MEMORANDUM

To: Graduate Students

From: Department of Chemical and Biomolecular Engineering

Subject: Procedures for Petitioning for Candidacy for a Doctoral Degree

Dear Graduate Students,

You should immediately file your petition for PhD candidacy if:

1) you have passed all sections of your qualifying exams,
2) you have successfully defended your thesis proposal,
3) you have completed at least 30 credits of approved graduate courses with a grade of B- or better, and
4) you have met the teaching requirement of 4 assigned semesters as CHBE TA.

If you satisfy these four criteria, please do the following:

• Fill in the attached Coursework Requirement form. Do not list our seminar courses (CHBE 661 and 662), other seminar courses or courses you have audited, CHBE 605/606 Teaching Assignments or CHBE 800 research hours.
• Complete the Petition for Approval of Candidacy for a Doctoral Degree form (found through Graduate Studies link http://graduate.rice.edu/forms/). **NOTE: Make sure to follow the rules for selection of your thesis committee. See General Announcements for graduates ‘Candidacy, Oral Examinations and Thesis’**.
• If applicable, attach documentation for any courses not on the approved course list that you would like applied to your degree. Permission must have been granted prior to taking the course.
• Take the completed forms to the Department Coordinator. Your documents will be verified and submitted to the Graduate Studies Committee Chair for approval.
• The Department Coordinator will forward your petition to the Office of Graduate and Postdoctoral Studies.

**NOTE: An official transcript will be provided for the candidacy petition by the Department Coordinator**

Thank you.

Updated 6/26/15