PURDUE UNIVERSITY
ENVIRONMENTAL & ECOLOGICAL ENGINEERING

GRADUATE PROGRAM HANDBOOK

Approved by the EEE Graduate Committee, October 6, 2015

I. Introduction

Welcome to the graduate program in Environmental and Ecological Engineering (EEE) at Purdue University! The purpose of this handbook is to acquaint prospective, new, and continuing graduate students with information on admission and graduation requirements and for study in the EEE graduate program. Useful information about the EEE graduate program, including this document, can be found online at: https://engineering.purdue.edu/EEE, or by contacting the EEE Graduate Program Office at (765) 496-0545 or emailing eeegrad@purdue.edu.

The following graduate degrees are awarded in Environmental and Ecological Engineering:

- MSEEE: Master of Science in Environmental and Ecological Engineering
- Ph.D.: Doctor of Philosophy

II. Admission

The general requirements for admission to the graduate program are: (i) satisfactory completion of a baccalaureate degree at a college or university of recognized standing, and (ii) an undergraduate cumulative grade point average of at least 3.0 on a 4.0 scale (or equivalent). For international applicants that are non-native English speakers, there is an additional requirement of documented English language proficiency as stated below. Because of the multidisciplinary nature of the EEE degree program and the diversity of curricular topics and the associated research conducted by the faculty, no specific undergraduate preparation is stipulated. However, basic deficiencies in math or science may be grounds for denial of admission or grounds for required completion of remedial coursework during the first year of study.

Students are referred to the EEE webpage (see above) where all information regarding requirements for admission to the EEE graduate program is posted. It is important that each applicant realize that the requirements for admission stated above are the minimum requirements, and failure to satisfy the minimum requirements may lead to automatic denial of admission. Further, because of capacity issues, fulfilling these minimum requirements does not guarantee admission to the program. Admission is a competitive process based on (i) the student’s previous record, as documented in the application materials, and (ii) interests as they relate to faculty research, teaching, and outreach interests.
Required documents for admission include: (i) an online application submitted through the Graduate School [www.purdue.edu/gradschool](http://www.purdue.edu/gradschool), (ii) uploaded copies of all transcripts (initially, copies are sufficient), (iii) a Statement of Purpose, (iv) resume, (v) recommendation letters, and (vi) for non-native English speaking applicants, English proficiency test scores (TOEFL, IELTS, or PTE). The Statement of Purpose is an essay of approximately 300-500 words stating clearly and succinctly the reasons for seeking graduate study in Environmental and Ecological Engineering at Purdue University, the applicant’s career goals, and research interests.

### Additional International Applicant Requirements:

- **TOEFL for Non-Native English Speakers:** For unconditional admission consideration, applicants must meet one of the following requirements:
  - Minimum Paper-Based Test (PBT) Score Required: 575
  - Minimum Internet-Based Test (IBT) Overall Score Required: 90, with the following minimum section scores required: Reading: 19, Listening: 14, Speaking: 18, Writing: 18
- **IELTS (Academic Module):** An alternative to the TOEFL, scores of 6.5 or higher will be accepted
- **Pearson Test of English (PTE) (Academic Module):** An alternative to the TOEFL, scores of 60 or higher will be accepted
- **TWE for Non-Native English Speakers:** Not required, but recommended.

### III. Degree Programs and Options

**MSEEE Degree.** All students admitted to the Master of Science in Environmental and Ecological Engineering (MSEEE) program are eligible to receive the MSEEE degree from the Graduate School upon completion of all degree requirements. These students may choose either the thesis option or the non-thesis option.

**Combined BS + MSEEE Degree.** *It is anticipated that this option will be available to Purdue students in specific majors/schools who are in their seventh semester in Fall 2016 – this option currently is not available.* Qualified undergraduate students enrolled in the baccalaureate EEE degree program or within other partnering baccalaureate degree programs on the main campus of Purdue University, may apply, during the first semester of their senior year, to the Combined Degree Program (BS + MSEEE).

**Ph.D. Degree.** All students admitted to the Doctor of Philosophy program are eligible to receive the Ph.D. degree from the Graduate School upon completion of all degree requirements. All Ph.D. students must research, compose, and successfully defend a doctoral dissertation.

