CBE
Graduate Info Session

Application to Candidacy (ATC)
FTS (Full Time Status Form)
Individual Problems Form
Amend ATC/Change Conferral Date
Chemical Engineering Graduate Degree Requirements - Fall 2013

Ph.D. – Minimum of 72 credit hours total, including:
- Twelve to thirty credits of dissertation, CE 659 (fall), CE 660 (spring)
- Successful completion of Ph.D. qualifying process and final dissertation defense
- Minimum of 42 credits of coursework, including:
  - All three core courses:
    - CE 509 – Transport Phenomena (5 credits, offered in the Fall)
    - CE 525 – Adv. Chemical Thermodynamics (5 credits, offered in the Fall)
    - CE 561 – Applied Chemical Kinetics (5 credits, offered in the Fall)
  - Research Methods 1, CE 630 (spring), & Research Methods 2, CE 631 (fall), 6 credits total
  - Two semesters of Supervised Teaching, CE 599, 6 credits total
- Minimum of 30 credits of formal courses (typically one course (3 credits) beyond the 27 credit hours of the required courses listed above)
- Maximum of 12 credits of informal courses known as Individual Problems, CE 601 (fall) & CE 602 (spring)

M.S. with Thesis – Minimum of 30 credit hours total, including:
- Six credits of thesis, CE 559 (summer & fall) & CE 560 (spring)
- Successful thesis defense
- Minimum of 24 credits of coursework, including:
  - Three of the following six courses (must take at least one of the following: CE 509, CE 525, or CE 561):
    - CE 509 – Transport Phenomena (5 credits, offered in the Fall)
    - CE 525 – Adv. Chemical Thermodynamics (5 credits, offered in the Fall)
    - CE 561 – Applied Chemical Kinetics (5 credits, offered in the Fall)
  - CE 517 – Bioengineering Principles (3 credits, offered in the spring)
  - CE 531 – Analysis (4 credits, offered in the spring)
  - CE 534 – Materials Science & Corrosion (3 credits, offered in the spring)
- Minimum of 18 credits of formal courses (typically one or two courses beyond the three required courses that add up to 12-13 credit hours)
- Maximum of 6 credits of informal courses, known as Individual Problems, CE 501 (fall) & CE 502 (spring)

M.Eng. – Minimum of 30 credit hours total, including:
- Three to six credits of Engineering Projects, CE 503 (summer & fall) & CE 504 (spring)
- Project approval by advisor (no formal thesis defense is required)
- Minimum of 24 credits of coursework, including:
  - Minimum of 18 credits of formal courses
  - Maximum of 6 credits of informal courses, known as Individual Problems, CE 501 (fall) & CE 502 (spring)
- No specific course requirements, except that the majority of courses taken should be within the CBE Department

Chemical Engineering Graduate Degree Requirements – Fall 2014

Ph.D. – Minimum of 72 credit hours total, including:
- Successful completion of Ph.D. qualifying exams, dissertation document, and dissertation defense
- Twelve to thirty credits of dissertation, CE 659 (fall semester), CE 660 (spring semester)
- Minimum of 45 credits of coursework, including:
  - All four core courses:
    - CE 509 – Transport Phenomena (4 credits, offered in the fall)
    - CE 525 – Adv. Chemical Thermodynamics (4 credits, offered in the fall)
    - CE 531 – CE Mathematics & Computation (4 credits, offered in the fall)
    - CE 561 – Applied Chemical Kinetics (4 credits, offered in the fall)
  - Research Methods 1, CE 630 (spring), & Research Methods 2, CE 631 (fall), 6 credits total
  - Two semesters of Supervised Teaching, CE 599, 6 credits total
- Minimum of 30 credits of formal courses (typically one course beyond the 28 credit hours of the required courses listed above)
- Maximum of 12 credits of informal courses known as Individual Problems, CE 601 (fall semester) & CE 602 (spring semester)

M.S. – Minimum of 50 credit hours total, including:
- Successful completion of thesis document and thesis defense
- Six credits of thesis, CE 559 (summer & fall semester) & CE 560 (spring semester)
- Minimum of 24 credits of coursework, including:
  - Three of the following six courses (must take at least one of the following: CE 509, CE 525, CE 561, CE 531, or CE 561) (note CE 531 is a co-requisite for CE 509, CE 525, and CE 561):
    - CE 509 – Transport Phenomena (4 credits, offered in the fall)
    - CE 525 – Adv. Chemical Thermodynamics (4 credits, offered in the fall)
    - CE 531 – CE Mathematics & Computation (4 credits, offered in the fall)
    - CE 561 – Applied Chemical Kinetics (4 credits, offered in the fall)
    - CE 517 – Bioengineering Principles (3 credits, offered in the spring)
    - CE 534 – Materials Science & Corrosion (3 credits, offered in the spring)
  - Minimum of 18 credits of formal courses (typically two or three courses beyond the three required courses that add up to 10-12 credit hours)
  - Maximum of 6 credits of informal courses, known as Individual Problems, CE 501 (fall) & CE 502 (spring)

