Alternative Energy

Department of Chemical Engineering

Graduate Handbook

2017-2018

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REQUIREMENTS FOR THE MASTER OF SCIENCE IN ALTERNATIVE ENERGY

Master’s Student Expectations and Responsibilities

Find this information here:
http://www.rochester.edu/college/gradstudies/policies/masters.html

1. BACKGROUND COURSES

Basic Sciences

All students who intend to enroll in the Master of Science program in Alternative Energy should have received a Bachelor’s degree in engineering or science. The Master of Science in Alternative Energy is independent of the existing Master of Science in Chemical Engineering. Entering students must have completed two-semester courses in general chemistry, general physics, and calculus, in addition to one-semester course in differential equations and thermodynamics, or their equivalents. Students deficient in these academic preparations will be required to take remedial courses in addition to the degree requirements described below.

Master of Science with Thesis (Plan A)

Students in Plan A must earn a minimum of 30 credit hours, at least 18 of which should be attributed to the 400-level courses identified on page four. The balance of the credit-hour requirement can be satisfied through independent reading (no more than four credit hours) and thesis research (at least six credit hours), culminating in a Master’s thesis.

Master of Science without Thesis (Plan B)

Students in Plan B must earn a minimum of 32 credit hours of coursework acceptable as graduate credits, at least 18 of which should be attributed to the 400-level courses identified on page four and no more than four through independent reading. Alternatively, students may opt for industrial internship (one credit hour), for which a final essay must be submitted as a part of their degree requirements. In addition to coursework and the essay, all students in Plan B must pass a thirty minute oral exit exam before a committee comprised of at least two, preferably three Chemical Engineering faculty members. A written report is not required. Two weeks prior to the exam, the M.S. candidate will be provided three recently published papers, one of which he or she must choose to evaluate. Students are not allowed to discuss their chosen manuscript with other students or faculty. The exam begins with the candidate presenting a ten minute oral summary and critique of the chosen manuscript. The presentation should consist of projected slides (e.g. PowerPoint). Slides should introduce the chosen manuscript, demonstrate a solid understanding of relevant physical principles, and offer an evaluation / critique of the manuscript. The examination committee members will then ask questions for approximately
twenty minutes to evaluate (i) the student's ability to identify and clearly explain the physical principles upon which the paper is based, (ii) the scientific basis and appropriateness of the student's critique, and (iii) student competency in chemical engineering subjects, particularly those related to completed M.S. coursework.

It is considered important that the total exam time (30 minutes for each student) be rigorously maintained. As a result, students are reminded that it is very important for them to use their time well during both the presentation and question portions of the exam. Students are encouraged to rehearse their presentations and will be stopped after ten minutes.

Following the exam, the committee will recommend to the Director of Graduate Studies that the student pass, pass with contingency, or fail.

Possible Outcomes:
- pass
- contingent pass: either take additional course(s) or write a follow-up document to be reviewed and voted on by the committee
- failure: can retake the exam the next time it is offered. Students who fail the exam twice are terminated from the program.

The oral exams will normally be held twice a year, after spring break and after fall break. Exams will normally be held in a single block, with students following each other at half-hour intervals.

Coursework Requirements

To fulfill the credit-hour requirements, students should include a minimum of three core competency courses for Plan A, and at least four for Plan B, of which at least one must be selected from ERG 458, 460, 464 and 465. The courses identified below provide core competency in alternative energy, and the balance of the coursework requirement can be satisfied by taking technical electives listed as follows. With prior approval by the Program Director of Graduate Studies, equivalent graduate-level courses will be accepted, and up to two 200 or 300 level courses as long as there is an advanced content, rigor and requirement component to these courses.
Core Courses Competency in Alternative Energy:

(Minimum of 3 for Plan A, At least 4 for Plan B. At least ONE from highlighted courses for both Plans A and B.)

