UNIVERSITY OF MIAMI
COLLEGE of ENGINEERING

Dept. of Chemical, Environmental, and Materials Engineering (CEME)

1251 Memorial Drive
McArthur Engineering Bldg., Rm 508
Coral Gables, FL 33146

GRADUATE STUDENT PLAN OF STUDY (POS) FORM

1. PURPOSE

The purpose of this form is to define a set of courses (hereinafter referred to as the "Plan of Study" or "PoS") that shall constitute a Master of Science (M.S.) or Doctor of Philosophy (Ph.D.) degree in the Department of Chemical, Environmental, and Materials Engineering (CEME). Each student's "Plan of Study" defines the course requirements for graduation and must be approved by a supervisory committee.

For M.S. students, the Plan of Study must be fully approved prior to registration for the second semester of graduate courses.

For Ph.D. students, must be fully approved prior to registration for the third semester of graduate courses or prior to admission to Ph.D. candidacy, which ever comes first. In order to register for courses prior to the approved Plan of Study only the Plan of Study Acknowledgement & Agreement must be signed.

Every student has the responsibility to complete this form and obtain written concurrence from the members of their supervisory committee.

2. SUPERVISORY COMMITTEE REQUIREMENTS

A Supervisory Committee is required for Ph.D. dissertations and for M.S. degrees with thesis option. M.S. degrees that do not require a thesis do not require a Supervisory Committee and the corresponding M.S. Program Coordinator will be the only signature required on a Plan of Study for M.S. without thesis.

The membership requirements for Supervisory Committees is summarized below. Refer to the online Graduate Faculty List for faculty who are members of the Graduate Faculty.

Master's (MS thesis option): Minimum of 3 members:

1. Committee Chair (Advisor) shall be full-time CEME faculty and a member of the Graduate Faculty.
2. Full-time or part-time CEME faculty.
3. Non-CEME (external) member with an earned Ph.D.

☝ In addition to the Committee Chair, at least one member must be tenured/tenure-earning or Graduate Faculty.

Doctoral (Ph.D.): Minimum of 4 members:

1. Committee Chair (Advisor) shall be full-time CEME faculty and a member of the Graduate Faculty.
2. CEME faculty and a member of the Graduate Faculty.
3. A member of the Graduate Faculty. Can be a CEME faculty member or a faculty member outside of the CEME Department.
4. Non-CEME (external) member with an earned Ph.D.

Once Ph.D. students are admitted to candidacy, they will form a Dissertation Committee. Most students use their Supervisory Committee as their Dissertation Committee, since the requirements of the Supervisory Committee and Dissertation Committees are the same with one exception. The exception is that the Chair

of the Dissertation Committee does not have to be a full-time faculty member of CEME. For cases where Ph.D. student research is supported and guided by a Graduate Faculty member who is not a full-time CEME faculty, they can serve as the Chair of the Dissertation Committee. All other criteria of Committee membership must be satisfied by the Dissertation Committee (minimum of 4 total, minimum of 2 full-time CEME faculty members, and a minimum of 1 external member). See bulletin for additional explanations.

3. COURSE REQUIREMENTS

In consultation with your advisory committee select courses that meet the curriculum requirements according to the University of Miami bulletin (www.miami.edu/bulletin). The bulletin year that is used, corresponds to the year the student started in residence (enrolled in courses) at the University of Miami. In consultation with the student's advisory committee, students may choose to utilize later versions of the bulletin for meeting curriculum requirements. Curriculum is to meet University-level Graduate School requirements, College-level requirements, and Department-level requirements. Convenient links to access landing pages for these requirements are:

- Graduate School: https://bulletin.miami.edu/general-university-information/graduate-policies-and-procedures/doctoral-degree/#text
- College of Engineering: https://bulletin.miami.edu/graduate-academic-programs/engineering/chemical-environmental-materials-engineering/chemical-environmental-materials-engineering/https://bulletin.miami.edu/graduate-academic-programs/engineering/
- Department of Chemical, Environmental, and Materials Engineering: https://bulletin.miami.edu/graduate-academic-programs/engineering/chemical-environmental-materials-engineering/chemical-environmental-materials-engineering/

For M.S. degrees, the bulletin specifies requirements for B.S. to M.S., M.S. non-thesis, and M.S. thesis options. All M.S. programs in CEME require a minimum of 30 credit hours beyond the baccalaureate degree. Additional requirements are listed in the University bulletin. For the M.S. programs, at least 12 credits must be in CET6XX/7XX. For the M.S. in CEME, at least one course must be from each of the core areas as listed in the bulletin. Core and elective listings are available in the University bulletin for the M.S. in Product Design and MS in Materials Engineering.

