

# **GRADUATE STUDENT HANDBOOK**

## **MASTER OF SCIENCE IN SAFETY ENGINEERING**

### **TEXAS A&M UNIVERSITY**

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**TEXAS A&M★ENGINEERING**

## TABLE OF CONTENTS

<b>Introduction</b> .....	<b>1</b>
<b>General Information – For All Students</b> .....	<b>2</b>
Degree Requirements .....	2
Science Majors Program .....	2
Texas A&M Student UIN and NetID .....	2
UIN .....	2
NetID .....	3
Activating Your NetID .....	3
Howdy Portal.....	3
E-Campus.....	3
Degree Plan .....	6
Registration Requirements .....	6
English Language Proficiency Requirement .....	7
Advisory Committees .....	7
Selection of Advisory Committee Members.....	7
Responsibilities.....	8
Major Examinations .....	8
Preliminary Examination.....	9
Final Examination .....	9
Thesis.....	9
Research Report.....	10
Internships.....	10
Financial Assistance .....	10
Tuition Exemption.....	10
Duration of Financial Assistance .....	10
Loans .....	10
Health Insurance .....	11
<b>Graduate Degrees In Safety Engineering</b> .....	<b>12</b>
Master of Science (MS) Degree: Thesis Option.....	12
Distance Education.....	14
Master of Science (MS) Degree: Non-Thesis Option .....	14
Technical Needs for Distance Education.....	14
Distance Education Graduation.....	15
<b>Appendix A: Sample Degree Plans</b> .....	<b>16</b>
Sample Degree Plan: On-Campus Student, Thesis Option.....	16
Sample Degree Plan: Off-Campus Student, Thesis Option .....	17
Sample Degree Plan: Off-Campus Student, Non-Thesis Option .....	18
<b>Appendix B: Steps to Fulfill Master’s Degree Requirements</b> .....	<b>19</b>
<b>Appendix C: Safety Procedures and Requirements</b> .....	<b>20</b>
<b>Appendix D: Additional Information for On-Campus Students</b> .....	<b>22</b>
Human Resource Information.....	22
Work Requirements .....	22
Absence from Workstation .....	22

Resignation .....	22
General Office Information .....	23
Copying .....	23
Keys .....	23
Mail & Email.....	23
Repairs .....	23
Computer Laboratory Information.....	23
Graduate Student Accounts.....	24
Building Access.....	24
Shipping and Receiving.....	24
Student Mail .....	24
Overnight Mail Service.....	25
Purchasing.....	25
<b>Appendix E: Primary Program Contacts.....</b>	<b>26</b>
<b>Appendix F: Useful Websites and Contacts.....</b>	<b>27</b>

# INTRODUCTION

Welcome to the Masters of Science in Safety Engineering (SENG) Program at Texas A&M University! We are delighted that you have chosen to pursue a graduate degree with us. Both the University and the Department have requirements that you must satisfy to complete your degree. The requirements imposed by Texas A&M University appear in the Graduate Catalog. The purpose of this handbook is to provide information about specific additional requirements imposed by the Safety Engineering Program and about other procedures and policies. The MS SENG is a major within the Chemical Engineering Department. However, as an interdisciplinary program, some students will have advisors in other Engineering departments. Most of the material in this handbook relates to rules within Chemical Engineering. If your advisor is in another department, please make sure to follow their rules and guidelines.

# GENERAL INFORMATION – FOR ALL STUDENTS

## DEGREE REQUIREMENTS

The general requirements imposed by Texas A&M University for the various graduate degrees appear in the Graduate Catalog (available at <http://catalog.tamu.edu/>), which also provides an excellent summary of the major steps required to fulfill the requirements for each degree. You should become familiar with the requirements for your degree. The Safety Engineering Program requirements, which are in addition to those of the university, appear in this handbook.

The following sections describe the requirements for this Masters of Science degree for both on-campus students and distance learning students. A Degree Plan specifies formally the exact courses required and the Advisory Committee for each student. The Degree Plan is prepared by the student in consultation with the Chair of his/her Advisory Committee. In this Graduate Student Handbook, a "term" is defined as a semester (e.g., fall or spring term) or the full summer (10-weeks).

*For all of the degree plans listed below, students must demonstrate minimum scholarship standards to remain in the graduate program. Thus, a student who falls below a 3.0 GPR has one academic semester to bring their GPR above this value. Failure to do that will result in dismissal from the graduate program. Similarly, a grade below C in any course will result in dismissal from the graduate program.*

### **Science Majors Program**

Students whose undergraduate degrees are not in an engineering field may need to take selected undergraduate classes and possibly additional chemistry and mathematics courses depending upon their background. Examples of classes that some students have taken in the past are CHEN 204, 205, 304, 354, 424, and 464. These undergraduate classes provide skills needed for graduate-level classes. Success in graduate-level classes typically requires competence in at least four out of the following five areas: chemistry, mathematics, thermodynamics, kinetics/reactions, and transport phenomena.

The student's offer letter will state classes that have to be taken before admission to the graduate program. Sometimes it is possible to waive some of these requirements after starting at TAMU by filing a petition with the Graduate Advisor. The student needs to maintain a GPA of 3.25 to enter the graduate program.

## TEXAS A&M STUDENT UIN AND NETID

### ***UIN***

A Universal Identification Number (UIN) is assigned by Texas A&M to applicants, employees and affiliates. It is used in place of Social Security numbers to identify permanent records. For students, it is also the student identification number. This number will enable students to access university services as well as to set up their online NetID.

### ***NetID***

A Texas A&M NetID is an identifier or username for logging in and accessing many university resources, including the Howdy web portal, Texas A&M Email, on-campus computers and much more. Your NetID will also be your username for your Texas A&M Email address, which will have the format *[your NetID]@tamu.edu*. "Activating" your NetID is the same as creating your NetID, which means that prior to activating your NetID, you do not have a NetID. When deciding on your NetID, remember that multiple people across campus and outside the university will use this email. It's highly suggested to use your first and a last name or some combination of the two.

