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)**

Updated 8/3/16
# Coursework Requirement Form

**Chemical and Biomolecular Engineering**

**Name of Student**

**Degree** PhD / MS

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**List of Courses Taken to Meet Degree Requirements**

*(Do not list seminar courses)*

<table>
<thead>
<tr>
<th>Semester and Year</th>
<th>Subject (CHBE, CHEM, etc.)</th>
<th>Course Number</th>
<th>Grade</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Semester</td>
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<tr>
<td>3rd Semester</td>
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<tr>
<td>4th Semester</td>
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</tr>
</tbody>
</table>

**Total Credit Hours**

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