For the Ph.D. degree, the minimum credit requirement is 72 credits beyond the baccalaureate degree. The bulletin specifies degree requirements for the Ph.D. degree. These credits include both non-dissertation (36) and dissertation credits (36). Non-dissertation credits include course, seminar, and teaching credits. Curriculum and other Ph.D. degree requirements are the same whether students enter the Ph.D. program with a prior B.S. or M.S. degree. Students entering the PhD program with a prior M.S. degree can petition the department to count up to 12 credits of prior graduate courses towards course credit requirements. Petitions are to be approved by the Supervisory Committee. Additional approvals of petitions may be required for specific Ph.D. programs.

Ph.D. students are required to take at least 6 course credits at the 700-level in the CEME department. CEME Ph.D. students can petition for alternate 700-level courses to fulfill this requirement by filling out the "Course Substitution Request Form" available at: https://ceme.coe.miami.edu/resources/student-resources/index.html

In order for students to be eligible to start the qualifying exam process they must pass at least two courses each with a GPA of 3.25. These two courses must come from 2 out of 3 Core areas, each with options. The Core areas and associated courses are:

(a) Math/Statistics (MAE 601 Methods of Engineering Analysis, MTH 613 Partial Differential Equations I, MTH 642 Statistical Analysis, ISE 616 Introduction to Applied Data Analytics, BST 625 Survey of Statistical Computing),
(b) Transport/Fluid Mechanics (CET 730 Advanced Fluid Mechanics, MAE 713 Transport Phenomena, MAE 612 Intermediate Fluid Mechanics, MAE 714 Computational Fluid Dynamics),
(c) Reaction/Kinetics (CET 761 Engineering Reaction Kinetics, ATM 750 Reaction Kinetics and Molecular Dynamics).

Additional details about the PhD qualifying exams are provided in the University of Miami bulletin, and in the CEME Graduate Student Handbook, and in the appendices of the PhD Student Progress Report template. The Handbook and Progress Report template are posted at: https://ceme.coe.miami.edu/resources/student-resources/index.html

3.1 Course Selection

- In consultation with your Advisor, select courses that will add value to your degree. The list of all University of Miami courses can be found online in the Academic Bulletin's Course Listing. The Academic Bulletin uses the following class designations:

  LEC = Lecture-based IND = Independent Study THI = Thesis / Dissertation

3.2 Transfer Courses

Graduate credit earned at another institution may be transferred to the University of Miami (UM) and may count towards a graduate degree in CEME.

Transfer credit may be considered to count towards a Ph.D. or M.S. degree. Restrictions are given below.

1. Only graduate credits with grades of "B" or above are eligible for transfer.
2 Credit hours that pertain to, or have been counted toward another degree, cannot be transferred.
2. You must first be admitted to a CEME graduate program.
3. Transferred credits will not be calculated into the University of Miami GPA.
4. Work taken more than 6 years prior to transfer will not be accepted.
5. The coursework to be transferred must be listed on your Plan of Study and fully approved by your Supervisory Committee (for Ph.D., and M.S. with thesis) or by your Program Coordinator (for M.S. without thesis).
6. The coursework to be transferred must also meet Graduate School requirements. The form to petition for the transfer of graduate credits is available at: https://www.grad.miami.edu/policies-and-forms/forms/index.html.

4. Helpful Tips

Student Identification numbers

All students have two unique identification numbers that must be specified on this form:

- University identification number (also known as "UM ID#" or "C Number" or "C#"); 9-digit code beginning with "C"; can be found in CaneLink → *Personal Information* → *View your UM ID*.

- CaneLink identification number (also known as "emplID" or "CaneLink#" or "CaneLink ID#"); 8-digit code usually beginning with "5"; can be found in CaneLink → *Student Center* → *Personal Information* → *Demographic Data*.

