</table>
\(\text{Dissertation should be submitted no later than 2 weeks after defense. Exemption will need to be requested by advisor if this cannot happen).}\) |
| 15. | Complete following forms which will be provided by Graduate Program Coordinator and turn in before leaving Blacksburg.  
- Alumni form (to provide contact information and job information)  
- SACs form  
- Turn in all keys to Business Manager |

The Graduate Program Coordinator will get Department Head's signature for those forms that require it. She will sign for Department Staff Coordinator and make a copy for your student file. Student will need to take forms to Graduate School before deadline after signatures are obtained.

*Application for Degree deadlines are:  
October 1 for Fall Semester commencement  
March 1 for Spring Semester commencement*
APPENDIX D

Most of the following forms can be downloaded from the Graduate School homepage at www.graduateschool.vt.edu.

Forms

Independent Study (ChE 5974) Form
Request for Leave of Absence Form
Application for Readmission Form
Graduate In-State Tuition Request Form
Request for Plan of Study Changes Form
Request for Change of Committee/Advisor Form
Graduate Committee Service Approval Form
Course Justification Request Form
Start of Semester Defense Exception Request
Graduate Course Withdrawal (WG) Form
Student Resignation/Withdrawal Form
Application for Degree Form
ETD Submission Process
Develop Your ETD
Graduate School ETD Guidelines
Copyright Information
Please submit two weeks prior to the semester.

<table>
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<th>COURSE INFORMATION</th>
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</thead>
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<tr>
<td>1) Name: ___________</td>
<td>1) Department: _________</td>
</tr>
<tr>
<td>2) Student's ID #: ___________</td>
<td>2) CRN #: ___________</td>
</tr>
<tr>
<td>3) Local Address: ___________________</td>
<td>3) Term/Year: ___________________</td>
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<tr>
<td>E-mail: ___________</td>
<td>4) Instructor: _________</td>
</tr>
<tr>
<td>4) Major: ___________________</td>
<td>5) Instructor's ID #: ___________</td>
</tr>
<tr>
<td>5) College: ___________________</td>
<td>6) Date Request Submitted: _________</td>
</tr>
<tr>
<td>___________________</td>
<td>7) Credit Hours: _______ P/F ONLY</td>
</tr>
</tbody>
</table>

8) Title of Proposed Study (limit to 30 characters): ___________________

ATTACH ADDITIONAL INFORMATION AS NEEDED

Give brief description of the study, objectives, materials, and methods, justification and method of evaluation.

APPROVALS:  
Student ___________________  
Advisor ___________________  
Instructor ___________________  
Department Head ___________________  
Academic Dean ___________________  

June 2013

55
REQUEST FOR LEAVE OF ABSENCE

Students may experience situations which impact their ability to be continuously enrolled. A student may request a leave of absence to suspend activities associated with course work or thesis/dissertation research. This form must be submitted two weeks before the beginning of the semester for which the leave is requested. Upon approval, the continuous enrollment requirement will be relaxed during the period of leave. A Readmission Form should be filed before the planned semester of re-enrollment.

International students must consult with an international student advisor in the Graduate School to discuss how a leave of absence affects their immigration status.

LAST/FAMILY NAME

First/LAST NAME

MIDDLE NAME

SUFFIX

Citizenship

☒ U.S. CITIZEN ☐ PERMANENT RESIDENT ☒ NON-U.S. CITIZEN* *(If non-U.S. citizen, please list your visa status:)

Current Program

Degree Level

☒ DOCTORAL ☐ EDUCATION SPECIALIST ☐ MASTERS ☐ GRADUATE CERTIFICATE ☐ NON-DEGREE ☐ COMMONWEALTH CAMPUS

First Term of Enrollment

Anticipated Completion Term

Campus

☑ BLACKSBURG ☐ HAMPTON ROADS ☐ NATIONAL CAPITAL REGION ☐ RICHMOND ☐ ROANOKE ☐ SOUTHWEST VIRGINIA ☐ VIRTUAL

Last Term of Enrollment

☑ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II ☐ SUMMER III ☐ SUMMER IV ☐ SUMMER V ☐ SUMMER VI ☐ SUMMER VII ☐ SUMMER VIII

Expected Term of Readmission

☑ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II ☐ SUMMER III ☐ SUMMER IV ☐ SUMMER V ☐ SUMMER VI ☐ SUMMER VII ☐ SUMMER VIII

Please clarify your reason(s) for requesting a leave of absence.

☒ PERSONAL ☐ FAMILY EMERGENCY ☐ ACADEMIC ☐ MILITARY SERVICE ☐ OTHER: (PLEASE SPECIFY BELOW)

During the period of my leave of absence I will not use University resources or facilities (other than the library).

STUDENT SIGNATURE

RETURN FOR LEAVE OF ABSENCE

PAGE 1 OF 1, JUNE 2015

Return your completed form to:

Graduate School
Graduate Life Center at Donaldson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
Readmitting to take classes and continue with your degree
Degree completion will not be this semester

The student has an overall GPA of 3.0 or better and a 3.0 or better on the Plan of Study. (If there are grade issues a letter from the department needs to explain how those grade issues will be resolved by the end of the semester).

If the student has a previously approved Plan of Study: The department verifies that the Plan of Study has been re-examined by the student's Advisory Committee and continues to be acceptable. Or, if any of the following are needed, the forms are to be included with the Readmission application:
- Plan of Study Change
- Change of Committee
- Justification of Old Coursework if any courses on the Plan of Study are more than 5 years old.