### ***Activating Your NetID***

To activate your NetID, follow these instructions:

- 1) Open a web browser and go to <http://gateway.tamu.edu/>.
- 2) Click the **Activate NetID** link located in the "NetID Account Management" column.
- 3) Enter your Universal Identification Number (UIN) and select your birth date.
- 4) Click the **Login** button.
- 5) On the next screen, enter your chosen NetID and click the **Submit** button
- 6) Finally, create a password. Enter it again to confirm your password, then click **Submit**.

You have now activated you NetID. For further assistance, please contact Help Desk Central any time by calling 979-845-8300 or emailing [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu).

## **HOWDY PORTAL**

The Howdy portal is a centralized location where many student resources can be accessed. This is where students log in to register for classes, pay tuition and fees bills, access school email, view grades and transcripts, and apply for graduation. There is also information on scholarships and loans, tax forms, and university activities. The portal is found at <http://howdy.tamu.edu>; students must log in using their NetID and password. The tabs at the top left of the webpage denote what page you are accessing within the portal. New students should log into the Howdy portal before the semester begins to learn how to navigate and get familiar with the site.

## E-CAMPUS

E-Campus (<http://ecampus.tamu.edu>) is an online learning management system where program and course information is posted. Distance education students will receive their course instruction primarily through this online server. You will use your NetID and password to log into the system. You will automatically be enrolled in courses that you're registered for each semester.

## DEGREE PLAN

Students must file their degree plans by the end of the **second** semester that they have been at Texas A&M University or have completed **nine** hours of coursework, whichever comes first. The degree plans are submitted electronically through the Office of Graduate Studies Degree Plan Submission website, located at <https://ogsdps.tamu.edu/>. After you have audited your degree plan and submitted it for approval, your committee and department will approve the plan electronically. Once approved by the department it will be forwarded to the Office of Graduate Studies for final approval.

Courses used toward a previous degree cannot be put in the degree plan to satisfy current degree requirements. Degree plans should be submitted no later than one year after first enrollment. Additional information about the degree plan is available in the Graduate Catalog.

### **Office of Graduate Studies Degree Plans Fact Sheet** (can be found [online](#))

Each graduate student must submit an official degree plan to the Office of Graduate Studies (OGS) for approval. The degree plan formally declares your degree objective, the membership of your advisory committee, and the specific courses that you will be required to complete as part of your degree program. You will develop your proposed degree plan in consultation with your advisory committee. The degree plan must be approved by your advisory committee members, your department head and, if applicable, your intercollegiate faculty chairperson. Completed degree plans must be submitted to OGS according to the following regulation with the student meeting whichever of these deadlines falls earliest:

- following the deadline imposed by the student's college or interdisciplinary degree program
- no later than 90 days prior to the date of the final oral examination or thesis defense for master's students or 90 days prior to the date of the preliminary examination for doctoral students
- according to deadlines published in the OGS calendar each semester for graduation that semester.

The calendar may be found at: <http://ogaps.tamu.edu/Buttons/Calendars>

Specific rules and limitations on course work and committee membership can be found in the Texas A&M University Graduate Catalog. Once a degree plan is approved by OGS, changes in course work or committee membership may be requested by petition to OGS. "Petition Forms"  
MS SENG HANDBOOK

may be downloaded from the OGS homepage. Changes of major, degree or department must be requested by submitting a petition and/or a new degree plan/course work petition.

## Degree Plan Checklist

Did you remember to...:

- Provide your correct Student Identification Number?
- Have all required transcripts sent to the Office of Graduate Admissions?
- Use official course numbers and department abbreviations?
- Confirm eligibility of transfer work?
- Confirm that all committee members are members of the Graduate Faculty?
- Provide correct names and departmental affiliations of committee members?
- Make sure any special appointments have been approved or that the proper paperwork is sent to OGS along with the degree plan?
- Observe all requirements and limitations on use of course work, outlined in the Graduate Catalog?

## REGISTRATION REQUIREMENTS

Texas A&M University requires that fellowship holders and graduate assistants register for a minimum number of hours for credit. The Safety Engineering Program has additional registration requirements:

- 1) Students who are not funded by the department, who either take courses or who have completed their coursework and are working on their research, must register for the minimum load of 9 hours in the fall and spring semesters and 3 hours for the ten week summer session. These students can take the summer off (not register for the summer semester); **however in this case they cannot be on the campus working on their projects.** Distance learning students can submit a waiver for this requirement.
- 2) Students who are not funded, have completed all their required coursework and research, but have not defended their theses or dissertations and are in the process of writing their theses or dissertations, must register for a minimum of 4 hours of SENG 691 *in absentia* or for one hour of SENG 691 in residence. "*In absentia*" means off campus. Students *in absentia* are not assigned office space and desks and cannot use the laboratories. Special arrangements must be made with the Graduate Advisor to use departmental computers. *In absentia* registration cannot be extended; students registering *in absentia* must complete all their degree requirements that semester. Distance learning students can submit a waiver for this requirement.
- 3) Students who have completed all their required course work, written their thesis or dissertation, and passed their oral defense, but not cleared their thesis with the Thesis Clerk before the beginning of a semester, or students that completed everything after the deadline for no registration to receive a degree, can register for 1 hour of SENG 691. These students will not be assigned office space and desk and they cannot use the



laboratories or departmental facilities such as the computers, *etc.* One hour of SENG 691 registration cannot be extended, and the students registering under this category must complete all their degree requirements that semester. For students graduating in August and who are on stipend, it is recommended to register for 3 credit hours in Summer Session I and 3 credit hours in Summer Session II rather than register for 6 credit hours in the ten week summer session. Distance learning students in the non-thesis option will be exempt from this requirement.

## ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

All international graduate students whose native language is not English must fulfill an English proficiency requirement through either English Proficiency Verification or English Proficiency Certification. **This proficiency requirement should be met early in a student's program, and it must be completed before scheduling either the final examination for the master's degree or the preliminary examination for the doctoral degree.**

Two levels of English Proficiency Status for a graduate student include English Proficiency Verified and English Proficiency Certified. **English Proficiency Certification is [required by the State of Texas](#) before a graduate student is eligible to serve as a Graduate Assistant-Teaching or any other position considered to be a teaching position (e.g., instructor, lecturer, etc.).** All other students must be either English Proficiency Verified or English Proficiency Certified.

English Proficiency Verification can be achieved by presenting:

- a TOEFL score of at least 79-80 on TOEFL iBT (550 paper based), or
- an IELTS score of at least 6.0, or
- a GRE Verbal Reasoning score of at least 146 (400 on the old score), or
- a GMAT Verbal score of at least 22, or
- a PTE Academic score of at least 53, or
- acquiring alternative verification from the Office of Graduate and Professional Studies via a departmental request. An international graduate student holding a master's degree from an accredited U.S. institution qualifies for alternative verification

For more information, visit the OGAPS [website on English Language Proficiency](#)

## ADVISORY COMMITTEES

The responsibility for guiding and directing the entire academic program of a graduate student lies with the student's Advisory Committee. Master level committees consist of at least **three** members of the Graduate Faculty, one of whom must be from outside the Department of Chemical Engineering. Additional details about the Advisory Committee appear in the Graduate Catalog for each graduate degree.

## ***Selection of Advisory Committee Members***

**Selection of Research Advisor:** Students select or are assigned advisors during their first semester. It is essential that the students carefully consider their research interests when selecting a faculty advisor. Students are encouraged to meet and/or speak with all faculty. This is a unique opportunity for both the new graduate students and faculty to become acquainted with one another and to help build ties and communication between the students and faculty.

The selection of a research advisor is the most important decision a graduate student will make and should not be taken lightly. Changing advisors can not only adversely impact the student, but can hurt the research program of the advisor and other students who may have wanted to join that group but were unable. Once an advisor selection has been made, the Safety Engineering Program Director must approve a change of advisor. Unless there is cause, such as misconduct or loss of funding, such requests will not likely be granted.

If you are having problems with your research, speak first to your advisor honestly and openly. If you do not feel comfortable doing this, then speak to the Department Head about the situation in your research group.

**Selection of Committee Members:** The student and Research Advisor, who also serves as the Committee Chair, will jointly select the remaining members of the Advisory Committee, subject to the stipulations given in the Graduate Catalog. More than the minimum number of committee members may be appointed. The membership of the Advisory Committee is established formally by submitting the degree plan for verification that departmental requirements are met, and then it is passed to the Office of Graduate Studies.

## **RESPONSIBILITIES**

The ultimate responsibility for meeting the requirements for a graduate degree rests with the student and his/her Advisory Committee. Regular communication between the student and his/her Advisory Committee Chair is conducive to successfully completing the graduate program requirements. Until a student selects an Advisory Committee chair, the Safety Engineering Program Chair serves as the academic advisor for that student.

The objectives and scope of the dissertation or thesis research (for the thesis option) or research report (for the non-thesis option) should be defined as clearly as possible early in the student's program. This definition should result from a joint activity of at least the student and research advisor and may involve all or part of the Advisory Committee. However, defining the objectives and scope are an important part of the research project/report and of the student's educational experience. Because of the unpredictable nature of research activities, the scope and objectives may require refinement or significant alteration during the research project.

## AGGIE HONOR CODE

Integrity is a fundamental core value of Texas A&M University. Academic integrity requires a commitment by all faculty, students, and administrators to:

- Remain constantly focused on the quality of the academic programs
- Achieve and maintain academic excellence in all courses and programs to assure the value of Texas A&M University degrees
- Demand high academic standards from all members of the Aggie community.

All Texas A&M University students, graduate and undergraduate, part-time or full-time, in residence or in distance education, are expected to follow the guiding rule of the Aggie

Honor Code:

*"An Aggie does not lie, cheat, or steal or tolerate those who do."*

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System, which may be found at <http://aggiehonor.tamu.edu>. A student will be required to state his/her commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the Texas A&M community from the requirements or the processes of the Honor System.

The Honor System Office is charged with promotion of the honor code and administration of academic misconduct cases. The Honor Council, comprised of students and faculty from colleges and offices across the University, will investigate all such infractions of the honor code and recommend appropriate sanctions. The office website, <http://aggiehonor.tamu.edu>, defines the types of infractions and the possible consequences. Students are urged to review this information.

In addition to adherence to the Honor Code, a student (graduate students in particular) who is completing a thesis, record of study, dissertation, and publication may fall under the additional federal requirements promulgated by the Office of Research Integrity (Scientific Misconduct Regulations – 42 CFR part 50), as well as Texas A&M System Regulations and Texas A&M University Rules (Texas A&M System Regulations – Ethics in Research and Scholarship – 15.99.03, and Texas A&M University rules and standard administrative procedures – Responsible Conduct in Research and Scholarship – 15.99.03.M1, 15.99.03.M1.01-06).

## **MAJOR EXAMINATIONS – \*For thesis option students only\***

Several major examinations are required of candidates for the various graduate degrees. MS candidates must pass a Final Examination. Please refer to the Graduate Catalog for additional requirements and stipulations regarding the Preliminary and Final Examinations.