### IV. Program Requirements

All rules of the Graduate School apply to students and degree candidates in the EEE program. The “Policies and Procedures Manual for Administering Graduate Programs” may be found at:
https://www.purdue.edu/gradschool under information for Current Students > Academics-
Graduate School Publications and all prospective and current students should refer to this
Manual for basic rules and regulations. Other information on rules regulating graduate student
employment at the university, and for preparing a graduate thesis are available at this site. The
following information is provided to supplement the information provided by the Graduate
School, and to detail the specific requirements of the EEE graduate program.

a. Program Requirements of all EEE Graduate Students

Plan of Study (POS) and Graduation Index. The student, in consultation with the major
professor(s) and Advisory Committee (see below), must prepare a Plan of Study for approval by
the Graduate School, with the Plan consisting of the list of courses that the student plans to
complete to satisfy the coursework requirement of their degree. The Plan of Study should be
appropriate to meet the needs of the student’s area of emphasis, as determined by the
Advisory Committee. With approval of the Advisory committee, the Plan of Study for master’s
degree students can incorporate up to 3 credit hours of 300 or 400 level courses (unless the
student is a Combined BS + MSEEE degree student), and the Plan of study for Ph.D. degree
students can incorporate up to 3 credits hours of additional 300 or 400 level coursework,
beside a maximum of 3 credit hours earned to satisfy their master’s degree course
requirement. The plan of study is prepared and submitted by the student electronically for
approval of the advisory committee and the Graduate School. The plan of study must be
approved the semester before graduation for MSEEE students and two semesters before
graduation for Ph.D. students. No courses shall be included on the POS for which a grade lower
than B- is earned, and the GPA of all courses on the POS shall be 3.0 (B average) or higher.

The Graduate School's policy on satisfactory performance is: “A graduate student is expected
to always maintain a graduation index representing a B average (3.0/4.0 GPA) or better. Indices
below this level are marked “under 3.0 GPA” on the grade reports. The student also is expected
to earn S grades for research registration. Two consecutive sessions of U grades for research
registration mandate that the department take formal action and inform the student, in writing,
and the Graduate School with regard to discontinuation or conditions for continuation of the
student’s graduate study. In any event, the student’s progress should be reviewed each session
by the student’s department. The student’s progress also may be reviewed by the Graduate
School. Should the student fail to perform in either coursework or research on a level
acceptable to the advisory committee, the departmental graduate committee, or the Dean of
the Graduate School, he or she may be asked to discontinue graduate study at Purdue.

Major Professor(s) and Advisory Committee. Upon admission, each student is assigned a
faculty member as an academic advisor. Unless the student has pre-arranged for a specific
faculty member to be their advisor, the Chair of the EEE Graduate Committee will serve as the
temporary advisor. Before the end of the first full semester of residence, all those students for
whom the Graduate Committee Chair serves as the temporary advisor are strongly encouraged
to select a permanent academic advisor. This selection should be mutually acceptable to both
the students and the faculty member. The advisor will act as the Major Professor on the
student’s Advisory Committee and must have an appointment (i.e., partial or full time) in EEE, or have a courtesy appointment in EEE. The student may change Major Professor, however, if the student is funded on a research assistantship or fellowship, they must discuss their contractual obligations with the current Major Professor before initiating the process to change advisors. All changes in advisor must be coordinated through the EEE Graduate Program Office and changed on the Plan of Study (discussed below), filed through myPurdue (mypurdue.purdue.edu). Until the time the Plan of Study is filed online, and after conferring with both the current and new advisor, an email to the EEE Graduate Program Office will suffice for changing advisors. Any student may have one Major Professor, or two co-Major Professors, who then act as co-Chairs of the Advisory Committee. One of the two co-advisers does not need to have an affiliation with EEE. In addition to chairing the Advisory Committee, the purpose of the Major Professor is to: (i) advise the student on course selection, and (ii) supervise the research the student performs to fulfill any thesis or dissertation requirement, as described below. The duties of the Advisory Committee are to assist the student in developing an acceptable Plan of Study, and advise the student during the period of graduate work, including research and thesis preparation when these are required components of the student’s degree program.