If all required readmission materials are not submitted at the time of readmission (EXAMPLES), a hold will be placed on future semester enrollment pending receipt and approval of those materials.

If the student does not have a Plan of Study but has completed 15 credits toward the masters or 24 credits for the doctorate, the department should supply a copy of a letter to the student indicating that the Plan of Study must be submitted to the Graduate School and approved within the semester of readmission. A Hold will be placed on future semester enrollment pending receipt and approval of the Plan of Study.

The application for readmission must be received as a complete packet. The checklist on the following page will assist you as you complete all the required paperwork for your readmission application.

Defend/complete degree this semester

The student has an overall GPA of 3.0 or better and a 3.0 or better on the Plan of Study. All courses on the Plan of Study will be completed by the end of the semester; all grades on the Plan of Study are a C- or better. (If there are grade issues, a letter from the department needs to explain how those grade issues will be resolved by the end of the semester).

If the student has a previously approved Plan of Study: The department verifies that the Plan of Study has been re-examined by the student's Advisory Committee and continues to be acceptable. Or, if any of the following are needed, the forms are to be included with the Readmission application:
- Plan of Study Change
- Change of Committee
- Justification of Old Coursework if any courses on the Plan of Study are more than 5 years old.

If the student does not have a Plan of Study, a POS that would allow the student to complete the degree within the semester needs to be submitted electronically at the time of the Readmission application.

Note: Students readmitting in this framework must be enrolled in 3 credits.

The application for readmission must be received as a complete packet. The checklist on the following page will assist you as you complete all the required paperwork for your readmission application.

Readmission Checklist

Application for Readmission
Graduate In-state Tuition Request
(if claiming entitlement to in-state tuition
International applicants who are or will be in F-1 or J-1 student visa status require proof of adequate funding for at least one year before an I-20 or DS-2019 form can be issued. To do so, please complete:
Immigration Information Form and the Affidavit

Plan of Study Review
- Plan of Study Submitted (if taken 15 hours for Masters/24 hours for Doctorate)
- Plan of Study Approved (if not, date submitted:__________)

All past coursework has been taken; all future coursework will be taken
Plan of Study Change Form (if changes to Plan of Study)
Change of Committee/Advisor Form (if changes to committee/advisor)
Courses older than 5 years have been justified
Course Justification Request Form (if course justification is needed)
Official Transcripts for transferred courses listed on the Plan of Study submitted
Completed packet for readmission must be received within 1 week prior to the first day of classes. Otherwise, we will not be able to process the forms and you will only be given consideration for Readmission for the next available term of entry.

Recommended Deadlines

Fall: August 1  Spring: January 1  Summer I: May 1  Summer II: June 1
Last day to submit the readmission application: Friday before the first day of classes

Questions? Call 540/231-8636 or e-mail gradst@vt.edu for assistance.
This form should be used for readmission after not being enrolled in either two or more semesters or when returning from a leave of absence. Applicants must reenter the same program and campus in which they were enrolled at time of departure.

As part of the readmission process, the student’s Plan of Study must be up-to-date; in addition, a course justification should be submitted if any completed course work is older than five years. Acceptance is not guaranteed. Students seeking to pursue a different degree program or campus must print, complete, and submit the appropriate change form, found online at www.graduateschool.vt.edu (Academics/Forms).

The readmission application fee of $25.00 will be charged to your Virginia Tech account and billed to you by the Office of the University Bursar. Please complete this form and any additional attached forms as needed and submit with your readmission application.

**Recommended Deadlines**

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<tr>
<th>Semester</th>
<th>Deadline</th>
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<tr>
<td>FALL</td>
<td>August 1</td>
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<tr>
<td>SPRING</td>
<td>January 1</td>
</tr>
<tr>
<td>SUMMER 1</td>
<td>May 1</td>
</tr>
<tr>
<td>SUMMER 2</td>
<td>June 1</td>
</tr>
</tbody>
</table>

Last day to submit the readmission application: Friday before the first day of class

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**GENERAL**

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<tr>
<th>LAST/FAMILY NAME</th>
<th>FIRST/GIVEN</th>
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<tr>
<td>List any former names:</td>
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<tr>
<th>SOCIAL SECURITY NUMBER</th>
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Providing your SSN is optional, but is required of enrolled students for federal tax reporting. If you intend to apply for financial aid and scholarships or be employed on-campus, your SSN must be submitted.

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<th>STUDENT ID NUMBER</th>
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Current Mailing Address:

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<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>COUNTRY</th>
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</table>

Please specify your plans to resume your course of study.

- Last Enrolled at Virginia Tech as a Graduate Student
  - FALL
  - SPRING
  - SUMMER I
  - SUMMER II

Term in which I Plan to Begin Classes
  - FALL
  - SPRING
  - SUMMER I
  - SUMMER II

I have reviewed my Plan of Study with my academic department, and it includes the changes indicated by this application.

**APPLICATION SIGNATURE**

---

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
GRADUATE IN-STATE TUITION REQUEST

If you are being charged out-of-state tuition and believe you are eligible for in-state rates, please complete the following form. You must be a U.S. citizen; a U.S. permanent resident; or hold a valid visa that permits the establishment of domicile to be eligible to qualify for in-state tuition. Please attach a copy of your permanent resident alien card or I-94, visa stamp, and/or other USCIS approval notification. You must also demonstrate intent to establish domicile in Virginia. This form must be submitted by the first day of classes in order to be considered for in-state tuition rates that term.