### ***Preliminary Examination***

The Graduate Catalog completely describes this examination. Note that the examination must have both written and oral portions. The proper procedure for scheduling the oral portion of this examination is for a student to contact each member of his/her Advisory Committee to set a time, date, and place for the examination. The Advisory Committee Chair and the student will complete the Preliminary Examination Checklist, obtaining any additional signatures that may be required. Note that the Degree Plan must be approved at least 90 days before the Preliminary Examination.

### ***Final Examination***

The Graduate Catalog completely describes this examination for MS candidates. For MS candidates in the Safety Engineering Program, the examination usually is oral, and a portion of the examination consists of the presentation of the results of the thesis research in a departmental seminar. Final Examinations for the MS are not waived for graduate students in the Safety Engineering Program.

The proper procedure for scheduling the Final Examination is for the student to contact the members of the committee to establish an acceptable date and time for the examination. The graduate student prepares a *Request for Final Exam* form located at the Office of Graduate Studies website. After completing the form, the Committee Chair and the Department Head sign it, and it should be returned to the Assistant for Graduate Affairs. The Assistant for Graduate Affairs forwards the form to the Office of Graduate Studies and send copies to the Advisory Committee announcing and confirming the date, time, and place of the examination. Advisory Committee members should be contacted well in advance of the anticipated examination date to determine when they want review copies.

## **THESIS (FOR THESIS-OPTION STUDENTS)**

Your thesis must be submitted in a format acceptable to the Office of Graduate Studies. The Thesis Clerk (located at the University library) determines the acceptability of the document submitted as a PDF file. Please refer to the Graduate Catalog to obtain additional information, but note in particular the following information:

"Theses, dissertations and records of study that, because of excessive corrections, are deemed unacceptable by the Thesis Clerk, will be returned to the student's department head. The PDF document must be resubmitted as a new document, and the entire process must begin again. All original submission deadlines must be met during the resubmission process in order to

graduate that semester.”

Format Instructions are available online from the Office for Graduate Studies at <http://ogaps.tamu.edu/New-Current-Students/Thesis-and-Dissertation-Services#FYM>.

## **NON-THESIS RESEARCH REPORT**

For non-thesis option students, a final comprehensive examination may be required. The final exam cannot be held prior to the mid-point of the semester if questions on the exam are based on courses in which the student is currently enrolled. If a student has completed all required degree plan coursework, the student is not required to be registered for classes in the semester the final examination is administered (unless he/she holds an assistantship).

If you are a distance learning student under the non-thesis option, you will be submitting a research report in place of a thesis. You will discuss the topic of your research report with your Advisor early on in the program. The research report will need to be submitted to your Advisory Committee at the completion of your final semester of taking an online course. A presentation will also be required upon completion of the research report. This can be done electronically using video software.

## **INTERNSHIPS**

On-campus students are encouraged to apply for internships during their time in the program. **Advisor approval is needed before a student may leave for an internship.** The student’s degree plan will need to be revised to reflect the time spent and semester hours earned on their internship(s). Several forms will need to be submitted before the student leaves for an internship. This option is not available to distance learning students.

## **FINANCIAL ASSISTANCE**

MS students in the Safety Engineering Program do not receive financial assistance from the Program. If the student’s committee chair has a funding opportunity, these opportunities are determined on a case-by-case basis and are rare. Students will be informed by their chair if such funding exists and is available.

### ***Tuition Exemption***

Holders of fellowships, scholarships (at less than or equal to \$1000 per academic year), or assistantships qualify for Texas resident tuition rates. In addition, spouses and children of graduate students on assistantships also qualify for the resident rates. Tuition exemption forms for fellowship holders must be submitted directly by the department to the Student Financial Aid Office. Graduate Assistants (*i.e.* graduate students on assistantships) receive the tuition exemption by notifying the Payroll Assistant or the Assistant for Graduate Affairs that registration for the current semester is completed. The tuition exemption granted to the

student's spouse and children, will be applied electronically in the department. The student should ask the Payroll Assistant or Assistant for Graduate Affairs to enter the exemption. Questions about the tuition exemption should be directed to the Assistant for Graduate Affairs or Payroll Assistant.

### ***Scholarships***

Texas A&M University has an office dedicated to scholarships. For more information, visit their website: <https://scholarships.tamu.edu/GRADUATE>

### ***Distance Education Scholarships***

The Dwight Look College of Engineering will award Distance Education Scholarships to Texas Residents who demonstrate financial need. These scholarships will be awarded to individuals enrolled as a degree seeking student in a distance education masters of engineering or masters of science program with the college of engineering. Recipients will receive up to \$1500 per semester for up to three years, contingent on demonstrated financial need and enrollment status. The eligibility requirements for the Distance Education Scholarships for engineering students are as follows:

- Must be a Texas Resident
- Have completed and submitted the FAFSA or TASFA and have a demonstrated financial need.
- Must be enrolled in as a degree-seeking student in a distance education masters of engineering or masters of science program in the college of engineering
- Must be enrolled at-least half-time for the semester(s) you receive the scholarship (6 hours in the Fall & Spring, 3 hours for the Summer)
- Maintain a 3.0 or higher GPA

Students who receive the award can be eligible for \$4500 per academic year based on demonstrated need and enrollment status. For more information, visit the Student Business Services [website](#).

### ***Duration of Financial Assistance***

Students who receive financial aid normally are supported continuously on a 12-month basis as long as they demonstrate satisfactory progress in a degree program. Continued financial aid is contingent upon the availability of sufficient funds to provide the stipend and satisfactory academic/research performance.

### ***Loans***

Short-term loans are available through the Scholarships & Financial Aid Office and are administered through the university. These loans involve minimal paperwork and a very small processing fee. Students should contact the Scholarships & Financial Aid Office for information about loans administered by the university. Information about larger long-term

student loans is also available from the Scholarships & Financial Aid Office.