For all MSEEE students, the advisory committee consists of the major professor and at least two other faculty members (including any co-Chair) selected by the student and major professor, on a mutually acceptable basis with the other faculty members. Among the members of the MSEEE student’s advisory committee (and subsequent examination committee), at least one member must have a partial or full appointment in EEE. For all Ph.D. students, the advisory committee consists of the major professor and at least three other faculty members (including any co-Chair) selected by the student and major professor, on a mutually acceptable basis with the other faculty members. Among the members of the Ph.D. student’s advisory committee (and subsequent examination committee), at least two members must have a partial or full appointment in EEE. All persons serving on the Advisory Committee must be regular or special graduate faculty, i.e., certified by the Graduate School to serve on the committees of graduate students. Normally, the members of the student’s advisory committee also will serve on the student’s Examining Committee, which is responsible for reading the student’s thesis and conducting the final exam, except in the case of non-thesis master’s students, in which case the oral and/or written final exam is replaced by a “Conference of the Committee” in the absence of the student.

**English Proficiency Requirements.** At the time of enrollment in the EEE graduate program, the records of all incoming students will be reviewed to determine whether they have met the minimum English Proficiency requirement as established by EEE. The minimum requirements are as follows:

*Domestic and Native English Speaking Students:* A GRE verbal score of at least 151 and/or a grade of “B” or better in an undergraduate composition course.
Non-Native English Speaking International Students: These student must meet one of the following requirements:

- A minimum TOEFL Paper-Based Test (PBT) score of 575
- A minimum TOEFL Internet-Based Test (IBT) overall Score of 90, with the following minimum section scores required:
  Reading: 19; Listening: 14; Speaking: 18; and Writing: 18
- A minimum IELTS (Academic Module) score of 6.5
- A minimum Pearson Test of English (PTE) (Academic Module) score of 60

If none of these minimum requirements are met, the student must meet with their major professor at the beginning of the first semester and determine the course of action necessary to overcome the deficiency. It becomes the obligation of the student to overcome any deficiency and then report back to the major professor when the minimum requirement or deficiency has been met. Passing the Oral English Proficiency Test (OEPT), or successfully completing ENGL 62000 may satisfy the English requirement, but it should be noted that both of these options may be restricted due to space limitations within these options (these options are generally reserved for students wishing to be hired as teaching assistants). Results need to be reported to the EEE Graduate Program Office.

For any non-native English speaking international student that wishes to be hired as a teaching assistant with sole classroom teaching responsibility, passing Purdue’s Oral English Proficiency Test (administered by OEPT), or successfully completing ENGL 62000, is required.

b. Program Requirements of Master Degree Students

MSEEE: All students admitted to the Master of Science in Environmental and Ecological Engineering (MSEEE) program are eligible to receive the MSEEE degree from the Graduate School upon completion of all degree requirements. These students may choose either the thesis option or the non-thesis option. Upon successful completion of the MSEEE degree, a student may continue in the Ph.D. Program if a faculty member is willing to be the major professor for the student’s Ph.D. studies. If this is the case, the student and specified major professor must notify the EEE Graduate Program Office three weeks before the end of the semester in which the MSEEE degree is awarded.

Non-Thesis MSEEE degree option: After having completed a baccalaureate degree at a college or university of recognized standing, students admitted to the MSEEE degree program may choose the non-thesis Master’s degree option, which requires completion of a minimum of 30 credit hours of coursework for which the student has received a grade of B- or better. The cumulative POS GPA must be 3.0 (one a 4.0 scale) or greater to graduate. The list of courses that comprises these 30 credit hours constitutes the student’s Plan of Study, and requires approval of the student’s advisory committee. Within the minimum 30 credit hours, 0 to 3 credit hours of independent project coursework can be applied, as well as 0 to 3 credit hours of coursework at the 300 or 400 level. Independent project coursework may be completed under the supervision of any EEE-affiliated faculty member. A three member examination committee
will determine whether the student is approved (certified) for graduation, with this typically conducted through the “Conference of the Committee” (in the absence of the student) option for the final exam, requiring no oral or written final examination. Final approval also is required from the Graduate School.