M.Eng. – Minimum of 30 credit hours total, including:
- Project approval by advisor (no formal thesis is required)
- Three to six credits of Engineering Projects, CE 503 (summer & fall) & CE 504 (spring)
- Minimum of 24 credits of coursework, including:
  - Minimum of 18 credits of formal courses
  - Maximum of 6 credits of informal courses, known as Individual Problems, CE 501 (fall) & CE 502 (spring)
- The majority of courses taken should be within the CBE Department

Note: Graduate courses completed prior to joining CBE are not eligible for consideration of transfer credits. Up to 6 credits may be transferred toward a master's degree and up to 24 toward a PhD degree at UB. Please consult the CBE Graduate Director for further information.
Chemical Engineering Graduate Degree Requirements: Fall 2015

Ph.D. – Minimum of 72 credit hours total, including:

- Successful completion of Ph.D. qualifying exam, dissertation document, and dissertation defense
- Twelve to thirty credits of dissertation, CE 679 (fall semester), CE 680 (spring semester)
- Minimum of 42 credits of coursework, including:
  - All four core courses:
    - CE 509 – Transport Phenomena (4 credits, offered in the fall)
    - CE 533 – Adv. Chemical Thermodynamics (4 credits, offered in the fall)
    - CE 531 – CE Mathematics & Computation (4 credits, offered in the fall)
    - CE 501 – Applied Chemical Kinetics (4 credits, offered in the fall)
  - Research Methods 1, CE 630 (spring), and Research Methods 2, CE 631 (fall), 6 credits total
  - Two semesters of Supervised Teaching, CE 599, 6 credits total
  - Minimum of 30 credits of formal courses (typically one course beyond the 28 credit hours of the required courses listed above)
  - Maximum of 12 credits of informal courses known as Individual Problems, CE 601 (fall semester) & CE 602 (spring semester)

M.S. – Minimum of 30 credit hours total, including:

- Successful completion of thesis document and thesis defense
- Six credits of thesis, CE 559 (summer & fall semesters) & CE 560 (spring semester)
- Minimum of 24 credits of coursework, including:
  - Three of the following six courses (must take at least one of the following: CE 509, CE 525, CE 531, or CE 561) (Note: CE 531 is a co-requisite for CE 509, CE 525, and CE 561)
  - CE 509 – Transport Phenomena (4 credits, offered in the fall)
  - CE 525 – Adv. Chemical Thermodynamics (4 credits, offered in the fall)
  - CE 531 – CE Mathematics & Computation (4 credits, offered in the fall)
  - CE 501 – Applied Chemical Kinetics (4 credits, offered in the fall)
  - CE 517 – Bioengineering Principles (3 credits, offered in the spring)
  - CE 534 – Materials Science & Corrosion (3 credits, offered in the spring)
  - Minimum of 18 credits of formal courses (typically two or three courses beyond the three required courses that add up to 10-12 credit hours)
  - Maximum of 6 credits of informal courses: Individual Problems, CE 501 (fall) & CE 502 (spring)

M.Eng. – Minimum of 50 credit hours total, including:

- Project approval by advisor (no formal defense is required)
- Three to six credits of Engineering Projects, CE 503 (summer & fall) & CE 504 (spring)
- Minimum of 24 credits of coursework, including:
  - Minimum of 18 credits of formal courses
  - Maximum of 6 credits of informal courses: Individual Problems, CE 501 (fall) & CE 502 (spring)
  - The majority of courses taken should be within the CBE Department

Note: Graduate courses completed prior to joining CBE/UB or accredited or recognized institutions of higher education and with grades of 'B' or better are eligible for consideration for transfer credit. Up to 6 credits may be transferred toward a Master’s degree and up to 30 toward a Ph.D. degree at UB. Please contact the CBE Graduate Director for further information.
APPLICATION TO CANDIDACY

The Application to Candidacy ("ATC") is required to officially become a candidate for conferment of the following graduate degrees: AuD, DNP, MA, ME, MM, MS, MArch, MFA, MPH, MUP, BS/MA, BS/MS, BS/ME, PhD

WHEN SHOULD I SUBMIT THE APPLICATION TO CANDIDACY?
Typically, master’s students submit the ATC after one or two semesters of full-time enrollment, and doctoral students submit the ATC after four to six semesters of full-time enrollment. Since the ATC is required for students seeking certification of full-time student status, some students will complete the ATC earlier. In any case, your ATC must be submitted by the deadlines below according to when you wish to have your degree conferred.

