



Chemical and Biomolecular Engineering

MEMORANDUM

To: Graduate Students  
From: Department of Chemical and Biomolecular Engineering  
Subject: Procedures for Petitioning for Candidacy for a Doctoral Degree

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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 24 credits of approved graduate courses with a grade of B- or better, taking all of the required courses (CHBE 501, 602, 590, 611, 692) or any equivalent approved course(s)
- 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: The Department Coordinator will provide all required attachments as indicated on the Petition for Approval of Candidacy for a Doctoral Degree (Form C-2)*



COURSEWORK REQUIREMENT FORM

CHEMICAL AND BIOMOLECULAR ENGINEERING

Date \_\_\_\_\_

Name of Student \_\_\_\_\_

Degree PhD / MS

**LIST OF COURSES TAKEN TO MEET DEGREE REQUIREMENTS**  
 (Do not list seminar courses)

	Semester and Year	Subject (CHBE, CHEM, etc.)	Course Number	Grade	Credit Hours
<b>1st Semester</b>					
<b>2nd Semester</b>					
<b>3rd Semester</b>					
<b>4th Semester</b>					
<b>Total Credit Hours</b>					

You may attach a separate sheet of paper if all your courses do not fit on this form.