The university requires additional supporting documentation demonstrating your residency qualification for the prior year. Please include a copy of each of the following documents: the first page of your state income taxes, your driver's license, your vehicle registration, your voter registration, and your current lease or mortgage agreement. Failure to supply this information may result in the denial of your request. Use the other side of this form to provide additional information to be considered on your application.

LAST/FAMILY NAME

Last 4 of VT ID Number: ___________________________ if known

Date of Birth: ___________________________ month/day/year

E-mail Address: ___________________________ @vt.edu account, preferred

Daytime Phone: _________

Local Address: ___________________________

City: __________ State: __________ Zip: __________ Country: __________

FIRST/GIVEN

Citizenship
☐ U.S. CITIZEN ☐ PERMANENT RESIDENT
*If non-U.S. citizen, please list your visa status: ___________________________

Current Program

Degree Level
☐ DOCTORAL
☐ EDUCATION SPECIALIST
☐ MASTERS
☐ GRADUATE CERTIFICATE
☐ NON-DEGREE
☐ COMMONWEALTH CAMPUS

First Term of Enrollment
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II

Anticipated Completion Term
☐ FALL ☐ SPRING ☐ SUMMER I ☐ SUMMER II

Campus
☐ BLACKSBURG ☐ HAMPTON ROADS ☐ NATIONAL CAPITAL REGION ☐ RICHMOND
☐ ROANOKE ☐ SOUTHWEST VIRGINIA ☐ VIRTUAL

How long have you resided in Virginia? Years: ______ Months: ______

Beginning with the most recent, chronologically list the addresses at which you have resided for the past two years.

Prior Address 1: ___________________________ city __________ state __________ zip __________ country __________

Prior Address 2: ___________________________ city __________ state __________ zip __________ country __________

Do your parents/legal guardian/spouse provide over half of your financial support OR claim you as a dependent on their taxes? ☐ YES ☐ NO

If yes, in which state do your parents reside? ___________________________

(Attach a copy of the first page of their state income taxes and the page of the federal tax returns listing you as a dependent.)

For the twelve months prior to the term in which you are requesting in-state tuition rates, will you have:

1. Filed a tax return or paid income taxes to Virginia?
   ☐ YES ☐ NO

2. Been a registered voter in Virginia?
   Date of issue on voter card: ___________________________ State of issue: ___________________________
   ☐ YES ☐ NO

3. Held a valid Virginia Driver's license?
   Date of issue on driver's license: ___________________________ State of issue: ___________________________
   ☐ YES ☐ NO

4. Owned or operated a registered vehicle?
   Date of issue on registration card: ___________________________ State of issue: ___________________________
   ☐ YES ☐ NO

5. Are you, the spouse of, or the dependent of active-duty military personnel?
   a. Are you/they permanently stationed in Virginia? (If yes, include a copy of your/their orders)
      ☐ YES ☐ NO
   b. Do you have a current lease/mortgage agreement in Virginia? (If yes, include a copy)
      ☐ YES ☐ NO

I hereby certify that all of the information provided on this form is true and accurate. I understand that my request for in-state tuition is a legally binding document and that if I provide fraudulent information, I may be subject to repayment of tuition and/or dismissal from the university. I agree to furnish the university with supporting documentation, if asked, related to my request in a timely manner. I realize that failure to supply additional information may result in a denial of my request.

APPLICANT SIGNATURE ___________________________ date __________

Return your completed form to:
Graduate School
Graduate Life Center at Donaldson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
REQUEST FOR PLAN OF STUDY CHANGES

Obtain all required signatures and submit the original to the Graduate School. Attach a second form if more space is needed.

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<th>FIRST/GIVEN NAME</th>
<th>MIDDLE NAME</th>
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<th>Month/day/year</th>
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<tr>
<th>E-mail Address:</th>
<th>@vt.edu account, preferred</th>
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<th>TITLE</th>
<th>CREDIT HOURS</th>
<th>SEMESTER</th>
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<table>
<thead>
<tr>
<th>STUDENT SIGNATURE</th>
<th>date</th>
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</thead>
</table>

Required Signatures

<table>
<thead>
<tr>
<th>COMMITTEE CHAIRPERSON signature</th>
<th>printed name</th>
<th>e-mail (@vt.edu, preferred)</th>
<th>date</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>COMMITTEE MEMBER signature</th>
<th>printed name</th>
<th>e-mail (@vt.edu, preferred)</th>
<th>date</th>
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</thead>
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<tr>
<th>COMMITTEE MEMBER signature</th>
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<tr>
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Return your completed form to:
Graduate School
Graduate Life Center at Donaldson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
Obtain all required signatures and submit the original to the Graduate School.