WHAT IS THE DEADLINE TO SUBMIT THE APPLICATION TO CANDIDACY?
Your complete Application to Candidacy, with all required signatures and attachments, must be received in the Graduate School by the deadline below for the date you wish to have your degree conferred. Note: If your ATC is received after the deadline it will automatically be moved to the next conferral date.

<table>
<thead>
<tr>
<th>Expected Conferal Date</th>
<th>Recommended Date to Submit ATC to your department</th>
<th>Complete ATC with all signatures and required attachments due in Graduate School</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEBRUARY (Fall conferral)</td>
<td>September 1</td>
<td>October 1</td>
</tr>
<tr>
<td>JUNE (Spring conferral)</td>
<td>February 1</td>
<td>March 1</td>
</tr>
<tr>
<td>SEPTEMBER (Summer conferral)</td>
<td>June 1</td>
<td>July 1</td>
</tr>
</tbody>
</table>

REQUIRED ATTACHMENTS:
A. Attach an unofficial transcript/course history of all courses and credits completed to date. On the attached transcript, cross out any courses or credits that are not to be applied toward this degree program.
B. Non-UB Transfer credits: In order to receive formal approval of non-UB transfer credits and apply those credits toward your UB graduate program, you must file a transfer credit petition: [http://grad.buffalo.edu/commit/dam/grad/study/ptf-transfer-pdf](http://grad.buffalo.edu/commit/dam/grad/study/ptf-transfer-pdf) if you have already applied for and received Graduate School approval of non-UB transfer credits, simply indicate that in Part 5 of the ATC.

WHAT HAPPENS AFTER I SUBMIT MY ATC TO THE GRADUATE SCHOOL?
We will conduct a preliminary review to make sure all required attachments are included and required signatures are complete; we will then conduct a formal audit of your record for completion of all degree requirements. When your ATC is formally approved, you will receive a letter from the Dean of the Graduate School confirming your candidacy for degree conferral and detailing the final degree conferral requirements.

WHEN WILL MY ATC BE APPROVED?
If there are any significant problems with your ATC or your plan for completing your degree, we will notify your department upon receipt of your ATC. Otherwise, your ATC will be placed in the queue for formal review in order of the Expected Conferal Date. Master's ATCs will be reviewed and approved one or two semesters prior to the Expected Conferal Date. Doctoral ATCs will be reviewed and approved approximately one year prior to the Expected Conferal Date.

WHAT IF MY PLANS CHANGE AND I NEED TO CHANGE MY CONFERAL DATE?
You must file a Partial to Amend the ATC to change your Expected Conferal Date. Please note, once you have submitted an Application to Candidacy, you will not be permitted to register in semesters beyond the Expected Conferal Date that you indicate in Part 1 of the ATC. Therefore, if you will not finish your degree program by the Expected Conferal Date for which you submitted your ATC, you must file an amendment to change your conferral date prior to the start of the following semester.

*Where to find forms:*
[http://grad.buffalo.edu/commit/dam/grad/study/ptf-transfer-pdf](http://grad.buffalo.edu/commit/dam/grad/study/ptf-transfer-pdf)
**Application to Candidacy**

In the next sheet describing how to properly complete this form can be found at the beginning of this document.

### PART 1 - General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Program</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Expected Graduation Date</td>
<td></td>
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</tbody>
</table>

**Doctor of Philosophy Candidates Only**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Preliminary or Qualifying Exam Date</td>
<td></td>
</tr>
</tbody>
</table>

**Option Disaster’s Candidates Only**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>E-XAM</td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td>Exam Date</td>
<td></td>
</tr>
</tbody>
</table>

**PART 2a - Baccalaureate Degree Confirmation**

- Did you receive a BS Bachelor’s or Bachelor’s degree? **[ ] Yes [ ] No**
- If yes, what did you receive in? **[ ] Yes [ ] No**
- Are you pursuing a master’s degree? **[ ] Yes [ ] No**
- Were you admitted to UB in the past 2000 semester of anytime thereafter? **[ ] Yes [ ] No**

**PART 2b - Undergraduate Transcripts**

- If the answer to any of these questions is **[ ] Yes [ ] No** you must submit an official undergraduate transcript with this application to candidacy.
- If the answer to any of these questions is **[ ] Yes [ ] No** you did not need to submit an official undergraduate transcript with this application to candidacy.

