MASTER OF ENGINEERING IN CHEMICAL ENGINEERING

Program Requirements

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Student's Advisory Committee

After receiving admission to graduate studies and enrolling for coursework, the student will consult with the head of the department or the department head's designee (e.g., departmental graduate advisor) concerning appointment of the chair of his or her advisory committee. The student's advisory committee for the Master of Engineering will consist of at least one member of the graduate faculty. Typically this member may be the departmental graduate advisor and will serve as the student's committee chair or, the departmental graduate advisor may appoint/approve another departmental faculty member to serve as the appropriate chair of the student's advisory committee. Depending on the departmental policy, additional committee members may be required. If additional committee members are deemed necessary by the department, the chair, in consultation with the student, will select the remainder of the advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. Other graduate faculty members located off-campus may serve as a member or co-chair (but not chair), with a member as the chair. The chair of the committee, who usually has immediate supervision of the student's degree program, has the responsibility for calling meetings at any other time considered desirable.

If the chair of a student's advisory committee voluntarily leaves the University and the student is near completion of the degree and wants the chair to continue to serve in this role, the student is responsible for securing a current member of the University Graduate Faculty, from the student's academic program and located near the Texas A&M University campus site, to serve as the co-chair of the committee. The Department Head or Chair of Intercollegiate faculty may request in writing to the Associate Provost and Dean of the Graduate and Professional School that a faculty member who is on an approved leave of absence or has voluntarily separated from the university, be allowed to continue to serve in the role of chair of a student's advisory committee without a co-chair for us to one year. The students should be near completion of the degree. Extensions beyond the one year period can be granted with additional approval of the Dean.

If the chair of the student's advisory committee is unavailable for an extended time in any academic period during which the student is involved in activities relating to an internship or professional paper and is registered for courses such as 684, 692 or 693, the student may request, in writing, that the department head appoint an alternate advisory committee chair during the interim period.

The duties of the committee include responsibility for the proposed degree plan, any professional study or project, and the final examination. In addition, the committee, as a group and as individual members, is responsible for counseling the student on academic matters, and, in the case of academic deficiency, initiating recommendations to the Graduate and Professional School.

The committee members’ approval on the degree plan indicate their willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student. Although individual committee members may be replaced by petition for valid reasons, a committee cannot resign en masse.

Degree Plan

The student's advisory committee, in consultation with the student, will develop the proposed degree plan. The degree plan must be completed and filed with the Graduate and Professional School prior to the deadline imposed by the student's college, and no later than 90 days prior to the date of the final oral examination. No exceptions are allowed.

This proposed degree plan should be submitted through the online Document Processing Submission System located on the website https://ogsdpss.tamu.edu.

Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student's academic preparation. No changes can be made to the degree plan once the student’s Request for Final Examination or Request for Exemption from Final Examination is approved by the Graduate and Professional School.

Credit Requirement

A minimum of 30 semester credit hours of approved courses is required for the Master of Engineering degree.

Transfer of Credit

A student who has earned 12 hours of graduate credit in residence at Texas A&M University may be authorized to transfer courses in excess of the limits prescribed above upon the advice of the advisory committee and with the approval of the Graduate and Professional School. Courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater might be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. Otherwise, the limitations stated in the preceding section apply. Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit. Courses appearing on the degree plan with grades of D, F or U may not be abolved by transfer work. Credit for thesis research or the equivalent is not transferable. Credit for coursework submitted for transfer from any college or university must be shown in semester credit hours or equated to semester credit hours. An official transcript from the university at which the transfer coursework was taken must be sent directly to the Office of Admissions.

Courses used toward a degree at another institution may not be applied for graduate credit. If the course to be transferred was taken prior to the conferral of a degree at the transfer institution, a letter from the registrar
at that institution stating that the course was not applied for credit
toward the degree must be submitted to the Graduate and Professional
School.

Grades for courses completed at other institutions are not included in
computing the GPA.

**Limitations on the Use of Transfer, Extension and
Certain Other Courses**

Some departments may have more restrictive requirements for transfer
work. If otherwise acceptable, certain courses may be used toward
meeting credit-hour requirements for the master’s degree under the
following limitations.