**Combined BS + MSEEE degree option.** It is anticipated that this option will be available to Purdue students who are in specific majors/schools in their seventh semester in Fall 2016 – this option currently is not available. Qualified undergraduate students enrolled in the baccalaureate EEE degree program, or within other partnering baccalaureate degree programs on the West Lafayette campus of Purdue University, may apply during the first semester of their senior year to the Combined Degree Program (BS + MSEEE). Students admitted to the Combined Degree Program are required to have completed 9 credits of 500 level or above coursework during their baccalaureate studies which they may apply to both their undergraduate Plan of Study and their graduate Plan(s) of Study. Students in the Combined Degree Program are eligible to receive the non-thesis MSEEE degree upon successful completion of an additional 21 graduate coursework credits, for which the student has received a grade of B- or better. These 21 credits can include 0 to 3 credit hours of independent project coursework, but cannot include any credits earned at the 300 or 400 level. Upon completion of all requirements for the BSEEE degree, students are certified to graduate with the respective baccalaureate degree, and upon completion of all addition requirements for the combined degree, certified to graduate with the MSEEE degree. As with other non-thesis students, a three member examination committee determines whether the student is approved (certified) for graduation, with this typically conducted through the “Conference of the Committee” (in the absence of the student) option of the final exam, requiring no oral or written final examination. Final approval also is required from the Graduate School.

**Thesis MSEEE Degree option.** After having completed a baccalaureate degree at a college or university of recognized standing, students admitted to the MSEEE degree program may choose the thesis Master’s degree option, which requires completion of a minimum of 21 credit hours of coursework (for which the student has received a grade of B- or better) and a minimum of 9 credit hours of thesis research (EEE 69800) through which a Master’s thesis is researched and composed. The 21 coursework credits (i.e., Plan of Study) may include 0 to 3 credits at the 300 or 400 level, but cannot include any independent project coursework, and must be approved by the Advisory Committee. Thesis research must be completed under the supervision of the Chair or co-Chairs of the Advisory Committee (i.e., the student’s Major Professor). A three member examination committee (in most cases composed of members of the Advisory Committee) determines whether the student is approved (certified) for graduation, with this typically conducted through an oral final examination in which the student must defend their written thesis to all members of the examination committee. In addition to recommending (or not recommending) the candidate for the MSEEE degree, the major professor and other committee members also may recommend (or not recommend) whether the candidate is allowed to continue study toward the Ph.D. There are typically two parts to the oral exam, which must be completed within a maximum period of two hours. The first part (twenty to thirty minutes) generally is open to the public, during which time the student presents and
explains their research goals, methods, and results to the committee and public, followed by an brief open question time; and the second part is a closed question-and-answer session conducted by the examination committee. Members of the final examination committee also have the option of requiring the student to provide written responses to questions posed to them before the final oral exam. Final approval also is required from the Graduate School.

Peace Corps Master’s International option. The requirements and approval for this program have not been finalized; however, this option will be added soon.

c. Program Requirements of Ph.D. Degree Students

All students admitted to the Doctor of Philosophy program are eligible to receive the Ph.D. degree from the Graduate School upon completion of all degree requirements. All Ph.D. students must research, compose, and successfully defend a doctoral dissertation. Students may be admitted directly to the EEE Ph.D. program after earning a master’s degree in a suitable field of study at Purdue or from another college or university of recognized standing. This includes Purdue Students who have completed the Combined BSEEE + MSEEE degree program. Exceptional students with baccalaureate degrees also may be admitted directly to the Ph.D. program; however, for Baccalaureate degree students, it is more common to be admitted to the MSEEE degree program, and upon identifying a Major Professor who will supervise their dissertation research.