5. Instructions to Complete This Form

When completing this Plan of Study form, type the relevant fields, except where the symbol ✍ denotes digitally-certified initials or signatures.

Upon acceptance into the Graduate Program, you (the student) should follow these steps in order:

Step 1: Read this document and the documents referenced herein in their entirety.

Step 2: Identify your Program Coordinator (Advisor for M.S. without thesis) or a CEME Faculty member that is willing to serve as Supervisory Committee Chair (Advisor) (for M.S. with thesis and Ph.D.). The Advisor must be a full-time faculty member in the CEME Department and a member of the Graduate Faculty; refer to the online Graduate Faculty List. Note for Ph.D. students whose research is supported and guided by a non-CEME faculty member, discuss a potential CEME faculty member who can Chair the Ph.D. Supervisory Committee with your research supervisor.

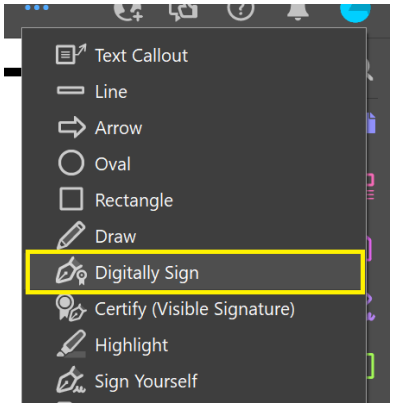
Step 3: Meet with your Advisor to help: (a) identify other suitable faculty members to constitute a Committee (for M.S. with thesis or Ph.D.), (b) identify any deficiency courses, and (c) plan out the sequence of courses that will constitute the Plan of study. The Committee requirements are shown on page 1. The coursework requirements are listed on the subsequent pages.

Step 4: For M.S. with thesis or Ph.D., meet with the other prospective Committee members to ask for their willingness to serve on the Committee.

Step 5: Begin formulating a list of courses with your Advisor. Obtain the other Committee members' feedback (if applicable) regarding the proposed set of coursework and whether it constitutes an appropriate basis for the degree sought.

Step 6: Assuming the course requirements were satisfied in the previous step, complete this Plan of Study in Word format. This includes Sections 6, and 7 through 9 (on the page relevant to your degree program). Have your Advisor carefully check it.

Step 7: Obtain signatures on the PDF form from program committee members (individuals listed in Section 9 for your relevant degree program. This can be accomplished by hand or in *Adobe Acrobat*® by using the Digitally Sign option:



(New Adobe users can find tutorials online by searching for "Adobe Sign a document using a digital signature" in any search engine.)

Step 8: Send signed Plan of Study in PDF format to:

- Ph.D. Program: Dr. Helena Solo-Gabriele (hmsolo@miami.edu)
- M.S. in Chemical, Environmental, and Materials Engineering: Dr. Virender Sharma (vks38@miami.edu)
- M.S. in Product Design: Dr. Samiul Amin (sxa2988@miami.edu)
- M.S. in Materials Engineering: Dr. Dibyendu Mukherjee (dxm1936@miami.edu)
- Be sure that the name of the Plan of Study PDF includes your name.

Step 9:

9.1 M.S. students: Obtain an electronic course registration form from your Advisor so that you can obtain your Advisor's electronic signature to enroll for courses.

9.2 Ph.D. students: Contact your Advisor and the CEME Graduate Student Handboo for the next steps depending on whether you are applying for admission into Ph.D. candidacy. The CEME Graduate Student Handbook has a list of steps.

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6. PLAN OF STUDY ACKNOWLEDGEMENT & AGREEMENT

I, **Sebastian Ibis** (C#: **C.....** CaneLink#: **5.....**) , acknowledge that I have received this Plan of Study (PoS) form for my intended degree (.....) at the University of Miami's College of Engineering. Once fully approved, this form constitutes my graduate course degree requirements.