**PART 3 - Thesis, Dissertation, Project, Portfolio**

**PART 4 - Future Credits (Tentatively planned but for which you have not yet registered)**

<table>
<thead>
<tr>
<th>Course Title Abbreviations</th>
<th>Dept. Abbrev</th>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Instructor’s Name</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total Credits**
**PART 5 - Unrelated UB Courses** - please attach an unofficial transcript / printout of UB courses taken.
On your attached unofficial transcript / printout of UB courses, please cross out any UB coursework NOT being applied to this degree program.

**PART 6 - Transfer Credits** - (Non-UB coursework)

Are you intending to transfer any credits into this degree program?  **YES**  **NO**

If no, nothing further is needed. If you (and if you have not previously done so) you must fill a Transfer Credit Petition. <http://global.buffalo.edu/centerinfo/grad/gradcourses_petition.pdf>. Below, list the transfer institution and the total number of transfer credits being applied towards this degree program.

Transfer Institution:  
Total # of transfer credits:  

Have you previously applied for and received approval of these transfer credits from the Graduate School?  **YES**  **NO**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Advisor(s)</td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td></td>
</tr>
<tr>
<td>Required for Master’s and PhD Students</td>
<td></td>
</tr>
<tr>
<td>Committee Member</td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td></td>
</tr>
<tr>
<td>Required for PhD Students</td>
<td></td>
</tr>
<tr>
<td>Committee Member (optional)</td>
<td></td>
</tr>
<tr>
<td>Graduate Faculty</td>
<td></td>
</tr>
<tr>
<td>Required for PhD Students</td>
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</tr>
<tr>
<td>Required for PhD Students</td>
<td></td>
</tr>
<tr>
<td>Chair or Director of Graduate Studies</td>
<td></td>
</tr>
<tr>
<td>College/School Academics Dean</td>
<td></td>
</tr>
<tr>
<td>Divisional Committee (required)</td>
<td></td>
</tr>
</tbody>
</table>

After all required departmental and dean's approvals & signatures above have been obtained, submit the required materials to The Graduate School, Office of Student Services, 668 Capen Hall, North Campus.

For Graduate School Office Use Only:

Approved by:  
(Signature)  
(Date)

Candidacy posted in student's HUB  
(Record on)  
(Data)
PETITION TO CHANGE EXPECTED CONFERRAL DATE / AMEND ATC

Changes to the Application to Candidacy (ATC) which become necessary after the ATC has been submitted to the Graduate School must be formalized through petition. Such changes include:
1. Change in anticipated conferral date for students within the degree time limit (4 years from first registration in the program for Master’s students; 7 years for Doctoral students). If you are beyond the time limit, you cannot use this form to change your conferral date. You must file a Petition to Extend the Time Limit to Complete Degree Program.
2. Changes in major advisor and/or committee members
3. Changes in future planned registration (e.g., adding or deleting anticipated courses or credits)
4. Master’s students changing final option (e.g., from thesis option to exam option)

STUDENT INFORMATION:
Last Name ___________________________ First Name ___________________________
UB Person Number ___________________ Email ________________________________
Department _________________________ Master’s ________________________ Ph.D. ________ AsD or DNP _________

REQUESTED CHANGES TO ATC:
1. UPDATE Anticipated Conferral Date to (must be within university time limit for degree completion)
   FEBRUARY _______ (Fall conferral) _______ year
   JUNE _______ (Spring conferral) _______ year
   SEPTEMBER _______ (Summer conferral) _______ year

   (Student) With my signature below, I certify that I am aware of all required conferral materials and submission deadlines for my new conferral term (found at http://gradbuffalo.sbu.edu/grad/requirements/deadlines.html). I understand that if I fail to submit those required materials on time, my degree will not be conferred on that date, and I will need to file another Amend Petition to update my record. I understand that registration is required in each Fall and Spring term until my degree is conferred.

2. CHANGE Major Professor/Committee Members:

3. ADD OR DELETE future planned registration:
   Action (ADD/DELETE) Course Number Course Title Term Units
   ______________________________________________________
   ______________________________________________________

4. OTHER:

JUSTIFICATION for requested changes (required):

REQUIRED SIGNATURES:
Student ___________________________ Date: ___________________________
Major Advisor ______________________ Date: ___________________________
The Graduate School ______________________ Date: ___________________________

FINAL ACTION TAKEN:  □ Approved □ Denied

Based on the new expected conferral term indicated above, all required conferral materials must be received in the Graduate School by ___________________________.