The Ph.D. degree requires a minimum of 48 credit hours of coursework and 42 credit hours of research, which may include coursework and research credits earned in the completion of a master’s degree, earned at Purdue or at another college or university of recognized standing. As an example, for students who have earned a non-thesis degree at another university, the Ph.D. Advisory Committee in EEE may allow up to 30 coursework credits, earned at another university, to be included on the Ph.D. Plan of Study, depending upon the suitability of each course in addressing the student’s academic goals within the EEE graduate program, as determined by the Ph.D. Advisory Committee. Similarly, any coursework credits earned during completion of a thesis master’s degree may be included on the Ph.D. Plan of Study, if approved by the Ph.D. Advisory Committee. Similarly, up to 9 credit hours of research credits earned in completion of a thesis master’s degree may be applied toward completion of the 42 required research credits. The 48 coursework credits (i.e., Plan of Study) may include 0 to 6 credits at the 300 or 400 level, but cannot include any independent project coursework earned beyond the master’s degree. Any additional research credits, beyond the master’s degree, are earned through registration in EEE 69900, with all work completed under EEE 69900 supervised by the student’s Major Professor. Coursework earned from one (and only one) master’s degree may be used on the Ph.D. plan of study, and only those research credits earn for this one degree may be counted towards the Ph.D. research credit requirement. An official transcript showing the completion of the master’s degree must be on file with Purdue University’s Graduate School if courses are to be transferred to the Ph.D. POS, or if any associated research credits are to be applied.
After the student’s Advisory Committee has approved the student’s Plan of Study, and after substantially completion of the course work on the Plan of Study, but before the student has completed a significant amount of their dissertation research, the student must successfully pass the Ph.D. preliminary (prelim) examination, administered by a Preliminary Examination Committee, which generally consists of all Advisory Committee members. The Preliminary Examination is an oral examination in which the student describes and defends the research plan that they intend to follow in developing their research dissertation. This research plan must be documented in a written proposal provided to the examining committee at least two weeks before the exam. The Preliminary Examination committee has the option of requiring the student to provide written responses to questions posed by them to the student before the oral prelim exam. The objective of the Ph.D. preliminary examination is to determine if the student qualifies for admission to candidacy for the Ph.D. degree based on the student’s technical knowledge, reasoning skills, creativity in formulating their research plan, and ability to convey each of these in written and oral formats. If the student fails to pass the Preliminary Examination on the first attempt, they must retake the exam during the next semester. If the student fails for a second time, they will be automatically withdrawn from the Ph.D. program. At least two full semesters (of registration) must elapse between the Preliminary Exam and the Final Defense (described below).

Upon satisfactory completion of the Ph.D. Preliminary Examination, and with final approval required from the Graduate School, the Ph.D. student holds the position of “Ph.D. Candidate”. It is highly advised that each Ph.D. student schedule an informal (i.e., non-exam) meeting with their Advisory Committee at least one time each year during their Ph.D. studies, to inform the committee of the student’s academic and research progress, and to help identify any major issues or concerns regarding the student’s work prior to formal Prelim and Final Examination meetings.

Upon completion of all coursework requirements and the dissertation, a four (or more) member examination committee (in most cases composed of members of the Preliminary Examination Committee) determines whether the student is approved (certified) for graduation, with this typically conducted through an oral final examination in which the student must defend their written dissertation to all members of the examination committee. There are typically two parts to the oral exam, which must be completed within a maximum period of two hours. The first part is open generally to the public (e.g., except in cases such as when proprietary information is discussed), during which time the student presents and explains their research goals, methods, and results to the committee and public; and the second part is a closed question-and-answer session conducted by the examination committee. Members of the final examination committee also have the option of requiring the student to provide written responses to questions posed to them before the final oral exam.
V. Administrative Details of the Graduate Degree Program

a. Residency Requirements and Transfer Credits

**MSEE Program Duration.** It is expected that no more than three years (and typically two years or less) shall be required for completion of all requirements for a thesis or non-thesis MSEE degree, even if the student conducts research in absentia or participates in a graduate student coop experience. In the event that more than three years are required, the student and advisor should contact the EEE Graduate Office to discuss plans for completion, as no student will be permitted to register as a master’s degree student beyond three years without the prior review and approval of the Graduate Committee. At least one-half (15) of the total credit hours (30) used to satisfy degree requirements must be earned at the Purdue University, West Lafayette campus.