	Initials ↓
• I have read all documents related to university policies and my degree program, including the relevant sections of the *Academic Bulletin*, *CEME Graduate Student Handbook*, *Graduate School Honor Code*, *Graduate School's Student Handbook*, and this *Plan of Study* form.	✍
• I am aware that the Academic Bulletin states: "*It is the responsibility of the student to be informed concerning all regulations and procedures required. In no case will a regulation be waived or an exception granted because a student pleads ignorance of the regulation or asserts that he/she was not informed of it by an advisor or other authority*."	✍
• I understand the implications of the Graduate Repeat Rule if I fail a class.	✍
• I understand that I may be terminated from the Graduate Program for unethical behavior, and I accept full responsibility for my actions. I understand that the Graduate School reserves the right (and my registration concedes the right) to require my withdrawal if deemed sufficient by the Graduate School.	✍
I understand that it is <u>my</u> responsibility to:	
• Consult with the Graduate Program Director to ensure that my graduate application includes official transcripts, diplomas, and evaluations after each degree has been conferred	✍
• Fulfill the degree and course requirements in the Plan of Study and the Bulletin	✍
• Finish Incomplete courses ("I") within the time limit specified by the instructor, or 1 calendar year (whichever comes first)	✍
• Enroll in only those courses approved in my Plan of Study; Submit a new Plan of Study if I want to revise my coursework	✍
• Provide regular progress updates to my Supervisory Committee at least once per semester	✍
• Achieve a cumulative GPA of "B" or better, and no grade below "C" in any graduate courses	✍
• Submit a new graduate application if I want to change my intended degree program	✍
• Ph.D.: Register for at least 1 credit of CET 840 or 850 in the semester after becoming a Ph.D. candidate including the semester in which I defend my dissertation, and again in the semester in which I graduate	✍
• Ph.D.: Complete and submit the forms for *Admission to Candidacy* immediately after passing the Qualifying Exam (written)	✍
• M.S. (thesis option): Register for at least 1 credit of CET 810 or 820 in the semester in which I defend my M.S. thesis, and again in the semester in which I graduate.	✍
• Ph.D. and M.S. (thesis option): Notify the Graduate School (complete the defense notice form available at: https://www.grad.miami.edu/policies-and-forms/forms/index.html) and notify the Graduate Program Director for your program, and the CEME Office Manager of my dissertation/thesis defense at least 10 days prior to the event.	✍
• Ph.D. and M.S. (thesis option): Successfully defend the dissertation or thesis by oral examination, and complete any additional requirements stipulated by the Supervisory Committee. Complete requirements and forms of the Graduate School available at: https://www.grad.miami.edu/policies-and-forms/forms/index.html	✍

My dated signature below affirms that I have read and understood this entire document and the documents referenced herein, and I agree to comply with all requirements.

✍ _____ _____

Signature (handwritten or digitally signed) Date

7. STUDENT INFORMATION

Full Name:	**Sebastian Ibis**		
C# and CaneLink ID #:	**C.....**		**5.....**
Degree Sought and Major Area of Study:	Degree	Major Area of Study	Thesis Option
	.....	.....	Non-Thesis

8. COURSEWORK

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Deficiencies (if any)	**1.**							
	2.							
	3.							

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Required (Proposed)	**1.**			CET	605	Master's Design Project	3	
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
	10.							
	11.							

9. SIGNATURES AND APPROVALS OF SUPERVISORY COMMITTEE

	Title	Name	Affiliation	Signature	Date
	CEME Student		CEME	✍	✍
MS Program Coordinator			CEME	✍	✍

MS Program Coordinators (Advisors) are:

- MS in Chemical, Environmental, and Materials Engineering (CEME): Dr. Virender Sharma
- MS in Product Design: Dr. Samiul Amin
- MS in Materials Engineering: Dr. Dibyendu Mukherjee

7. STUDENT INFORMATION

Full Name:	**Sebastian Ibis**		
C# and CaneLink ID #:	**C.....**		**5.....**
Degree Sought and Major Area of Study:	Degree	Major Area of Study	Thesis Option
	.....	.....	Thesis (Dissertation)

8. COURSEWORK

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Deficiencies (if any)	**1.**							
	2.							
	3.							

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Required (Proposed)	**1.**			CET	810	Master's Thesis	3	
	2.			CET	810	Master's Thesis	3	
	3.							
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	9.							
	10.							
	11.							
	12.							