**LAST/FAMILY NAME**

**FIRST/GIVEN NAME**

**MIDDLE NAME**

**SUFFIX**

**Citizenship**
- U.S. CITIZEN
- PERMANENT RESIDENT
- NON-U.S. CITIZEN

*If non-U.S. citizen, please list your visa status:

**Current Program**
- FALL
- SPRING
- SUMMER I
- SUMMER II

**Degree Level**
- DOCTORAL
- EDUCATION SPECIALIST
- MASTERS

**First Term of Enrollment**

**Anticipated Completion Term**

**Campus**
- BLACKSBURG
- HAMPTON ROADS
- NATIONAL CAPITAL REGION
- RICHMOND
- ROANOKE
- SOUTHWEST VIRGINIA
- VIRTUAL

**Required Signatures**

Signatures of all dropped, added, and unchanged members are required. Please indicate the action to be taken for each committee member. Action Code: D = Drop, A = Add, U = Unchanged

**ACTION CODE**

COMMITTEE CHAIRPERSON signature
- printed name
- VT ID number
- date

COMMITTEE CHAIRPERSON signature
- printed name
- VT ID number
- date

COMMITTEE MEMBER signature
- printed name
- VT ID number
- date

COMMITTEE MEMBER signature
- printed name
- VT ID number
- date

COMMITTEE MEMBER signature
- printed name
- VT ID number
- date

COMMITTEE MEMBER signature
- printed name
- VT ID number
- date

COMMITTEE MEMBER signature
- printed name
- VT ID number
- date

DEPARTMENT HEAD signature
or authorized GRADUATE PROGRAM DIRECTOR
- printed name
- VT ID number
- date

STUDENT signature
- date

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature
- date

GRADUATE SCHOOL signature
- date

**Return your completed form to:**
Graduate School
Graduate Life Center at
Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or
e-mail grads@vt.edu for assistance.
CHANGE OF COMMITTEE/ADVISOR  
ADDITIONAL SIGNATURES (AS NEEDED ONLY) 

Use this page for additional committee member signatures, as needed.

LAST/FAMILY NAME  
FIRST/GIVEN NAME  
MIDDLE NAME  
SUFFIX  

Last 4 of VT ID #: ____________________________

Signatures of all dropped, added, and unchanged members are required. Please indicate the action to be taken for each committee member. Action Code: D = Drop, A = Add, U = Unchanged

<table>
<thead>
<tr>
<th>ACTION CODE</th>
<th>COMMITTEE MEMBER signature</th>
<th>printed name</th>
<th>VT ID number</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COMMITTEE MEMBER signature</td>
<td>printed name</td>
<td>VT ID number</td>
<td>date</td>
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<td>COMMITTEE MEMBER signature</td>
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<td>date</td>
</tr>
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Graduate Life Center at
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Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

CHANGE OF COMMITTEE/ADVISOR  
ADDENDUM, AUGUST 2014
Graduate Committee Service Approval Form

Attach a NIH- or NSF-style bio sketch or short CV (showing degree credentials and active scholarship status, such as research grants/scholarly support and publications/presentations or other evidence of active scholarship. Do NOT send full CVs).

Virginia Tech employees
The listing below is for individuals who are non-tenure-track faculty employees and are recommended for Program Faculty privileges on graduate committees based on their credentials and research activity. They would be counted as if they were tenure-track faculty in the department for the purpose of graduate committee membership (at least 2/3 of the committee members must be Graduate Program Faculty).

Name: __________________________ VT ID: ___________ University department: __________________________

Appointment type:

☐ Clinical Faculty ☐ Extension Faculty ☐ Research Faculty
☐ Collegiate Faculty ☐ Professor of Practice ☐ Other: (Professor, Assoc. Professor, or Assist. Professor only)

Requested role:

☐ Chair* ☐ Doctoral ☐ One Time Service Only?
☐ Co-Chair ☐ Masters ☐ Yes Student VT ID:
☐ Member* ☐

*Chair - Please provide additional information regarding duration of appointment, familiarity with Graduate School and program policies, and experience in mentoring graduate students in a separate, attached statement.

Non-Virginia Tech employees
The listing below is for individuals who are VT retirees or non-Virginia Tech employees and are recommended for Program Faculty privileges on graduate committees based on their credentials and research activity. They may not chair advisory committees. They would be counted as outside committee members and may not make up more than 1/3 of the committee.

Name: __________________________ Email: __________________________

Previous VT ID: __________________________ ☐ VT Retired/Emeritus

Employer and Relationship to VT Department:

Requested role:

☐ Co-Chair ☐ Doctoral ☐ One Time Service Only?
☐ Member ☐ Masters ☐ Yes Student VT ID:

Dept. Head or GPD Signature __________________________ Printed Name __________________________ Department ___________ Date ___________

Graduate Dean Signature __________________________ Date ___________

SEP 2016

540/231-5645

grads@vt.edu
The Plan of Study (POS) should consist of graduate coursework not older than 5 years at the time of approval. In some cases, graduate coursework older than 5 years can be justified and may be included on the POS. Justification for inclusion of such coursework should be assessed by the advisor with the support of the student’s entire Advisory Committee. The Course Justification process represents an evaluation of the student’s currency in the subject matter relevant to the pursuit of one’s graduate degree.