- **ERG 441** Advanced Transport Phenomenon  
  Semester: F17 Foster

- **ERG 458** Electrochemical Engineering and Fuel Cells  
  Semester: F17 Jorne

- **ERG 460** Solar Cells  
  Semester: F17 Ioannidis

- **ERG 464** Biofuels  
  Semester: F17 Wu

- **ERG 465** Sustainable Chemical Processes  
  Semester: S17 Chen

- **ERG 485** Thermodynamics & Statistical Mechanics  
  Semester: S17 Chimowitz

- **ERG 488** Introduction to Energy Systems  
  Semester: S17 Yates

Technical Electives:

- **ERG 454** Interfacial Engineering  
  Semester: S16 Yates

- **ERG 469** Biotechnology and Bioengineering  
  Semester: S17 Wu

- **ERG 486** Polymer Science and Engineering  
  Semester: S17 Anthamatten

- **CHE 400** Applied Boundary Value Problems  
  Semester: F17 Gracewski

- **CHE 488** Introduction to Energy Systems  
  Semester: S17 Yates

- **CHM 456** Chemical Bonds: From Molecules to Materials  
  Semester: S17 Krauss

- **CHM 462** Biological Chemistry  
  Semester: S17 Fasan

- **CHM 486** Energy Science Technology and Society  
  Semester: S17 Schroeder

- **ECE 423** Semiconductor Devices  
  Semester: F17 Sobolewski

- **ME 451** Crystallography & X-Ray Diffraction  
  Semester: S16 Burns

- **ME 481** Mechanical Properties of Solids  
  Semester: F17 Abdolrahim

- **OPT 407** SEM Practicum  
  Semester: S17 McIntyre

- **PHY 420** Introduction to Condensed Matter Physics  
  Semester: F16 Gao

- **TEM 492** Energy System Econ & Model  
  Semester: S17 Drennen

- **ERG 491** Independent Reading (at most 4 credit hours)

- **ERG 494** Industrial Internship (1 credit hour)

- **ERG 495** Master’s Thesis Research

2. MASTER OF SCIENCE DEGREE PROGRAMS

The faculty advisor and the Dean for Graduate Studies must approve all Master of Science programs. The Master of Science degree may be earned with or without writing a thesis; the general requirements for the degree are described in the University of Rochester’s Graduate Studies Bulletin, which all students are encouraged to read. Graduate students have the option to complete the MS degree with a **thesis (Plan A)** or coursework-only **non-thesis (Plan B)**. Most part-time students choose the **non-thesis option (Plan B)**. Full time students receiving a stipend must complete a thesis (Plan A) unless the research advisor and the Graduate committee approve the Plan B program.
REQUIREMENTS: THESIS PROPOSAL FOR MASTER’S FUNDING

Proposal Description:
The thesis proposal serves two primary purposes. First, it is the means by which the funding committee evaluates the merit of the research. The objective of the Master’s funding program is to support research experiences for our students wanting to pursue Plan A degrees, while seeding new research directions within the laboratories of departmental faculty. Our department emphasizes original, innovative, high impact research on important applied and scientific problems. The proposal should present your proposed approach to a problem or open question – demonstrating your technical acumen and convincing the committee of the likelihood of its success. Second, the proposal is used to judge your writing abilities. A Plan A Master’s degree requires that you conduct original research, and then prepare and defend a dissertation to be read and evaluated by a thesis committee. From UR’s Preparing Your Thesis manual (http://www.rochester.edu/Theses/ThesesManual.pdf), “At the University of Rochester, the doctoral [also master’s] thesis is expected to be an original work by the student, formulated in a scholarly manner and with content of a quality consistent with respected publications in your field.” This statement is not intended to dissuade you from pursuing a Plan A degree but rather emphasize the importance of strong writing skills required to produce a high quality, defendable thesis.

The thesis proposal should describe the research topic, impress the scientific interest or practical utility of the topic, review the current status in the field and previous results from your advisor’s laboratory, and describe your proposed approach to an important question or problem.

Proposal Instructions:
The proposal must be prepared solely by you. You are encouraged to seek assistance from friends and the UR Writing Center (writing.rochester.edu), but the text and ideas must be developed by you independently. Do not copy text from other sources, including materials that your perspective advisor might provide you.