1. The maximum number of credit hours which may be considered for
transfer credit is the greater of 12 hours or one-third (1/3) of the total
hours of a degree plan. The following restrictions apply:
   - Graduate or upper-level undergraduate courses taken in residence
     at an accredited U.S. institution, or approved international
     institution with a final grade of B or greater will be considered
     for transfer credit if, at the time the courses were completed, the
     student was in degree-seeking status at Texas A&M University,
     or the student was in degree-seeking status at the institution
     at which the courses were taken; and if the courses would be
     accepted for credit toward a similar degree for a student in
     degree-seeking status at the host institution.
   - Courses previously used for another degree are not acceptable for
degree plan credit.

2. The maximum number of credit hours taken in post-baccalaureate
non-degree (G6) classification at Texas A&M University which may be
considered for application to the degree plan is 12.

3. A zero credit 684 and 685 course is only allowed for non-thesis
master’s students. Other courses, including 691 (Research) hours, are
not eligible for zero credit.

4. Any combination of 684, 685, 690 and 695 may not exceed 25 percent
of the total credit hour requirement shown on the individual degree
plan:
   - A maximum of 6 hours of 684 (Professional Internship) and/or
   - A maximum of 6 hours of 685 (Directed Studies), and
   - Up to 3 hours of 690 (Theory of Research), and
   - Up to 3 hours of 695 (Frontiers in Research).

5. A maximum of 2 hours of 681 (Seminar).

6. A maximum of 9 hours of advanced undergraduate courses (300- or
400-level).

7. For graduate courses of three weeks’ duration or less, taken at other
institutions, up to 1 hour of credit may be obtained for each five-day
week of coursework. Each week of coursework must include at least
15 contact hours.

8. No credit hours of 691 (Research) may be used.

9. Continuing education courses may not be used for graduate credit.

10. Extension courses are not acceptable for credit.

Exceptions will be permitted only in unusual cases and when petitioned
by the student’s advisory committee and approved by the Graduate and
Professional School.

**Final Examination**

The candidate must pass a final examination by dates announced
each semester or summer term in the Graduate and Professional
School Calendar unless the student has been exempted from the
examination. The Graduate and Professional School must be notified
in writing of any cancellation. The candidate is eligible to petition for
an exemption from the final examination with departmental or chair
of intercollegiate faculty, if applicable, and committee approval. The
approved petition should be submitted to the Graduate and Professional
School by the deadline announced for the student’s final semester
(or semester of graduation) in the Graduate and Professional School
Calendar. Please see the Graduate and Professional School website

To be eligible to take the final examination, a student’s GPA must be at
least 3.000 for courses on the degree plan and for all courses completed
at Texas A&M which are eligible to be applied to a graduate degree, and
no unabsolved grades of D, F or U can occur for any course listed on
the degree plan. To absolve a deficient grade, the student must repeat
the course at Texas A&M University and achieve a grade of C or better.
All coursework on the degree plan must have been completed with the
exception of those hours for which the student is registered. Additionally,
all English language proficiency requirements must be satisfied prior to
scheduling the examination.

A request to hold and announce the final examination must be submitted
to the Graduate and Professional School a minimum of 10 working days
in advance of the scheduled date for the examination. Examinations
which are not completed and reported as satisfactory to the Graduate
and Professional School within 10 working days of the scheduled
examination date will be recorded as failures. A student may be given
only one opportunity to repeat the final examination for the master’s
degree and that must be within a time period that does not extend
beyond the end of the next regular semester (summer terms are
excluded). The final exam cannot be held prior to the mid point of the
semester if questions on the exam are based on courses in which the
student is currently enrolled.

The final examination covers all work taken on the degree plan and
at the option of the committee may be written or oral or both. The
examination is conducted by the student’s advisory committee as
finally constituted. Persons other than members of the graduate faculty
may, with mutual consent of the candidate and the major professor,
attend final examinations for advanced degrees. Upon completion of
the questioning of the candidate, all visitors must excuse themselves
from the proceedings. A positive vote by all members of the graduate
committee with at most one dissension is required to pass a student on
his or her exam. A department can have a stricter requirement provided
there is consistency within all degree programs within a department.

Exam results must be submitted with original signatures of only the
committee members approved by the Graduate and Professional School.
If an approved committee member substitution (1 only) has been
made, his/her signature must also be submitted to the Graduate and
Professional School.