<table>
<thead>
<tr>
<th>STUDENT’S NAME</th>
<th>STUDENT’S DEGREE/MAJOR</th>
<th>LAST 4 DIGITS OF ID NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR SUBMISSION:</th>
<th>Readmission</th>
<th>Plan of Study Approval (initial)</th>
<th>Plan of Study Approval (additional degree)</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSE NUMBERS</th>
<th>TITLES OF COURSES TO BE JUSTIFIED</th>
<th>YEAR COURSE WAS TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Check here if additional courses are to be justified and list in Table 1 on the continuation page

Check all that apply and attach required documentation to this form:

<table>
<thead>
<tr>
<th>RATIONALE</th>
<th>REQUIRED DOCUMENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Student is working in the field</td>
<td>CV OR RESUME WITH RELEVANT PROFESSIONAL EXPERIENCE HIGHLIGHTED</td>
</tr>
<tr>
<td>☐ Student received professional certification within past 5 years from a nationally recognized organization</td>
<td>CV/RESUME OR COPY OF EACH CERTIFICATE</td>
</tr>
<tr>
<td>☐ Related advanced courses on the Plan of Study require subject matter currency on the old course work</td>
<td>COMPLETE TABLE 2 ON CONTINUATION PAGE</td>
</tr>
<tr>
<td>☐ Student will be tested on written Preliminary Examination covering this subject matter</td>
<td>EXAM DATE:</td>
</tr>
<tr>
<td>☐ Other:</td>
<td>DETAILED EXPLANATION:</td>
</tr>
</tbody>
</table>

By signing below, all faculty Committee members and Department Head or authorized faculty Graduate Program Director attest that the student noted above has remained current in the body of knowledge for all courses more than 5 years old that are included on the Plan of Study and that the student’s full Committee has thoroughly assessed the student’s currency in the subject matter via one or more of the Graduate School approved Justification strategies.

Advisory Committee Signatures (Required of ALL Committee Members)

<table>
<thead>
<tr>
<th>Committee Chair signature</th>
<th>printed name</th>
<th>e-mail (@vt.edu, preferred)</th>
<th>date</th>
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<tbody>
<tr>
<td>signature</td>
<td>printed name</td>
<td>e-mail (@vt.edu, preferred)</td>
<td>date</td>
</tr>
<tr>
<td>signature</td>
<td>printed name</td>
<td>e-mail (@vt.edu, preferred)</td>
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<td>signature</td>
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<tr>
<td>signature</td>
<td>printed name</td>
<td>e-mail (@vt.edu, preferred)</td>
<td>date</td>
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</table>

DEPARTMENT HEAD signature or authorized GRADUATE PROGRAM DIRECTOR

<table>
<thead>
<tr>
<th>printed name</th>
<th>e-mail (@vt.edu, preferred)</th>
<th>date</th>
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</table>

GRADUATE SCHOOL DEAN signature

<table>
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<tr>
<th>date</th>
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</table>

Questions? Call 540/231-5645 or e-mail grads@vt.edu for assistance.
The Plan of Study (POS) should consist of graduate coursework not older than 5 years at the time of approval. In some cases, graduate coursework older than 5 years can be justified and may be included on the POS. Justification for inclusion of such coursework should be assessed by the advisor with the support of the student’s entire Advisory Committee. The Course Justification process represents an evaluation of the student's currency in the subject matter relevant to the pursuit of one's graduate degree.

Table 1: Additional courses to be justified

<table>
<thead>
<tr>
<th>COURSE NUMBERS</th>
<th>TITLES OF COURSES TO BE JUSTIFIED</th>
<th>YEAR COURSE WAS TAKEN</th>
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</table>

Table 2: Comparison of old and current courses

<table>
<thead>
<tr>
<th>OLD COURSE NUMBER AND CONTENT</th>
<th>ADVANCED-LEVEL COURSE NUMBER AND TITLE ON PLAN OF STUDY</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Questions? Call 540/231-5645 or e-mail grads@vt.edu for assistance.
START OF SEMESTER DEFENSE EXCEPTION REQUEST

This form is used to indicate that a student has fulfilled all requirements, including Advisory Committee review of the thesis or dissertation, and is registering only to defend his/her thesis or dissertation. This form must be submitted to the Graduate School at least three weeks prior to the exam day, but no later than the Friday of the third week of classes. The student must also submit the Application for Degree via Hokie Spa. If approved, the student will be registered by the Graduate School for one credit hour. This charge is non-refundable.

International students should refer to http://www.graduateschool.vt.edu/igss/academic for more information regarding Start of Semester Defense Exception and immigration requirements.

LAST/FAMILY NAME

Last 4 Digits of Student ID Number: _______________________________________

Date of Birth: ____________________________________________________________

E-mail Address: ___________________________________________________________
@vt.edu account, preferred

Daytime Phone: ___________________________________________________________

Home □ Office □ Mobile

Local Address

________________________________________________________________________
________________________________________________________________________

city state zip country

FIRST/GIVEN

MIDDLE NAME □ SUFFIX

Citizenship
□ U.S. CITIZEN □ PERMANENT RESIDENT □ NON-U.S. CITIZEN*

*If non-U.S. citizen, please list your visa status: ________________________________

Current Program

Degree Level
□ DOCTORAL □ EDUCATION SPECIALIST □ MASTERS

First Term of Enrollment
□ FALL □ SPRING □ SUMMER I □ SUMMER II

Anticipated Completion Term
□ FALL □ SPRING □ SUMMER I □ SUMMER II

Campus
□ BLACKSBURG □ HAMPTON ROADS □ NATIONAL CAPITAL REGION □ RICHMOND □ ROANOKE □ SOUTHWEST VIRGINIA □ VIRTUAL

Date and Time of Defense:

DATE ___________ TIME ___________

If a later date is requested, please justify below.