The written reports should be no more than 1600 words in length (the cover page, figure captions, references, and budget justification are excluded from the word count). The report should contain enough information that an outside reviewer with a technical background but who is not an expert in the field can fully understand and critique it. The formatting and the technical content of the proposal is left to your discretion, but it should be a highly polished document written at a technical level. Feel free to discuss the content of the proposal with your advisor, but some examples and suggestions are provided below:

- **Introduction and Background:** Describe the research topic. Why is it important? What is its technological relevance or what fundamental property/phenomenon do you expect to uncover?
• **Previous work**: What has been achieved? What are recent breakthroughs? What contributions has your advisor’s lab made and how is your research distinct?

• **Proposed work**: Thoroughly describe your idea – specifically, what experiments do you intend to do. Justify your proposed approach.

• **Conclusion**: Briefly summarize the main points.

• **References**: *(required)*
  - Must be cited in the body of the text
  - Should come from high quality, reliable sources - often peer-reviewed publications and/or books
  - A consistent formatting of the references and in-text citations should follow the general practice of your discipline, but the ACS Style Guide is a good starting point: [http://pubs.acs.org/isbn/9780841239999](http://pubs.acs.org/isbn/9780841239999)

• **Figures**: *(required)*
  - Should be embedded throughout main body of the text (not listed at the end)
  - At least some should be original figures that you have prepared (not reproduced from references)
  - If you do reproduce a figure, it should be cited appropriately.

• **Appendix, Budget Justification**: *(limited to 1 page)*
  - Maximum allowable budget is $5000
  - With input from your PI, describe and justify the requested budget.
  - A table categorizing the various expenses is an effective way to present the budget, but concise justification of each line is required.
  - Examples of allowed costs: small equipment, chemicals, supplies & consumables, user facility instrument fees, conference registration fees, specialized software, etc.
  - Unallowed costs: salaries, equipment maintenance & service contracts, new computers & office equipment for your advisor’s group

**Document formatting (do not deviate)**

• 8-1/2 x 11” paper
• 1” margins on all sides
  
  Font: 11 pt., Times New Roman or Arial. Other fonts are not allowed.
Master’s Thesis Registration Instructions

- Plan ahead: Contact Vicki at least 4 weeks prior.
- Thesis must be registered at least 10 full working days prior to defense date.
- All paper work must be completed BEFORE those 10 days. (See #1)
- Program of study must be completed.
- Student must have completed or will have completed 30 hours of study by the anticipated graduation day.
- Student coordinates committee members prior to thesis registration. Committee must consist of the following faculty members:
  - Two full-time (assistant professor or higher) from within ChE°
  - One non-department full-time (assistant professor or higher)
  - If non-department student advisor, need additional committee member from within ChE°
- Student needs to contact Vicki to reserve room for defense.
- Thesis registration:
  - Examination Appointment Form must be completed
  - One bound copy of the thesis must be registered with the Graduate Students Office (218 Lattimore) at least 10 working days prior to defense date along with Examination Appointment Form.
- Student need to provide and deliver a copy of their thesis to each committee member. This is done the same day the thesis is registered
- Student need to provide Vicki with the abstract of their thesis. This is done the same day the thesis is registered

NOTE: You may obtain a copy of the UR Theses Manual online:
http://www.rochester.edu/college/gradstudies/masters-defense/index.html

After your defense and any corrections are made to the thesis, two final unbound copies are delivered to Grad Studies. One unbound copy and one on CD are provided to Vicki
http://www.rochester.edu/college/gradstudies/current/
UNIVERSITY OF ROCHESTER  
ARTS, SCIENCES AND ENGINEERING