**Ph.D. Program Duration.** It is expected that no more than six years (beyond the master’s degree) shall be required for completion of all requirements for the Ph.D. degree (and typically four years or less), even if the student conducts research in absentia or participates in a graduate student coop experience. In the event that more than six years are required, the student and advisor should contact the EEE Graduate Office to discuss plans for completion, as no student will be permitted to register as a Ph.D. degree student (or Ph.D. candidate) beyond six years without the prior review and approval of the Graduate Committee. At least one-third (30) of the total credit hours (90) used to satisfy degree requirements must be earned at the Purdue University, West Lafayette campus (including research credit hours). At least two full semesters (of registration) must elapse between the Preliminary Exam and the Final Defense.

For all EEE graduate students, credit hours obtained by online or televised instruction initiated at the West Lafayette campus are considered “in residence” credit hours. For students wishing to transfer course credits from another college or university of recognized standing, the transfer process happens when the student submits their POS, as there is no mechanism to approve transfer courses prior to the generation of the POS. It is strongly advised that the student discuss with their major professor the appropriateness of each transfer course before the POS is electronically generated. For courses taken elsewhere, only courses with a grade of B- or better can be used on the POS. An official transcript(s) with the courses to be transferred must be on file with Purdue University’s Graduate School, if courses are to be applied to an MSEE or Ph.D. POS, or if any associated research credits are to be applied.

b. Ethical Conduct of Research

All EEE graduate students should be familiar with and adhere to the Purdue University Statement of Integrity and Code of Conduct available at:

http://www.purdue.edu/purdue/about/integrity_statement.html
First year EEE graduate students are encouraged to perform the “Responsible Conduct of Research” for Physical Sciences from the Collaborative Institutional Training Initiative (CITI), available online at:

https://www.citiprogram.org/

To do this, click on the "Register" link under create an account. Enter "Purdue University" for Organization Affiliation. Enter your name as written on your Purdue ID. Enter a user name and password of your choice, and set a security question. Enter your gender, ethnicity and race. Select No for CME/CEU credits, and continue to answer the remaining questions.

c. Financial Support

Unless a student receives an official letter from the EEE Graduate Program Office stating that the student will be supported financially, the EEE program has made no financial commitment to the student. Many Master’s students invest their own resources to support their education and obtain the knowledge and credentials needed for success in professional practice. However, in order to compete for the very best graduate students, financial support is often provided as an incentive to attend Purdue University. The primary source of these funds is from external research grants that support Graduate Student Research Assistantships (RAs). A limited number of Teaching Assistantships (TAs) in EEE and in other departments on campus, and competitive College and University fellowships are available. Graduate students who are U.S. citizens also may compete for external fellowships, such as those awarded by the U.S. National Science Foundation, the U.S. Environmental Protection Agency, and the U.S. Department of Energy. International students may compete for external fellowships awarded in their country of citizenship, including Fulbright fellowships. Funding is competitive, however for Ph.D. students that are in good standing, good faith efforts are made to financially support the student.

d. Course Registration

For each upcoming semester, course registration begins with a meeting between the student and the academic advisor (major professor) in which Form 23 (list of courses and any research credits to be taken) is completed and signed by the advisor. At this time, the student is provided with a PIN number with which they can register for classes online at myPurdue (https://wl.mypurdue.purdue.edu/). The signed Form 23 must be submitted to the EEE graduate office, and any courses requiring overrides (i.e., EEE 69800 and 69900) will be entered by the EEE graduate program office, if the necessary signatures are present on the form. Any change in registration must be accompanied by completing an additional Form 23 (to add or drop a course(s)), so that the academic advisor and EEE Graduate Program Office is aware of any changes in registration.

Thesis students who have completed all necessary coursework, must register for research hours (EEE 69800 or EEE 69900) if they are working on their thesis/dissertation in any way. Students
should register for research hours in proportion to their effort. Students are required to register during any semester an exam is held (preliminary exam, MS or Ph.D. defense exam). Rules regarding the necessary credit hours that each student must be registered for at any time are stipulated by the Graduate School (https://www.purdue.edu/gradschool), and must be followed. Rules regarding “research in absentia” also are documented by the Graduate School. It is especially important for international students to understand how course and research credit registration may affect their visa status.