Location of Defense
□ BLACKSBURG □ HAMPTON ROADS □ NATIONAL CAPITAL REGION □ RICHMOND □ ROANOKE □ SOUTHWEST VIRGINIA

Location on Campus:

BUILDING __________________________ ROOM NUMBER ___________

□ I have already defended and am submitting this form to complete degree requirements.

STUDENT SIGNATURE ___________________________ date ___________

Required Signatures

COMMITTEE CHAIRPERSON signature ___________ printed name ___________
@vt.edu, preferred) ___________ date ___________

DEPARTMENT HEAD signature ___________ printed name ___________
or authorized GRADUATE PROGRAM DIRECTOR e-mail (@vt.edu, preferred) ___________ date ___________

DEPARTMENT CONTACT (GRADUATE STAFF COORDINATOR) signature ___________
date ___________

INTERNATIONAL GRADUATE STUDENT SERVICES signature ___________
date ___________

GRADUATE SCHOOL signature ___________
date ___________

Return your completed form to:
Graduate School
Graduate Life Center at Donalson Brown
Virginia Tech (0325) • Blacksburg, VA 24061
Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.

START OF SEMESTER DEFENSE EXCEPTION REQ
PAGE 1 OF 1, JUNE 2015

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This form is used for a graduate withdrawal or late drop after the drop deadline. This class will remain on the transcript designated as a "WG" and does not compute in the GPA. This form should be submitted to the home department and then to the Graduate School for approval by the final Friday before the last day of classes.

Last/Family Name

Last 4 of VT ID #: ____________________________

Date of Birth: ____________________________ month/day/year

Email Address: ____________________________ @vt.edu account, preferred

Daytime Phone: ____________________________ □ Home □ Office □ Mobile

Local Address

__________________________________________________________________________

__________________________________________________________________________

City State Zip Country

First/Given Name

Middle Name

Suffix

Citizenship

□ U.S. Citizen □ Permanent Resident □ Non-U.S. Citizen* "If non-U.S. citizen, please list your visa status:

Current Program

Degree Level

□ Doctoral □ Education Specialist □ Masters □ Graduate Certificate □ Non-Degree □ Commonwealth Campus

First Term of Enrollment

□ Fall □ Spring □ Summer I □ Summer II _________ year

Anticipated Completion Term

□ Fall □ Spring □ Summer I □ Summer II _________ year

Campus

□ Blacksburg □ Hampton Roads □ National Capital Region □ Richmond □ Roanoke □ Southwest Virginia □ Virtual

<table>
<thead>
<tr>
<th>TERM</th>
<th>YEAR</th>
<th>DEPARTMENT</th>
<th>COURSE NUMBER</th>
<th>CRN</th>
<th># OF CREDIT HOURS</th>
<th>COURSE TITLE</th>
<th>A-F, Pass/Fail, Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA</td>
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<td>FA</td>
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</tr>
</tbody>
</table>

Student Signature: ____________________________ date

Required Signatures

Instructor Signature: ____________________________ Printed Name: ____________________________ E-mail (@vt.edu, preferred): ____________________________ Date: ____________________________

Department Head Signature or Authorized Graduate Program Director: ____________________________ Printed Name: ____________________________ E-mail (@vt.edu, preferred): ____________________________ Date: ____________________________

Department Contact (Graduate Staff Coordinator) Signature: ____________________________ Date: ____________________________

Graduate School Signature: ____________________________ Date: ____________________________

Return your completed form to:

Graduate School
Graduate Life Center
at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-3714

Questions? Call 540/231-8306 or e-mail grads@vt.edu for assistance.
# STUDENT RESIGNATION/WITHDRAWAL FORM

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>Major</th>
<th>Academic Level</th>
<th>Student ID number</th>
</tr>
</thead>
</table>

**Term (Circle ONE)**
- Fall
- Spring
- 1\textsuperscript{st} summer
- 2\textsuperscript{nd} summer
- Winter
- Year of resignation/withdrawal request

**One form per term**

- Students wishing to drop all classes may WITHDRAW through the first day of classes. A dean’s signature is not required.
- Students wishing to drop all classes after the first day of classes must RESIGN; a dean’s signature is required.
- In addition, students living in residence halls are required to obtain a signature from Housing & Dining Services.
- Cadets must also obtain the Commandant’s signature before the resignation or withdrawal can be processed.

## 1. Student Signature Required

I hereby resign/withdraw my current enrollment at Virginia Tech for the term and year indicated above.

I understand that this does not relieve me of any financial obligation to the university.

Reason for resignation/withdrawal:
- Financial
- Transfer to another College/University
- Personal
- Suspension (academic, honor system, student conduct)
- Military (copy of activation papers needed)
- Other: ____________________________

Signed ____________________________ Date ____________

(student or proxy)

## 2. Academic/Graduate Dean (Dean’s use only)

Resignations and withdrawals are effective on the date received by the University Registrar, unless otherwise indicated by the Dean. Please indicate effective date, if desired.

**EFFECTIVE DATE** ____________________________

(Dean’s Use Only)

Comments: ____________________________

Signed ____________________________ Date ____________

(Dean)

## 3. Housing and Dining Services (Students living in residence halls only.)

Students must check out properly from their rooms before obtaining the signature from the Housing and Dining Services Office (144 New Hall West).