## **HEALTH INSURANCE**

Under the policies of the Texas A&M University System, any person employed at least half time in a benefit eligible position is eligible for group insurance. Graduate assistants who receive financial aid as graduate assistant research, graduate assistant non-teaching, or graduate assistant teaching are eligible for this coverage. Benefits include group health, group life insurance, long-term disability, accidental death and dismemberment, and optional life. If a student is married, dependent coverage is also available.

The Texas A&M University system health insurance (Texas A&M employee health benefits) is subject to a 90-day waiting period before the state contribution is provided for an employee. The effective date of medical coverage can begin immediately, but the student is financially responsible for full payment of the monthly premium; otherwise, the effective date of coverage begins on the first day of the month following the 90<sup>th</sup> day of employment. The state contribution is then provided based on eligibility as a part-time employee.

Graduate students who are not employed by the Texas A&M University System are not eligible for this coverage. Texas A&M University does provide free care to all registered students on a walk-in basis through the A. P. Beutel Health Center, but it does not provide for hospitalization or care for serious illness. Because the United States has a private health care system, and because health services can be extremely expensive, it is strongly recommended that all students be covered by some type of medical insurance. A group health insurance policy for students not on financial assistance is available through the A. P. Beutel Health Center. Contact the A. P. Beutel Health Center for more information about this policy at (979) 458-8316 or <http://shs.tamu.edu>.

# GRADUATE DEGREE OPTIONS IN SAFETY ENGINEERING

## MASTER OF SCIENCE (MS) DEGREE: THESIS OPTION

The Master of Science with thesis option requires a minimum of **32** semester credit hours of approved courses and research. Of those hours, **16** credit hours must be formal course work (see below for the list of required courses). The remaining **16** credits are completed with research, electives, and internship hours as applicable.

MS candidates must present the results of their research in a seminar open to the public, as part of their Final Examination.

The specific course requirements appear in this section. Satisfactory completion of an equivalent course at another institution is an acceptable fulfillment of the departmental requirement. Only technical (science or engineering) courses can satisfy these requirements.

The student must complete **16** hours of core courses:

- SENG 655: Process Safety Engineering (3)
- SENG 670: Industrial Safety Engineering (3)
- SENG 660: Quantitative Risk Analysis (3)
- SENG 677: Fire Protection Engineering (3)
- STAT 601 or STAT 651: Statistics (4)

**Total Core Credits: 16 credits**

The student must also complete a **1**-hour required non-core course:

- CHEN 695: Graduate Mentoring Seminar (1)

**Total Required Credits: 17 credits**

The remaining **15** credit hours may be obtained through research (SENG 691), directed studies (SENG 685), internships (SENG 684), and/or elective courses taken within the department, or outside the department (subject to the approval of the student's Advisor).

- The Laboratory Safety (CHEN 601) course is strongly encouraged for all students in the program. An equivalent course in other engineering departments may be substituted for this course as relevant.
- The electives must be formal graduate-level (600-level) courses and should be approved by the student's Advisor.
- Graduate courses completed at other institutions and passed with a grade of B or better may be used towards satisfying electives. With approval of the Program Director, up to nine (9) credit hours may be transferred from other institutions. These courses cannot have been used towards another degree.
- All degree plans must have at least **1** hour of research (SENG 691).



- In addition, **2** hours of CHEN 681 (Seminar) may be taken towards the degree plan.

It is important to note that no more than **12** hours may be used in any combination of the following categories:

- No more than **8** hours of 691 (Research).
- No more than **8** hours of 685 (Directed Studies).
- No more than **3** hours of 690 (Theory of Research) may be used.
- No more than **3** hours of 695 (Frontiers in Research) may be used.

Please note the following additional credit hour requirements and restrictions:

- There is a maximum of 2 hours of 681 (Seminar) allowed towards the degree.
- In special cases, a maximum of 9 hours of advanced undergraduate courses (300-or 400-level) may be used. The student must submit a written request to the Program Director and obtain approval from the Committee Chair.
- No credit may be obtained by correspondence study.
- For graduate courses of three weeks' duration or less, taken at other institutions, up to 1 hour of credit may be obtained for each five-day week of coursework. Each week of coursework must include at least 15 contact hours.
- Continuing education courses may not be used for graduate credit.
- Extension courses are not acceptable for credit.
- Exceptions to the above will be permitted only in unusual cases and when petitioned by the student's advisory committee and approved by the Office of Graduate Studies.

Thus, based on the above, a typical degree plan will include:

- **16** hours of "core" credits
- **16** hours of electives, internships, directed studies, and research.

## **DISTANCE EDUCATION**

This Program also offers the MS in Safety Engineering via distance education to professionals employed in industry who cannot enroll and complete their degree by attending on-campus classes. Students interested in distance education can obtain an MS degree either through a thesis or a non-thesis option. The thesis option is explained above on page 12; with this option, distance education students may need to spend some time on campus to complete their research. The non-thesis option is only available to distance education students. With this option, the entire degree may be obtained through online coursework.

### **MASTER OF SCIENCE (MS) DEGREE: NON-THESIS OPTION**

The Master of Science non-thesis option requires a minimum of **36** semester credit hours of approved courses and does not include a thesis; however, a research report is required (see page 10 for details). The student must complete **16** hours of core courses:

- SENG 655: Process Safety Engineering (3)
- SENG 670: Industrial Safety Engineering (3)
- SENG 660: Quantitative Risk Analysis (3)
- SENG 677: Fire Protection Engineering (3)
- STAT 601 or STAT 651: Statistics (4)

**Total Credits: 16 core credits**

A student pursuing the non-thesis option **cannot** enroll in any 691 (research) for any reason and cannot use any 691 hours for credit towards the non-thesis. A maximum of 8 hours of 685 (Directed Studies) can apply toward the non-thesis option. In addition, any combination of 684 and/or 685 cannot exceed 25 percent of the total credit hour requirement shown on the degree plan. Electives may be taken from any Texas A&M University distance learning program, subject to the approval of the student's advisor as well as any conditions established within the other distance learning programs. A typical degree plan for a MS non-thesis degree will look comparable to the degree plan for a MS thesis option degree with the differences noted above.