9. SIGNATURES AND APPROVALS OF SUPERVISORY COMMITTEE

	Title	Name	Affiliation	Signature	Date
	CEME Student		CEME	✍	✍
1.	CEME Committee Chair (Advisor)		CEME	✍	✍
2.	CEME Committee Member		CEME	✍	✍
3.	External Committee Member			✍	✍
4.	Additional Member (optional)				
5.	Additional Member (optional)				
	MS Program Coordinator		CEME	✍	✍

MS Program Coordinators are:

- MS in Chemical, Environmental, and Materials Engineering (CEME): Dr. Virender Sharma
- MS in Product Design: Dr. Samiul Amin
- MS in Materials Engineering: Dr. Dibyendu Mukherjee

*Currently M.S. in Product Design and M.S. iin Materials Engineering do not have a thesis option.

7. STUDENT INFORMATION

Full Name:	**Sebastian Ibis**		
C# and CaneLink ID #:	**C.....**		**5.....**
Degree Sought and Major Area of Study:	Degree	Major Area of Study	Thesis Option
	.....	.....	Non-Thesis

8. COURSEWORK

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Deficiencies (if any)	1.							
	2.							
	3.							

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Required (Proposed)	1.			CET	605	Master's Project	3	
	2.							
	3.							
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	11.							
	12.							

9. SIGNATURES AND APPROVALS OF SUPERVISORY COMMITTEE

	Title	Name	Affiliation	Signature	Date
	CEME Student		CEME	✍	✍
1.	CEME Committee Chair (Advisor)		CEME	✍	✍
2.	CEME Committee Member		CEME	✍	✍
3.	External Committee Member			✍	✍
4.	Additional Member (optional)				
5.	Additional Member (optional)				
	MS Program Coordinator		CEME	✍	✍

MS Program Coordinators are:

- MS in Chemical, Environmental, and Materials Engineering (CEME): Dr. Virender Sharma
- MS in Product Design: Dr. Samiul Amin
- MS in Materials Engineering: Dr. Dibyendu Mukherjee

7. STUDENT INFORMATION

Full Name:	**Sebastian Ibis**		
C# and CaneLink ID #:	**C.....**	**5.....**	
Degree Sought and Major Area of Study:	Degree	Major Area of Study	
	Ph.D. in Chemical, Environmental, and Materials Engineering	.....	

8. COURSEWORK

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Grade
Deficiencies (if any)	1.							
	2.							
	3.							

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Group
Required (Proposed)	1.			CET	7XX		3	A
	2.			CET	7XX			
	3.							
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	13.							
	14							
	15.							

9. SIGNATURES AND APPROVALS OF SUPERVISORY COMMITTEE

	Title	Name	Affiliation	Signature	Date
	CEME Student		CEME	✍	✍
1.	CEME Committee Chair (Advisor)		CEME	✍	✍
2.	CEME Committee Member		CEME	✍	✍
3.	Committee Member			✍	✍
4.	External Committee Member			✍	✍
5.	Additional Member (optional)				
CEME Graduate Program Director		Dr. Solo-Gabriele	CEME	✍	✍
CEME Department Chairman		Dr. Wu	CEME	✍	✍

7. STUDENT INFORMATION

Full Name:	**Sebastian Ibis**		
C# and CaneLink ID #:	**C.....**	**5.....**	
Degree Sought and Major Area of Study:	Degree	Major Area of Study	
	Ph.D. in Chemical, Environmental, and Materials Engineering	.....	

8. COURSEWORK

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Group
Deficiencies (if any)	1.							
	2.							
	3.							

		Term	Year	Course Information				
				Dept.	#	Title	Credits	Group
Required (Proposed)	1.			CET	7..		3	A
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	19.							
	20.							

9. SIGNATURES AND APPROVALS OF SUPERVISORY COMMITTEE

	Title	Name	Affiliation	Signature	Date
	CEME Student		CEME	✍	✍
1.	CEME Committee Chair (Advisor)		CEME	✍	✍
2.	CEME Committee Member		CEME	✍	✍
3.	Committee Member			✍	✍
4.	External Committee Member			✍	✍
5.	Additional Member (optional)				
6.	Additional Member (optional)				
CEME Graduate Program Director		Dr. Solo-Gabriele	CEME	✍	✍
CEME Department Chairman		Dr. Wu	CEME	✍	✍