Comments: ___________________________
CHEMICAL AND BIOLOGICAL ENGINEERING
INFORMAL COURSE DESCRIPTION

Student Name ____________________  Person # ______________

Course/Section # __________  Credits (1-6) ______  Semester ____________

Course Description – (general area and topic) - __________________________

Title of Informal Study:

Grading scheme:  Letter________ or S/U__________

Method of Assessment -  ___submit paper  ___exam

___ complete project  ___other (explain) - __________________

Below, or on a separate paper, provide an abstract of the course.

Student ___________________________ Sign ___________________________

Faculty Advisor ___________________________ Sign ___________________________

Director of Graduate Studies ___________________________ Sign ___________________________
Do’s and Don’ts

- Do submit Application to Candidacy (ATC) AND Full Time Status (FTS) forms together
- Do check [http://grad.buffalo.edu/study/graduate.html](http://grad.buffalo.edu/study/graduate.html) to prepare for graduation and [http://grad.buffalo.edu/](http://grad.buffalo.edu/) for general grad information
- Do register for the Fall 2016 semester if you have not already done so
- Do fill out an Amendment to ATC/Conferral Date Change form if any changes are made (dates, committee members, credits, etc.)
- Do fill out Individual Problems form (for CE 501/502 and CE 601/602)
- Don’t wait for deadlines to make changes (particularly internationals)
- Don’t wait to schedule your defense -206 Furnas is booked early!
- Do check [http://grad.buffalo.edu/study/graduate.html](http://grad.buffalo.edu/study/graduate.html) to prepare for graduation and [http://grad.buffalo.edu/](http://grad.buffalo.edu/) for general grad information
- Do apply for graduation in HUB (Masters only, see following pages).
APPLY FOR GRADUATION IN HUB (Student Center)

*Cautions about Applying for Graduation through HUB:

1) A student may Apply for Graduation through HUB only once (per degree program). That is, if they have already applied for graduation in HUB, they will not be able to do it again. (To change the graduation date – students will file a Petition to change expected conferred date)

2) Students who have a "candidacy approved" status or "applied" status in HUB will not be able to "Apply for Graduation" in HUB.

3) If a student does not Apply for Graduation through HUB – that’s OK, as long as the department graduate coordinator includes the student on the academic department’s official list of candidates.

To APPLY FOR GRADUATION in HUB:

In the HUB Student Center, click on My Academics

Click on the Apply for Graduation link in the Graduation Box
Review the degree to be sure you are applying for graduation for the correct degree program. If you do not see it here, contact your academic department.

Select your appropriate expected graduation term (see below).

Insert text here for the degree program information.
Apply for Graduation

Select Graduation Term

The academic program listed below has selected to apply for graduation if this option is not selected, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only programs in which you are able to apply for graduation will be displayed.

Program Name & Academic Advisor

Program: Bachelor of Science in Engineering

Major: Chemical Engineering

Expected Graduation Term

- Fall 2016 (2116) - Fall 2016
- Spring 2017 (2117) - Spring 2017
- Summer 2016 (2116) - Summer 2016
- Fall 2016 (2117) - Fall 2016
- Spring 2017 (2117) - Spring 2017

Expected Graduation Term = Conferral Date

- Summer 2016 (2116) - September 1, 2018 conferral
- Fall 2016 (2117) - February 1, 2017 conferral
- Spring 2017 (2117) - June 1, 2017 conferral

Once the graduation term has been selected, the Graduation Instructions will populate automatically with reminders and special instructions.
In the My Academics Tab, click on the View my graduation status link.
Once the Graduate School has approved the Candidacy, the graduation status will be updated to Candidacy Approved.

<table>
<thead>
<tr>
<th>Program: Master &amp; Allied Masters</th>
<th>Program: Master &amp; Allied Masters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree: Master of Science</td>
<td>Degree: Master of Science</td>
</tr>
<tr>
<td>Major: Chemical Engineering</td>
<td>Major: Chemical Engineering</td>
</tr>
<tr>
<td>Status: Candidacy Approved</td>
<td>Status: Candidacy Approved</td>
</tr>
<tr>
<td>Expected Graduation Term: Summer 2016</td>
<td>Expected Graduation Term: Summer 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program: Bachelor &amp; Allied Bachelor</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Degree: Bachelor of Science</td>
<td>Degree: Bachelor of Science</td>
</tr>
<tr>
<td>Major: Chemical Engineering</td>
<td>Major: Chemical Engineering</td>
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<tr>
<td>Status: Bachelor Degree Awarded</td>
<td>Status: Bachelor Degree Awarded</td>
</tr>
<tr>
<td>Expected Graduation Term: 2013</td>
<td>Expected Graduation Term: 2013</td>
</tr>
</tbody>
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