### ***Technical Needs for Distance Education***

The following technologies are minimum requirement necessary for successful completion of the Safety Engineering distance learning coursework:

- 1) Computer: (these are the lowest computer requirements)
  - a. A Pentium 4 or better machine with Windows XP or newer operating system
  - b. Operating speed of 500 MHz
  - c. 512MB RAM
  - d. 80G hard drive
  - e. Video card with at least 2MB RAM
  - f. Sound card
  - g. Speakers

- h. CD-ROM
- 2) Internet Connection:
  - a. Ethernet (company LAN) or
  - b. DSL connection or
  - c. Cable modem connection
- 3) Additional/Optional Hardware:
  - a. At least 512MB of extra storage medium (zip drive, thumb drive, flash drive, CD burner, DVD burner) – this is highly recommended.
  - b. Printer or printer access
  - c. Scanner and/or fax machine access
- 4) Software Requirements:
  - a. E-mail software (or web-based e-mail account)
  - b. Anti-virus software – make sure it is up to date!
  - c. It is highly recommended that Microsoft Internet Explorer v. 5.0 or above be installed
  - d. Microsoft Office 2000 or newer

### ***Distance Education Graduation***

Distance learning students receiving TAMU degrees may participate in graduation ceremonies in the same manner as on-campus students. When you submit your degree application, you may indicate whether or not you plan to attend the ceremony on campus.

# APPENDIX A

## SAMPLE DEGREE PLANS

### SAMPLE DEGREE PLAN: ON-CAMPUS STUDENT, THESIS OPTION Texas A&M University Office of Graduate Studies Degree Plan

Name:

Univ. ID:

Date:

Email:

Dept:

Proposed course of study in partial fulfillment of the degree of MS, Thesis Option, with a major in SENG, is submitted for the approval of the Office of Graduate Studies.

Dept. & Course Number	Course Title	Credit Hours	Final Grade	Sem Taken	Transfer Institution
<b>REQUIRED ON-CAMPUS COURSES</b>					
CHEN695	CHEN GRADUATE MENTORING SEMINAR	1		201031	
<b>CORE COURSES</b>					
SENG655	PROCESS SAFETY ENGINEERING	3		201031	
SENG660	QUANTITATIVE RISK ANALYSIS	3		201111	
SENG670	INDUSTRIAL SAFETY ENGINEERING	3		201131	
STAT601	STATISTICAL ANALYSIS	4		201031	
SENG677	FIRE PROTECTION	3		201031	
<b>RESEARCH/INTERNSHIP HOURS</b>					
SENG691	RESEARCH	5		201131	
SENG691	RESEARCH	3		201211	
SENG684	PROFESSIONAL INTERNSHIP	1		201121	
<b>ELECTIVE COURSES*</b>					
<b>*Electives will differ depending on the student's specific area of specialization and subject to the approval of the Advisory Committee. This is an example only.</b>					
SENG674	SYSTEM SAFETY ENGINEERING (ELECTIVE)*	3		201111	
CHEN689	ADV PROCESS INTEGRATION & SYNTHESIS	3		201111	
	Total hours listed for credit:	32.00			

Additional course work may be added to this proposed course of study by an Advisory Committee, if such additional work is needed to correct deficiencies in academic preparation.

**PREREQUISITES OR OTHER COURSES - Not applicable for Graduate Credit**

Department	Course Number	Course Title





## APPENDIX B

### SUGGESTED ELECTIVES

Electives for the non-thesis degree option can be taken from any department that has a distance education program subject to your Chair's approval. Some of the common department and courses are below.

#### **Safety Engineering:**

- SENG 674: System Safety Engineering
- SENG 680: Industrial Hygiene

#### **Petroleum Engineering:**

- PETE 605: Phase Behavior of Petroleum Reservoir Fluids
- PETE 608: Well Logging Methods
- PETE 612: Unconventional Oil and Gas Reservoirs
- PETE 618: Modern Petroleum Production
- PETE 629: Advanced Hydraulic Fracturing
- PETE 642: Formation Damage: Mechanisms and Remediation
- PETE 644: CO<sub>2</sub> Capture and Uses: Sequestration, Enhanced Oil Recovery (EOR)
- PETE 661: Drilling Engineering
- PETE 662: Production Engineering
- PETE 689: Advanced Numerical Methods for Reservoir Simulation

For more information on Petroleum Engineering DL program:

<http://engineering.tamu.edu/petroleum/academics/distance-learning>

You will need to contact Eleanor Schuler [e-schuler@tamu.edu](mailto:e-schuler@tamu.edu) in the PETE department to register for classes.

#### **Industrial and Systems Engineering:**

- ISEN 601: Location Logistics of Industrial Facilities
- ISEN 611: Risk Informed Technology Assessment
- ISEN 614: Advanced Quality Control
- ISEN 615: Production and Inventory Control
- ISEN 625: Simulation Methods and Applications
- ISEN 630: Human Operator in Complex Systems
- ISEN 631: Cognitive Systems Engineering
- ISEN 635: Human Information Processing
- ISEN 640: Systems Thinking and Analysis
- ISEN 641: Systems Engineering Methods and Frameworks
- ISEN 663: Engineering Management Control Systems
- ISEN 669: Software Tools for Stochastic Decision Support Analysis
- ISEN 689: Special Topics in Cognitive Systems Engineering

For more information on Industrial & Systems Engineering DL program:  
<http://engineering.tamu.edu/industrial/academics/distance-learning>

**School of Public Health:**

- PHEO 655 Human Factor & Behavior Based Safety

**Bush School of Government of Public Service:**

Please visit their website for course options and opportunities: <http://bush.tamu.edu/>

**Mays Business School:**

Please visit their website for course options and opportunities. <http://mays.tamu.edu/>



## APPENDIX C

### STEPS TO FULFILL MASTER'S DEGREE REQUIREMENTS

All master's students must complete the following items during their studies per the Office of Graduate Studies.