**e. Course Requirements**

Because students in the EEE graduate program have a wide variety of academic, research, and career interests, there are no specified course requirement, other than a mandatory six credit hours of “EEE Principles” credits. Every EEE graduate student is required to earn six credits of coursework in “EEE Principles”, and that these courses be included on the POS. For Ph.D. students that have continued on after earning an MSEEE degree within the program, it is not necessary to earn any additional “EEE Principle” coursework credits. These courses are 1 credit, 5 week modules that introduce all EEE graduate students to the diversity and interdisciplinary nature of environmental and ecological engineering topics, exposing students to a broad base of fundamental principles, allowing students to explore and expand their knowledge base beyond their primary interest area. All other courses on the POS are based on the needs of the student to acquire specific knowledge based on their academic research (i.e., knowledge necessary to conduct thesis research) and/or interests and career goals, with the Advisory Committee having final approval authority regarding which courses are suitable (or not suitable) for inclusion on the POS.

*Sections f, g, i, and j will be added soon, however all rules that will be stated here are the same as those outlined by the Graduate School.*

**f. Rules Governing the Student’s Semester of Graduation**

**g. Conference of the Committee (MSEEE Non-Thesis Option students only)**

**h. Thesis Preparation (MSEEE Thesis Option students and Ph.D. Candidates only)**

General information on thesis preparation, including format specifications, is available in the Graduate School publication entitled: “A Manual for the Preparation of Graduate Theses”, found under information for Current Students > Graduate School Publications, at the website:

http://www.gradschool.purdue.edu
All arrangements for preparation of the thesis are the responsibility of the student. A copy of the thesis should be delivered to each Examining Committee member at least two weeks prior to the date of the final examination (defense). A copy also should be submitted at this time to the EEE Graduate Office for preliminary format review.

i. Thesis Final Examination (MSEE Thesis Option students and Ph.D. Candidates only)

j. Thesis Submission.

VI. Transferring from another Degree Program at Purdue

A student who: 1) has established a graduate academic record at Purdue University (WL), 2) has current eligibility to register in a graduate degree program, and 3) wishes to transfer to the EEE graduate degree program needs to submit a completed Request for Transfer of Department (G.S. Form 17) to the Graduate School. International students who wish to transfer from one department to another must check with the Office of International Students and Scholars to determine if their visa status will be affected by the transfer. All original admissions packet materials and other records (i.e., student transcripts) held in the initial department must be made available to the EEE graduate program for review (i.e., GRE scores, letters of recommendation). EEE will accept transfer students on the following conditions:

- The student is in good standing in their current graduate program.
- The chair of the graduate committee approves the transfer after reviewing the admissions packet and after discussions with the academic unit the student is transferring from.
- A faculty member in EEE is willing to serve as the major professor. If the transfer student is a PhD candidate, good faith efforts will be made to financially support the student.

If a student completes a graduate degree in one department and wishes to seek an additional graduate degree in another department, a new application is required.

VII. Administrative Information

a. Mail. Mail can be addresses to and received by EEE graduate students at the following location. Be sure to check your mailbox often.

The current mailing address is:
Environmental and Ecological Engineering
Purdue University
Potter Engineering Center, Room 364
500 Central Drive
West Lafayette, IN 47907-2022
b. Business Office. Business office services are provided in Potter 364F. In the business office, you will find forms to request approval for travel on business, to be reimbursed for business travel expenses, to be absent from campus (e.g., vacation), and to make purchase orders for research supplies.

c. Work Space. Office and research space assignments are coordinated through the EEE Office. If a student is assigned office and research space by their major professor in the School or Department in which the Major Professor has a joint appointment, the EEE office should be notified of this. Any keys for buildings, laboratories, offices or other research space necessary for a student’s work must be authorized by the major professor. No laboratory keys will be assigned until safety training is completed.

d. Leave From Campus. Before temporary departure from campus for attendance at an out-of-town conference or workshop, or to conduct research at another location, or for vacation (see e), or any other authorized activity, a graduate student must complete the necessary forms. Such departures require approved by the major professor. In case of an emergency that requires the student to be absence from campus, the student should inform their advisor and the EEE office as soon as possible.

e. Vacation Policy. Any student in pay status (i.e., research assistantships, fellowships, etc.) is allowed vacation days consistent with all applicable laws and University regulations (such as accrual rates). Vacation forms must be completed and approved by the major professor, prior to departure.