

# **Professional Master's Program Guide**

**Davidson School of Chemical  
Engineering**

**Purdue University**

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## Introduction

This document summarizes the policies, procedures, and requirements for graduate students in the Professional Master's Program (PMP) in the Davidson School of Chemical Engineering. In particular, it emphasizes policies, procedures, and requirements the Graduate School allows at the discretion of the School.

## Credit and Course Requirements for the Professional Master's Program (PMP)

The Professional MS (non-thesis) degree in chemical engineering requires a minimum of thirty (30) credit hours of graded coursework.

- Six (6) hours of core courses are required as specified by each PMP Concentration;
- Nine (9) hours of coursework in Concentration electives;
- Nine (9) hours of coursework in approved Management/Business Courses;
- Six (6) hours of CHE Capstone Project/Research course (CHE 59700).
- A minimum of fifteen (15) credit hours of coursework must have a CHE prefix. The time table for completing the PMP degree is 1 year, with a chemical engineering undergraduate degree, or 1.5 years, for those without a chemical engineering undergraduate degree. Students must have a cumulative GPA of 2.7 (minimum) to graduate with the Professional MS (PMP) degree.

Specific course requirements for each concentration are on the Davidson School of Chemical Engineering [website](#) under "Concentrations".

## Coursework Performance

**Grade Requirements:** All Professional MS graduate students in the Davidson School of Chemical Engineering are required to **maintain a minimum cumulative GPA of 2.70 on a 4.00 grading scale.**

PMP students who are required to complete the undergraduate pre-requisite courses, (CHE 20500, CHE 30600, and CHE 34800) **must earn a grade of C or better in each of these courses in order to remain in good academic standing.**

Student grades will be reviewed at the end of each semester. Students who receive grades below "C" in the CHE pre-requisite courses or those earning a cumulative GPA of less than 2.70 will be notified of their academic probation status. Failure to improve in course performance in subsequent semesters may result in the student being dismissed from the Chemical Engineering Professional MS Program.

**Grades and Grade Appeal Procedure:** Only grades of A (4.0), B (3.0), C (2.0), or C- (1.7) are acceptable. A grade of C or C- is viewed as marginal performance in courses at the graduate level. If a student's cumulative grade index falls below 2.70, he/she will be assigned a probationary status. If the student does not subsequently attain a 2.70 cumulative GPA, he/she will not be allowed to continue in the Professional Master's graduate program in Chemical Engineering.

**Graduate School Policy regarding grades:** Graduate courses taken while registered as a graduate student at Purdue University may be considered for fulfilling the plan of study requirements only if the

student has received grades of C- or better. These course grades must meet departmental requirements, such as limits on the number of C-, C, or C+ grades permitted.

**Grade Appeal Procedure:** If a student feels that the grade in a course has been unfairly assigned, he/she may appeal the grade using the University appeal procedure as detailed by the Office of Student Rights & Responsibilities, a division of the Dean of Students. Specific details of this process may be found [here](#).

## Electronic Plan of Study

**Definition of Plan of Study:** The Plan of Study lists the courses the student plans to complete to meet the degree course requirements. The Plan of Study also lists the student's Advisory Committee.

**Plan of Study Requirement:** All graduate students must file an electronic Plan of Study with the Graduate School. Students may file a Plan of Study through *myPurdue*. Follow this [link](#) for directions for filing the electronic Plan of Study.

The PMP Program Manager will review the Graduate Plan of Study as the *Plan of Study Coordinator*. He/she should be consulted about the process of developing and submitting the plan. Ideally, the Plan of Study should be filed early in a student's graduate study (first or second semester).

**Committee Structure:** All PMP graduate students will have an advisory committee of two faculty who provide advice on academic and professional matters. These two faculty will be Prof. W. Clark, Director of the Professional MS program, and Prof. J. Morgan, Chair of the Graduate Committee in the Davidson School of Chemical Engineering.

**Changes to the Plan of Study:** Any course changes to the plan of study may be requested through *myPurdue* by making a Request for Change to the Plan of Study.

**PLAN OF STUDY DEADLINE FOR GRADUATING:** The Plan of Study must be *filed and approved* before the first day of classes of the semester in which the student intends to graduate. This is a Graduate School requirement. This means that the student will have filed his/her plan of study at least a month (preferably two months) before that date to provide the Plan of Study Coordinator, the advisory committee, the Director of Graduate Studies, and the Graduate School sufficient time to approve the Plan of Study by the deadline.