Note: you must be continuously registered until all degree requirements have been met.

Step	What to Do	When	Approved by
1	Meet with departmental graduate advisor to plan course of study for first semester.	Before first semester registration.	Graduate advisor
2	Establish advisory committee; submit your degree plan <a href="#">online</a> .	Following the deadline imposed by the student's college and approved no later than 90 days prior to the request of final oral or thesis defense; see OGAPS calendar.	Advisory committee, department head and OGAPS
3	If thesis is required, submit <a href="#">Proposal Approval Form</a> .	Must be submitted no later than 20 working days prior to submitting the request and announcement of final examination.	Advisory committee department head and OGAPS
4	Apply for a degree online at the Howdy portal; pay graduation fee.	During the first week of final semester; pay graduation fee after graduate application is submitted; see OGAPS calendar.	
5	Check to make sure degree program and advisory committee are up to date, and that all ELP requirements (if applicable) and course work are complete.	Well before submitting request to schedule final examination.	Advisory committee, graduate advisor and department head

6	Complete residence requirement. (Check with your department to determine if there is a residency requirement.)	If applicable, before or during final semester.	OGAPS
7	Submit <a href="#">request</a> for permission to schedule final examination to OGAPS.	Must be received by OGAPS at least 10 working days before exam date.(See OGAPS calendar for deadlines.)	Advisory committee, department head and OGAPS
8	Successfully complete final examination.	The Report of the Final Exam form should be submitted to OGAPS within 10 days following the exam date.	Advisory committee and OGAPS
9	If required, <a href="#">upload</a> approved PDF file of the completed thesis and submit signed approval page to Thesis and Dissertation Services.	See OGAPS calendar for deadlines.	Advisory committee, department head and OGAPS
10	Follow Steps for Graduation; arrange for cap and gown.		

This and more detailed information may be found online here:

<http://ogaps.tamu.edu/New-Current-Students/Getting-a-Degree/Master-s-Degree-Requirements>

Forms: <http://ogaps.tamu.edu/Buttons/Forms-Information>

## APPENDIX D

### STEPS TO GRADUATION

Follow the steps below to fulfill requirements prior to graduation. Remember to follow the specific deadlines found on the OGAPS calendar. Note: You must maintain continuous registration until all degree requirements have been met.

Step	What to Do	When	Approved by
1	Follow the required steps and procedures mentioned in <a href="#">Steps to fulfill Master's Degree Requirements</a> or <a href="#">Steps to Fulfill Doctoral Degree Requirements</a> and <a href="#">Steps to Fulfill Preliminary Exam Requirements</a> .		
2	Apply for a degree online at the <a href="#">Howdy portal</a> ; pay graduation fee.	During the first week of final semester; see OGAPS calendar.	Advisory committee, department head and OGAPS
3	Officially schedule <a href="#">final examination</a> or file the formal <a href="#">request for exemption from final exam</a> .	Must be received by OGAPS at least 10 working days before exam date. (See OGAPS calendar for deadlines.)	Advisory committee, department head and OGAPS
4	If required, <a href="#">upload</a> approved PDF file of your completed thesis and submit signed approval page to Thesis and Dissertation Services.	See OGAPS calendar for deadlines.	Advisory committee, department head and OGAPS
5	<a href="#">Graduation</a> ; arrange for cap and gown.		

## **APPENDIX E**

### **SAFETY PROCEDURES AND REQUIREMENTS**

The Artie McFerrin Department of Chemical Engineering and the Mary Kay O'Connor Process Safety Center are strongly committed to providing a safe environment for everyone associated with it, including faculty, staff, students and visitors. The department has adopted a safety policy that appears in detail in the Department of Chemical Engineering Safety Manual. Students in the MS SENG Program must comply with this Safety Manual and any other safety regulations. Violations of the safety regulations may result in reduction or complete termination of financial assistance. Therefore, every student should obtain a copy of this manual and become thoroughly familiar with its contents. Every graduate student on campus is required to complete CHEN 601, Chemical Engineering Laboratory Safety and Health, as soon as possible during their graduate program.

The Artie McFerrin Department of Chemical Engineering and the Mary Kay O'Connor Process Safety Center endorse the rules and regulations of the Texas A&M University Environmental, Health, and Safety Department (EHSD) and the Texas Engineering and Experiment Station (TEES) and Dwight Look College of Engineering Safety Policy. All persons studying, working or visiting any area assigned to the chemical engineering department must follow the aforementioned rules, regulations, and policy, and the safety regulations of the department. Compliance with these rules and regulations is a condition of employment, visitation, and/or study. Research directors, instructors of laboratory courses, and supervisors of staff workers have the ultimate responsibility for safety.

The Department Head assigns the duties of Safety Officer to a faculty member. The Safety Officer is chairman of the Safety Committee, (also appointed by the Department Head). Both the Safety Officer and the Safety Committee have the authority to stop any procedure any time they consider it unsafe. Any such cease order issued remains in effect until a safety analysis determines it is prudent to continue operations. The Safety Committee investigates reports of safety violations, all accidents, and any incident with a potential for damage or injury. The results of the investigations, including recommendations for corrective action and penalties when applicable, are forwarded to the Department Head for final disposition.