Signed ____________________________ Check-out Date ____________

(Housing Representative)

## 4. Commandant (Cadets only)

Signed ____________________________ Date ____________

(Commandant)

## 5. SUBMIT COMPLETED FORM TO OFFICE OF THE UNIVERSITY REGISTRAR, MC 0134, STUDENT SERVICES BUILDING, SUITE 250, 800 WASHINGTON ST. SW, BLACKSBURG, VA 24061

Received by: ____________________________ Date: ____________________________ Effective Date (office use only): ____________________________

**UNIVERSITY REGISTRAR ADMINISTRATIVE USE ONLY**

Rev: October 2013

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APPLICATION FOR DEGREE OR CERTIFICATE (AFDC) CONFERRAL

This form is used to initiate the process of degree and/or certificate conferral. Please use only one form per degree or certificate requested. A $25.00 processing fee will be charged to your account for the first application submitted per year. If degree requirements are not completed by the term indicated on this application, it is the responsibility of the student to submit a new AFDC.

LAST/FAMILY NAME

First/Given Name

Middle Name

Suffix

Citizenship

☐ U.S. Citizen ☐ Permanent Resident ☐ Non-U.S. Citizen

*If non-U.S. citizen, please list your visa status:

Degree/Certificate Program

First Term of Enrollment

☐ Fall ☐ Spring ☐ Summer I ☐ Summer II

☐ Fall ☐ Spring ☐ Summer I ☐ Summer II

Term of Completion

Degree Level

☐ Doctoral ☐ Education Specialist ☐ Masters ☐ Graduate Certificate

Campus

☐ Blacksburg ☐ Hampton Roads ☐ National Capital Region ☐ Richmond

☐ Roanoke ☐ Southwest Virginia ☐ Virtual

Dissertation or Thesis Title

Home Town (For use in Commencement bulletin. The default is Blacksburg, VA if left blank.)

City

State

Zip

Country

Application for: (select only one per form)

☐ Degree ☐ Certificate

Student Signature

date

Return your completed form to:

Graduate School

Graduate Life Center

at Donaldson Brown

Virginia Tech (3326)

Blacksburg, VA 24061

Fax: 540/231-2039

CURRENT DEPARTMENT HEAD signature

or authorized GRADUATE PROGRAM DIRECTOR

printed name

e-mail (@vt.edu, preferred)

date

GRADUATE SCHOOL SIGNATURE

date

Questions? Call 540/231-8636 or e-mail grads@vt.edu for assistance.
ETD Submission Process

Summary: Within two (2) weeks of your thesis or dissertation defense, submit a completed Thesis and Dissertation Approval Form; upload your ETD; and submit applicable supporting documentation (e.g., copyright permissions, IRB approval or exemption notices, Survey of Earned Doctorates).

Submission Timeline
See the Graduate School's Graduation Requirements and Commencement Deadlines for dates and deadlines

Steps to Submitting an ETD

1. Gather all the files that comprise the ETD.
2. Naming the file(s): You MUST name your file(s) with these 3 elements
   - LastName_FirstnameMiddleInitial(s)
   - Document type: T or D for a Thesis or Dissertation
   - Year of defense

Doe_JA_T_2008 is an example of a Masters student named Jane Anne Doe who defended her thesis in 2008.

The generic file name format is <Last name>_<first (and middle initials)>_T or D_<yyyy of defense>

If you have more than one PDF file or additional multimedia files, number them sequentially (e.g., f1, f2, f3, etc.). Examples are at this FAQ.

3. Go to the ETD submission website (an external Web site not maintained by DLA). Please email questions about submissions to the Graduate School: grads@vt.edu
4. Login with your Virginia Tech PID and password.
5. The Graduate School will send an email with instructions if changes are needed.
6. After your ETD is approved, you and your committee will receive email notification from the Graduate School.
7. Your ETD will be accessible to the community you stipulated.

ETD Submission Checklist

1. One PDF/A-1b file named according to the convention specified above.
2. A separate file with a) Copyright letters of permission, fair use determination, and/or public domain statement, whatever is appropriate b) IRB approval memo(s) if appropriate
3. Separate media files (audio and video)
4. Thesis and Dissertation Approval form with original signatures
5. ProQuest Agreement Form--dissertation authors only
Develop your ETD

Style Formatting Requirements

1. Standard ETD Format
   - Formatting Guidelines Table

2. Manuscript ETD Format allows the use of articles, book chapters, and the like to replace some of the standard dissertation/thesis chapters. Prior publication of the manuscript(s) is not a requirement for using this format.
   - Formatting Guidelines Table

Citation Examples and Copyright Information
Referencing others works in your ETD and copyright declarations

File Formats

1. Required File Formats
   Your ETD must consist of at least one file in PDF/A-1b (archival) format. To request an exception, contact the Dean of the Graduate School well in advance of submitting your ETD. If you receive permission, you may submit multiple files. But, the first page of each file must be your ETD title page. (See also file naming as part of the Submission Process.)
   - Word Template for unanimous approval
   - LaTeX Template for unanimous approval
   - Word Template for divided approval

2. Additional File Formats
   If the Dean of the Graduate School grants an exception, in addition to the PDF/A-1b file, students may submit other formats. But each file must contain the ETD title page information.