The Graduate School will charge a late fee to add a student to the candidate list who files a plan of study after the deadline. The student will be required to submit a memo, with the PMP Director's signature, explaining the reason the Graduate School should add the student to the candidate list late.

## Professional MS Seminar - Professional Development Seminar series

Seminar provides students with the opportunity to learn from invited speakers on various research areas, companies or institutions. Occasionally, there may be required School lectures not scheduled during the PMP time slot. Students will be notified by email about these additional lectures, and they are welcome to attend these lectures.

**Seminar Attendance Policy:** Since the seminar series is not every week, all PMP students are expected to attend the seminars.

## Safety

Safety is of paramount importance and safe conduct is essential to operation of modern laboratory facilities in industry, academia, and government. Knowledge of proper procedures is of particular importance in the research and instructional laboratories in the School. Graduate students, along with all other members of Davidson School of Chemical Engineering, must actively participate in various departmental safety programs for a safe environment for everyone. All graduate students should familiarize themselves with the information on the Purdue Radiological and Environmental Management Office's [website](#), and with the information on the departmental [safety website](#), and follow the safety policies therein. Students conducting experimental research in any of the research labs on campus should complete all required safety training prior to starting any practical work in the lab. For more information on safety training requirements students should contact their PI, mentor and safety committee chair (for research in FRNY please check the [departmental website](#) for details.

## Prof. MS Capstone Project course

This course provides a project-based learning experience as a capstone for the Professional M.S. Program in the Davidson School of Chemical Engineering. In particular, students spend the semester focusing on a given project associated with either an academic laboratory with a Purdue Chemical Engineering faculty member or with a pre-approved industrial mentoring team. Participation may be as a single student or part of a small team in order to accomplish the goals of the project. The objective of this capstone project is to provide a means by which the students can demonstrate mastery of chemical engineering principles in an applied setting. This includes interacting in a professional manner, solving technical problems of significant interest to industry and academia, and communicating technical issues using oral and written techniques. Thus, this course provides a means by which to simulate interactions that are not atypical for chemical engineers as they start their professional careers. Students enroll in the capstone course near the end of their program rather than in the first semester. The Prof MS Capstone Project Course is required and comprises of 6 credit hours.

## Internships, CPT and Coop Opportunities

Students in the Professional Master's Program in the Davidson School of Chemical Engineering are allowed to complete internships and co-ops. However, students must have a written offer letter before the set deadline for the upcoming semester and receive approval from the PMP Director prior to agreeing to an internship, CPT or Coop offer.

For those students who have been approved for an internship, the following requirements must be met prior to leaving campus for the internship:

- Be in academic good standing in the semester prior to starting the internship;
- Complete the RCR requirement (both Parts I and II);
- Satisfy outstanding holds, including admissions holds from the Graduate School;

- Have an approved Graduate Plan of Study on file by the specified due date for that semester.

Students must register for an Internship or Coop course, depending on the type of position secured, and the semester(s) included in the offer. PMP students are allowed a **maximum of two semesters with the same employer** (summer counts as one semester) of internship or Coop.

Internship offers received after completion of the second semester of enrollment may only be for the duration of one semester (summer counts as one semester). An internship offer for longer than one semester after completion of two semesters of coursework will not be approved.

## **Ethics and Responsible Conduct of Research (RCR)**

It is imperative that students and faculty are honest in their discovery and learning endeavors and adhere to the highest ethical standards. Therefore, the Graduate School has developed the Purdue University Responsible Conduct of Research (RCR) program, and the College of Engineering requires all graduate students to complete this training. The purpose of this program is to ingrain, promote and sustain an environment of integrity among all stakeholders, i.e. graduate students, staff and faculty, at Purdue University.

A multi-pronged approach is available to promote Responsible Conduct of Research:

- a. Online training/tutorial modules (Part I- [www.citiprogram.org](http://www.citiprogram.org)),
- b. Attend a workshop RCR Discipline Specific Training\*  
\*The online workshops available through the Graduate School satisfy the Part II part of the requirement. Visit and log into [this web](#) site to register for this workshop, then search for “RCR Discipline Specific Training” workshops.

More information on RCR is at the Graduate School’s web site  
<https://www.purdue.edu/gradschool/research/rcr/index.php>.

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### **PMP Program Administration**

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