PROGRAM OF STUDY FOR THE MASTER'S DEGREE

<table>
<thead>
<tr>
<th>Subject/ Course #</th>
<th>Grade (if completed)</th>
<th>Descriptive Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERG 441</td>
<td></td>
<td>ADV TRANSPORT PHENOMENON</td>
<td>4.0</td>
</tr>
<tr>
<td>ERG 458</td>
<td></td>
<td>ELECTROCHEM&amp;ENGG &amp; FUEL CELL</td>
<td>2.0</td>
</tr>
<tr>
<td>ERG 460</td>
<td></td>
<td>SOLAR CELLS</td>
<td>4.0</td>
</tr>
<tr>
<td>ERG 482</td>
<td></td>
<td>PROC MICROELECTRONIC DEVICES</td>
<td>2.0</td>
</tr>
<tr>
<td>ERG 488</td>
<td></td>
<td>INTRO TO ENERGY SYSTEMS</td>
<td>4.0</td>
</tr>
<tr>
<td>ERG 485</td>
<td></td>
<td>THERMODYNAMICS &amp; STATISTICAL MECHANICS</td>
<td>4.0</td>
</tr>
<tr>
<td>ERG 491</td>
<td></td>
<td>INDEPENDENT READING</td>
<td>4.0</td>
</tr>
<tr>
<td>ECE 427</td>
<td></td>
<td>ELECTRIC POWER: CONV, TRAN, CON</td>
<td>4.0</td>
</tr>
<tr>
<td>TEM 492</td>
<td></td>
<td>ENERGY SYSTEMS ECONOMICS AND MODELING</td>
<td>4.0</td>
</tr>
<tr>
<td>ERG 496</td>
<td></td>
<td>RESEARCH SEMINAR (EVERY SEMESTER)</td>
<td>0.0</td>
</tr>
<tr>
<td>ERG 497</td>
<td></td>
<td>TEACHING ALTERNATIVE ENERGY (ONLY THE SEMESTER YOU ARE DOING THIS)</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Total Hours (the total should not equal less than 30 credit hours) 32.0

Remarks
Get Faculty Advisor's signature and give to Vicki. If this POS changes, please revise and note revision in top right corner.

APPROVED, Faculty Advisor ______________________________ Date ___________

APPROVED, Dean of Graduate Studies ________________________ Date ___________

DISTRIBUTION:  
GS0 Student File and Department

Rev 02/14
3. PROGRAM OF STUDY
A faculty advisor will generally be named for each student by the end of the first semester. The advisor assists the student in developing a complete program of study for the anticipated degree. Each program and all subsequent changes must be approved by the student’s advisor and the associate dean for graduate studies. Students who take courses without the approval of the advisor and the associate dean, or without registering for them, may not receive credit toward their degree requirements.

Master’s degree programs must be filed no later than the date specified by the college.

4. RESEARCH SEMINAR REQUIREMENT
All students are required to register for the Chemical Engineering Departmental Seminar Series (CHE 496), unless they are in-absentia. The department chairperson should be indicated as the instructor for the course with zero credit hours. Grading for this course is based on attendance. Attendance at all the seminars is expected. Students may miss one seminar per semester and still receive a grade of “A”. Each additional seminar missed will lower the grade by one letter. A sign in sheet will be passed around during the seminar. If you do not sign in, you will not get credit for attendance, so be sure to find the clipboard with the sign in sheet before you leave the seminar. If you attend another department’s seminar, please find a way to provide some proof that you attended, perhaps take a picture and email it to the graduate coordinator. The dates and times of the seminars are posted on the departmental web page and announced via e-mail. If there is a conflict with another class or workshop, the student must email the chair of the department to explain the situation, and copy the graduate director and graduate coordinator. The student must be sure to receive a reply from the chair excusing the student, and be sure the graduate coordinator has received the reply.

5. TA REQUIREMENT
All graduate students are required to TA. TAs need to register for ERG 497 “Teaching Alternative Energy” with zero credits. Satisfactory performance is expected in each TA assignment, as will be acknowledged on the academic transcript.

6. EVALUATION: RESEARCH PROGRESS REVIEW (RPR)
In order to evaluate student’s research performance, all students pursuing a M.S. Plan A degree are required to submit the Research Progress Review (RPR) at the conclusion of every semester (Fall and Spring). At the same time, faculty advisors will inform the graduate studies committee of student’s research progress and include recommendations for the following semester. After all forms have been submitted to the Graduate Program Coordinator, the graduate committee will review students’ academic records and research accomplishments within the concluding semester. A full report will be submitted to the Graduate Studies Office.

