

**NCS- CHEMICAL & BIMOLECULAR ENGINEERING  
PROGRAM PRACTICES**

Questions 1A, 1B - Communication with Potential Doctoral Students

Questions 2A, 2B – Admission

Questions 3A, 3B, 3C, 3D – Orientation and Advisement

Questions 4A, 4B – Social Interactions

<b>Questions</b>		<b>Answers</b>
1A	When potential graduate students contact your department for information, who handles the inquiries? (Please provide the title rather than names)	Director of Graduate Admissions and/or Graduate Secretary
1B	What type of information is usually sent in response to such inquiries?	On how to apply on-line Information about research areas; Academic credentials of previous classes (e.g., avg. GPA of previous entering classes); Time line for decision making by admission committee
2A	Who in your department makes the decision about which applicants to admit (or to recommend for admission)? (Please provide the title rather than names).	Admissions Committee
2B	What criteria are used in making this decision?	GPA, GRE, recommendation letters, research experience and any unusual circumstances -- all taken together
3A	How does your department orient new students to graduate study?	We have orientation meetings with the students in two forms; individual as they come in and then as an entire group once everyone is here
3B	Who handles initial course advisement for new doctoral students, and how is that person selected?	Director of Graduate Program
3C	Describe the process by which a student selects or is assigned a dissertation chair.	Students are presented with a brochure containing all available projects in early Fall. At the same time all faculty members give 30 min presentation on their topics. The students are required to talk to at least 4 faculty members and then prioritize three choices (different advisors). The DGP then

		sorts most of these out. The faculty then meets as a whole to approve the choices. About 90% of the students end up getting their first choice.
3D	Can students in your department change dissertation chairs? If so, how is that change accomplished?	Students can change chairs although this is a rarity. The student approaches the DGP and then this is done on an individual basis by finding the reason to need a change in chair, talking with the current chair, discussions with dept head, etc.
4A	Other than formal coursework, does your department offer, sponsor, or support activities designed to foster social support and/or collaborative learning among doctoral students? (E.g., study groups, student organizations, student-student mentoring programs) If so, please describe.	Student Seminar series -- once a month Student Organization
4B	Does your department hold regular social activities in which students can interact informally with faculty members and other students? If so, please describe	Yes, we have welcoming picnic. We have socials after student seminars once a month. There is also a meeting time/socialization period with other invited seminar speakers for the students.