Templates for front matter

1. Title page and abstract template for unanimous approval

Tutorials

- Acrobat
- Combining multiple PDF files
- PDF/A
- InnovationSpace provides one-on-one tutorial sessions. Schedule an Appointment
- LaTeX
  Overview and information about obtaining LaTeX: http://www.latex-project.org/
  Useful LaTeX resources:
  - http://en.wikibooks.org/wiki/LaTeX
  - http://www.tug.org/tutorials/tugindia/
  - http://www.andjy-roberts.net/misc/latex/index.html
- Microsoft Word
  - Formatting in MS Word
  - Formatting Page Numbers
  - Combining multiple documents in MS Word
- Software Skills Gateway (Element K)
  Use your VT PID and password to access Element K tutorials for word processing, project management, IT security, programming, web development, etc. The tutorials are free to Virginia Tech students. You may take as many as you like at any time.

  If you have problems using Element K, please use contact http://4help.vt.edu.

Examples of ETDs that have appropriately used copyrighted works

Preparing your VT ETD - Handout

ETD for VT Authors
2. If one or more of your committee members do not approve your work, use this title page template for split approval.
Graduate School ETD Guidelines

Degree Requirements

Students submitting theses and dissertations, and similar works (e.g., master’s papers and reports), must do so electronically. The ETD requirement is not considered satisfied until it has been approved by the Graduate School.

Open Access

All theses and dissertations produced to meet Virginia Tech degree requirements should be subject to an open defense and open publication (including ETD submission), and capable of standing as academically-complete works. [Graduate School Policies]

See also

- Graduate School Catalog
- Graduate School ETD Resources
- Graduation Requirements
- ETD Submission Process

ETD Styles

1. Standard Format

Most theses and dissertations have followed the same format for decades and is the one your committee members used and the one with which they are the most familiar. See also the Standard Formatting Guidelines Table and the Graduate School's ETD Formatting Guidelines.

2. Manuscript Format

In addition to the standard or traditional format for dissertations and theses, the Virginia Tech Graduate School accepts an alternative, manuscript, format. The Manuscript ETD Format allows the incorporation of your articles, book chapters, and the like to replace some of the standard chapters. Prior publication of the manuscript(s) is not a requirement for using this format.

The following guidelines apply:

- At least one manuscript (i.e., article, chapter) for the Master’s degree, or at least two manuscripts for Doctoral degree. The manuscript(s) should be based on research done at Virginia Tech. The manuscript(s) can be previously published, to be published, or in preparation for submission.
- The graduate student is the major contributor and writer of the manuscript(s), as usually represented by sole author. In the case of multiple authorship, the contribution of each author is detailed in the Introduction or separate Attribution section.
- The graduate student provides the Graduate School with a letter of copyright release for previously published and/or copyrighted material.
- Whether previously published or to be reviewed, the manuscript is formatted to fit within the margins acceptable by the Graduate School and satisfies all requirements for ETD submission. See also the
Manuscript Formatting Guidelines Table and the Graduate School's ETD Formatting Guidelines.

3. What the Graduate School looks for when reviewing ETDs

<table>
<thead>
<tr>
<th>Virginia Tech</th>
<th>University Libraries</th>
<th>DLA</th>
<th>ETDs</th>
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Last modified: 11/26/14 09:24:09 GMc
Copyright

Copyright Information for Authors, Researchers, and Scholars

Rights of copyright holders

1. Reproduction
2. Modification
3. Distribution
4. Public performance
5. Public display

Who owns the copyright?

Creators of original works
Creators' assignees
Employers: works for hire

Sample Statements of Ownership

Learn about Creative Commons through YouTube
Use Creative Commons to add your copyright notice to your ETD.

Permission to use a copyrighted work is NOT required if:

- Work is a fact or an idea
- Fair use
- Work is in the public domain

A public domain work is not protected by copyright and may be freely used by everyone. A work is also in the public domain if it is a work of the US Government or the term of copyright has expired.

Tools to help determine when copyright expires:

When US Works Pass into the Public Domain (UNC)
Copyright Term and Public Domain (Cornell)
Is It Protected by Copyright? (ALA)

US © Office

Circulars and Factsheets
Copyright Basics (2008)

Copyright Information for VT

Citing copyrighted works
Citation Management Tools
© Policies and Tools
ETD Copyright Flier

Fair Use Tools

Fair Use Analyzer Test tool
Fair Use Checklist Weigh the 4 factors

Registering copyright

Why? Possibly receive greater compensation, with less documentation when filing an infringement suit

How?
Register online

Publishers Attitudes towards ETDs

- Preliminary Findings from the 2012 Science Publishers' Survey McMillan et al., 15th International Symposium on ETDs, 2012
- Findings from the 2011 Humanities and Social Science Publishers' Survey College and Research Libraries. Preprint March 2012
Fees

Negotiate with Publishers

Do you need permission?

Publisher copyright & self-archiving policies
  ➢ Sherpa RoMEO
  ➢ Elsevier’s policy

Sample letter to request permission

➢ Do ETDs Deter Publishers?  
  *College and Research Libraries News*, 2001

➢ ETDs: A Survey of Editors and Publishers  

➢ ETDs as Prior Publication: What the Editors Say  

➢ ETDs: Two Surveys of Editors and Publishers  
  Joan Dalton and Nancy Seamans in *ETD: A Sourcebook for Educators, Students, and Librarians*. NY: Marcel Dekker, 2004