MS Degree Maximum Time of Completion*

A candidate must complete all the requirements for the master’s degree within five years from the time of initial registration for graduate study, and must maintain continuous enrollment for
each term after matriculation. Students who for good reason have been unable to complete a program within five years may, upon recommendation by the faculty advisor and department chair, petition the associate dean for an extension of time. Such extension, if granted, will be of limited duration.

* All categories including “Leave of Absence” count towards the time limit

**RESPONSIBILITIES OF TEACHING ASSISTANTS**

**SUPERVISED COLLEGE TEACHING**

As part of educational experience, all students are expected to provide undergraduate teaching assistance during their program of study. Students must register for ERG 497 “Teaching Alternative Energy”.

**Expectations and Responsibilities of TAs:**

1. TAs should be polite, courteous, and respectful to all students.
2. TAs should have 2 hours/week of office hours, at a time that is convenient for the students in the course.
3. TAs are not expected to be available to answer students’ questions outside of office hours.
4. Students in courses are expected to observe the above restrictions on office hours.
5. TAs should be prepared to answer questions on the material being presented in class.
6. TAs share in the grading of homework and examinations.
7. TAs should grade and return homework assignments within a week after the due date of the assignments.
8. The department, if requested, will provide each graduate student with the opportunity to make classroom presentations.
9. TAs should register for ERG 497 “Teaching Alternative Energy” for zero credit. Satisfactory performance is expected in each TA assignment, as will be acknowledged on the academic transcript.
GRADUATE STUDENT RESIDENCY, VACATIONS, AND LEAVE OF ABSENCE
(Approved 8/29/01)

General Guidelines and Principles

Graduate students are expected to be in residence the entire calendar year. Students must recognize that the periods when classes are not in session are the ideal times to devote to research and should plan to spend as much of that time as possible in productive research.

The need to take reasonable time off for vacation and time away from the academic program is recognized. However, graduate students should expect to take off no more than 10 working days per year. Such periods should be carefully arranged far in advance with the research advisor, a full semester or six months in advance is not too early. Graduate students need to be cognizant of all possible deadlines for manuscripts, abstracts, proposals, grant reports, and academic requirements such as TA assignments and the qualifying exam so that any vacation time does not adversely affect fulfilling these obligations.

If it becomes absolutely necessary for students to take leaves of absence for any time longer than a normal vacation period, they should not expect their stipends to continue while they are away. Such leaves must be approved, far in advance, by the student’s research advisor and should be considered a special privilege that is not generally available.

This policy is not intended to change the academic environment that we have into a workplace. Students and faculty alike should spend as much time as they can on their academic pursuits because it is enjoyable, not because they are compelled to do so. In keeping with the academic environment, necessary flexibility in this policy may be exercised, consistent with meeting the deadlines of assignments and research results. Each faculty member may choose to enforce this policy in his research group in a way that works best for him and his students. Any variations are at the option of the faculty advisor, and students should not expect that all variations will be generally available.

Vacation Approval Form

The research advisor and the department chair make final decisions regarding when and how long students may take time off from their research. Many factors affect such decisions. The research calendar has many deadlines that must be met: proposal submissions, abstracts for presentations at technical meetings, final reports to funding agencies, etc. All these activities are the joint responsibility of the research advisor and the students in the research lab. In addition, the academic calendar imposes special constraints. For example, graduate students in their first year of residency (and in some cases beyond the first year) have an obligation to support the teaching function of the department through service as a teaching assistant. Thus, every graduate student in this situation must schedule time off when it will not conflict with these TA responsibilities.
APPLICATION FOR EXTENDED VACATION

Full-time graduate students are expected to discuss any vacation plans with their research supervisor. In addition, vacation days cannot be taken when they will conflict with a student’s responsibilities as a teaching and research assistant.

Full-time graduate students who plan to be away from the department for five or more consecutive days must fill out this form and obtain approvals in advance, in accordance with the schedule presented below.

For vacation periods of five to nine days (excluding weekends but including holidays), this application form must be completed at least one month in advance of departure.

For vacation periods of ten or more days, this application must be completed at least two months in advance of departure.

Failure to comply with these deadlines may result in the loss of vacation privileges as well as the loss of stipend for the period of absence.

Student Name: __________________________________________________________

Vacation period: ______________________________________________________

Date of return to assume full time responsibility: __________________________

Thesis Advisor: ________________ Date: ______________________

Department Chair: ________________ Date: ______________________
Occupational Safety Unit
Safety Training for Research Laboratory Personnel

OSHA Required Training

To assure compliance with federal and state regulations, those working in labs or supervising lab personnel must complete EH&S laboratory safety training annually. Is your lab safety training current? You can now check your individual training history through the HRMS PeopleSoft site - HRMS Sign-in. Once you log in using your netid and password, select the "Self Service" option from the main menu, then select "Learning and Development" and "Training Summary". You'll see a list of the various training courses you have completed at the University.

EH&S Lab Safety Training sessions include topics to comply with the following regulations:

- OSHA (Occupational Safety and Health Administration) compliance training for the standards:
  - Bloodborne Pathogens
  - Fire Safety
  - Formaldehyde Standard
  - Gas Cylinder Safety
  - Laboratory Standard
  - Personal Protective Equipment
- EPA (Environmental Protection Agency) issues for minimizing waste and disposal of regulated medical waste and hazardous waste
- General biosafety information including CDC (Centers for Disease Control and Prevention), New York State Department of Health, and Department of Environmental Conservation issues

Departments can schedule a live 3-hour session for their department provided a minimum of 20 people are scheduled for attendance. This can be scheduled by calling EH&S at x5-3241.

Computer-based Laboratory Safety Training, through the Blackboard system, is available for staff who are unable to attend a "live" session. Non-UR employees, non-UR students and volunteers may complete their lab safety training using the same Blackboard system, but must register for a "basic account" first. (Go to https://www.urmc.rochester.edu/libraries/miner/teaching_and_learning/blackboard/forms/create_user.cfm.)

Instructions on how to self-enroll in the course are available - Self-enroll in Lab Safety Training. The safety training has been customized for the various University lab staff:

- **Clinical Lab Personnel** - training program designed only for those who process human specimens.
• **Phlebotomists and Clinical Study Coordinators** - training program designed only for those who draw blood or coordinate clinical studies

• **Research Lab Personnel** - Laboratory Safety Training is now available through Blackboard. All individuals within a particular lab must complete the same training program. Select the program based on the activities in the lab - **You need to complete only one of the four options below. If you are not sure which one to take, the Biologials/Chemicals/Animals covers the most information.**
  - **Biologials/Chemicals/Animals** - training program designed for those staff working with chemicals, recombinant DNA, human specimens, or infectious agents
  - **Biologials/Chemicals** - training program designed for those staff working with chemicals and recombinant DNA, human specimens or infectious agents but **NO** animals
  - **Chemical/Animals** - training program designed for those staff working with chemicals and animals
  - **Chemicals** - training program designed for those staff working with chemicals only and miscellaneous physical hazards are present

QUESTIONS or COMMENTS?
Contact EH&S at (585) 275-3241 or e-mail [EH&S Questions](mailto:EH&S Questions).
Academic Honesty Policy

http://www.rochester.edu/College/honesty/graduates.html

Information for New Graduate Students

Graduate studies at the University of Rochester are decentralized and focused within individual Departments and Programs. These units are the most important sources of advice and information about programs and policies, and you should contact them directly about any specific issues.

In addition, you should read the current official Graduate Bulletin, paying particular attention to those sections governing your specific degree program and the section “Regulations and University Policies Regarding Graduate Study.”

Several items of general importance are discussed below. Additionally, the Council of Graduate Schools Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants can be downloaded here.

CREDENTIALS

Each entering student must eventually provide all documents requested in the application form (even when an offer is made prior to receipt of all such documents). These include transcripts and three letters of recommendation. Graduate admission is, in addition, contingent upon completion of the requirements for a Bachelor’s degree, or equivalent, unless an exception is explicitly noted in the letter of appointment.

The following materials were not requested with the application, but must be received:
  - Supplementary or final transcript, including certification of the completion of any degrees
  - (By the end of the Fall semester, or a hold may be placed on your ability to register for Spring 16)
  - Health History Form

New York State Public Health Law #2165 requires that all full-time and part-time students enrolled for at least six credit hours per semester (or 4 quarter hours per quarter), born on or after January 1, 1957, attending a college or university in New York State, must provide evidence of immunity to Measles, Mumps, and Rubella. The law also mandates that full time students indicate receipt of information about Meningococcal disease and the availability of a vaccination for students. Students from countries where tuberculosis is endemic must be screened for TB using a PPD test. The University of Rochester also requires a tetanus vaccination, preferably containing Pertussis. Students not in compliance with the immunization requirements will be withdrawn from school and required to leave campus. All of this information is included in the Health History Form packet that you will receive after accepting admission to the University. Further information about the immunization requirements is on the University Health Service website in the Student Services section.
The Immigration Reform and Control Act of 1986 requires all students receiving assistantships from the University to submit proof of their employment eligibility. Failure to complete an Employment Eligibility Verification (Form I-9) will result in termination of an assistantship.

Documents that establish both identity and employment eligibility are (a) a US passport, (b) a certificate of US citizenship, (c) a certificate of naturalization, (d) an unexpired foreign passport with attached employment authorization or (e) an alien registration card with photograph. –OR-

You can prove your identity by providing a US Military Card, a state-issued driver’s license, or a state-issued ID card with a photograph that includes your name, sex, date of birth, height, weight, and color of eyes. You can establish employment eligibility by producing either an original Social Security number card (other than a card stating it is not valid for employment), a birth certificate issued by a state, country, or municipal authority bearing a seal or other certification, or by an unexpired USCIS Employment Authorization.

The Employment Verification forms (Form I-9) will be available in your Department/Program office. A departmental representative will be happy to certify it for you.

ORIENTATION

Arts, Sciences and Engineering will be having an orientation in late August. All new students are required to attend.

REGISTRATION

All students must register for at least twelve credit hours in order to be considered full-time. Students who will be a teaching assistant for that semester may register for nine credits. Classes begin Wednesday, August 30, 2017. Registration must be completed within two weeks from the first day of classes (September 13, 2017) or a late registration fee will be charged ($160.00). Registration is online. https://webreg.its.rochester.edu/prod/web/RchRegDefault.jsp Hit “I Agree” at bottom of page to register

DROPPED COURSES

A regular semester course may be dropped at any time through the sixth week of classes, provided the student obtains the approval of his or her faculty advisor and the instructor(s), notifies the graduate registrar on the proper drop/add form, and the change does not alter the student’s time status. No record of such actions appears on the official transcript.

Following the start of the seventh week of classes, a drop notification (or a change from credit to audit) sent to the graduate registrar must bear the signatures of the faculty advisor, course instructor(s), and associate dean of graduate studies. Such late drops will be recorded on the official transcript and identified by the grade W. At the option of the course instructor, a grade of E may also be attached.

In exceptional circumstances, the associate dean of graduate studies will review the circumstances as initiated by an appropriate written petition.

Dropping credit hours after the seventh week of a semester or retroactive after the conclusion of the semester is not permitted if the change affects the student’s time status (full-time status changes to part-
time status) for that particular semester. No academic credit is granted for courses in progress at the time a student withdraws from the University, except by explicit approval of the associate dean acting upon a written petition.

ENGLISH LANGUAGE TESTING

Strong English language skills are vital to your success in the program and to your future career. If you have any doubt about your English abilities, you are strongly encouraged to take additional training in English. All incoming graduate students whose first language is not English and who will be teaching assistants in the coming year are required to be tested for their English proficiency. Individual oral testing with a language specialist will be held in late August. Students will sign up for a 15 minute timeframe for the testing. Students must ensure that they are on campus and available for the testing. If you are delayed due to visa issues, you will be contacted regarding a reschedule.

Students whose language skills are judged to not be satisfactory will be required to take an English as a Second Language course designed specifically for International Graduate Students (at a cost of $625). This course emphasizes the acquisition of English cultural and linguistic skills needed for clear communication in the university and career environments. Primary areas covered will be accent reduction, pragmatics (culture’s role in language), nonverbal communication, public speaking, and academic and business writing.

IMMIGRATION DOCUMENTS

International students who require immigration sponsorships as an F-1 or J-1 student should fill out and upload the New Student Request for an I-20/DS-2019 form to SLATE as soon as possible after the offer of admission has been accepted. Supporting documents may also be required, including a passport copy and proof of financial support, if needed. This form can be found on the International Services Office (ISO) website. The ISO is unable to issue necessary immigration documents without complete and accurate information.

APPOINTMENTS AND AWARDS

The University of Rochester, as a member of the Council of Graduate Schools in the United States, subscribes to the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. In accordance with that Resolution, “when a student accepts an offer before April 15 and subsequently desires to withdraw, the student must submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.”

The continuity of all appointments and awards, and the eligibility for reappointment, require that the student make satisfactory academic progress. Any award can be terminated, at any time, if the academic work is regarded as unsatisfactory.

EXTERNAL WORK POLICY
Full-time students holding fellowships, assistantships, or scholarships may not accept other full-time employment.

FINANCIAL AID

Please contact the Financial Aid Office at (800) 881-8234 or visit the website at http://enrollment.rochester.edu/financial/ for additional details on loans and contact information for staff members.

SUPERVISED TEACHING

All graduate students matriculated for the PhD degree are required to perform a certain amount of teaching assistance as part of their education. Teaching experience deepens and enriches a student’s understanding of the discipline and provides invaluable professional training and is, therefore, considered to be a vital component of any PhD program. The amount and nature of the teaching varies according to Departments and Programs. This requirement is independent of whether the student is receiving a fellowship, scholarship, or assistantship, although teaching assistants will, by virtue of their assignments, automatically fulfill this requirement.

TA TRAINING

There will be an all-day TA training workshop in late August. ChE/ERG students are expected to take this training unless excused.

UNIVERSITY OF ROCHESTER STUDENT HEALTH PROGRAM

All students have MANDATORY HEALTH: Mandatory Health Fee - $600 for 2017-18

The mandatory health fee assures the availability of accessible, high quality health care services on campus for all full-time University of Rochester students. All full-time students pay the mandatory health fee. The charge for this fee appears on their tuition billing statement.

The mandatory health fee covers care and services provided by the University Health Service (UHS) and the University Counseling Center (UCC). at their offices on the River Campus, in the Medical Center, and at the Eastman School of Music. All full-time students receive care and services at the University Health Service, regardless of the health insurance option they choose. Please note: The fee does not cover health care visits to locations outside UHS and UCC.

The mandatory health fee covers the following services:

- Primary care visits with physicians, nurse practitioner, and registered nurses at the University Health Service (UHS). (See Services for Students for information about the services offered for full-time students.)
• A comprehensive initial assessment, an individualized treatment plan, and support to put such a plan into action provided by the University Counseling Center (UCC) on an individual, couples, or group basis.
• UHS physician and UCC mental health professional on call 24 hours/day, 7 days/week
• Health education and health promotion services
• Public health and disease prevention programs

Please note: The mandatory health fee does not cover the cost of laboratory tests, x-rays, medications, physical therapy, procedures, and visits with specialists. Your coverage will depend on your insurance plan. The cost for these services will be billed to your health insurance plan.

Students must also have individual coverage. For more information https://www.rochester.edu/uhs/

If you have questions about health insurance, contact the UHS Insurance Advisor, at insurance@uhs.rochester.edu. The UHS Student Insurance Office is located in Room 204, which is on the 2nd floor of the UHS Building on the River Campus.