Any researcher (faculty, graduate student, undergraduate student, or research associate) engaged in experimental work must submit a written Project Safety Analysis (PSA) to the Safety Officer giving a detailed description of the safety aspects of each project. The PSA describes all the hazards involved and details the design and operating precautions taken to protect the investigator, the occupants of the building, and the environment. The PSA must be submitted before construction begins on new projects or before a new researcher begins to operate existing apparatus. For any procedure that cannot strictly comply with some

Safety Policy or Regulation, a variance from the policy or regulation must be requested by the P.I. and approved by the Department Head. The P.I. shall request approval, in writing, detailing the reasons for the exceptions and the precautions being taken. The Department Head shall act with the advice of the Safety Committee to approve or reject the variance request.

Anyone with doubts about the safety of any apparatus, practice or procedure has the right and the responsibility to report such concerns directly to the Department Head or the Safety Officer as soon as possible. The report may be anonymous, if desired. There shall be no reprisals for reports concerning safety.

# APPENDIX F

## ADDITIONAL INFORMATION FOR ON-CAMPUS STUDENTS

**\*\*REMINDER:** This information pertains to students whose chair is in Chemical Engineering.

### HUMAN RESOURCE INFORMATION

#### *Work Requirements*

As stated above, graduate assistants are part-time salaried employees. The regular schedule of work for employment is set by agreement between student and supervisor. In addition to the effort required in return for financial compensation, the level and schedule of effort for SENG 691 credits is set by agreement between the student and the Advisory Committee Chair. Students working outside their group must inform their research advisors.

#### *Absence from Workstation*

According to present university policy, graduate assistantships neither accrue leave of any kind (such as sick leave or annual (vacation) leave) nor qualify for paid official university holidays. As a result, graduate assistants must be placed on Leave Without Pay for absences from campus. Students must complete a Departmental Absence form when they need to be absent. These absences should not amount to more than two weeks per year and should be approved by the student's Advisory Committee Chair. The responsibility for monitoring absences lies with the Advisory Committee Chair; therefore, all absences must be approved in advance with the Chair. The Departmental Absence form may be obtained from the Business Coordinator (Payroll Assistant).

Absences for official university business (for example, travel to a scientific or engineering conference) should be covered by filing an official Travel & Leave Form. Students must file this form regardless if they expect to be reimbursed for any travel expenses. Travel and Leave forms may be obtained from the Travel Assistant in room 252.

#### *Resignation*

Before leaving the university, graduate students receiving financial aid must submit a letter of resignation to the departmental Payroll Coordinator. In this letter, the student should provide a permanent forwarding address.

In addition to the letter of resignation, the student should provide the Coordinator for Graduate Affairs with information about his/her next place of employment to assist the Department in providing statistics to the university administration. Normally, the student will be asked to

provide this information at the time he/she schedules the Final Examination; however, if the student leaves the University before completing the thesis/dissertation or scheduling the Final Examination, this employment information should be provided before leaving.

Additionally, the student must complete the Departmental checkout form. This form is issued by the Payroll Coordinator in room 254. In short this form is used to verify that the student is leaving the Department with their affairs (*e.g.* key return, clearing out of lab/office space, *etc.*) in good order.

## **GENERAL OFFICE INFORMATION**

### ***Copying***

No class handouts or student notes are to be printed on the departmental copiers. Notes may be posted on-line for students to download and print at their own expense. Graduate students who have their own copier located in Faculty and Research groups will be expected to purchase printer cartridges for labs and offices.

### ***Keys***

Keys are maintained by the department's Payroll Office in a secured cabinet. When an individual needs to obtain a key to an office or lab, the payroll office will request written authorization from the employee's supervisor or directly from the department head. This written authorization is kept on file along with a log detailing which individual has what key and the date it was checked out.

### ***Repairs***

If you have any repairs needed in your lab or office, please contact our Facilities Manager, Louis Muniz; his contact information can be found in Appendix G: Primary Program Contacts.

## **COMPUTER LABORATORY INFORMATION**

The Department of Chemical Engineering maintains a Computer Laboratory for the use of graduate students majoring in chemical engineering. In addition to the computers owned and maintained by the department, this facility provides access through the campus-wide network to other computer systems operated by the University. The Computer Laboratory Supervisor is responsible for operation of the Computer Laboratories and assisting with its use. The Computer Systems Manager handles hardware installations and repairs for systems within the Computer Laboratory and in individual research groups when requested.

The Computer Laboratory for Graduate Students is located in room 115 of the Brown Engineering Building. The lab is accessible 24 hours a day via a security system. The Computer Laboratory contains both Macintosh and Windows PCs and a laser printer. Additional details

are available in a separate document, Computer Systems Laboratory Information.

### **Graduate Student Accounts**

To receive an account on the Department of Chemical Engineering Computer system, complete an account application form. Take the completed form to room 117E and leave the form with the Computer Systems Manager or the Computer Laboratory Supervisor.

### **Building Access**

To receive access to the building, library, and/or labs, Complete a building access form. Take completed form to room 117E, present the form and your student ID card to the Computer Systems Manager or the Computer Laboratory Supervisor. Your student ID card will be used to obtain access to the building, library, and/or labs after normal business hours.

## **STUDENT MAIL**

Graduate Student mail is distributed every Friday to the Graduate Mailboxes located on the first floor of the JEB Building. Unclaimed Graduate Mail is recycled every six weeks. The mail is sorted by name and placed in mailboxes. If a recipient has left the department, the mail is forwarded on to that person. Monthly billing statements and checks go to the Business Office for processing. If an individual receives an item that is labeled confidential, the item will be placed directly in the individual's office. Campus mail items, if they come in with a name on them, go into the individual's mailbox, but if addressed to Chemical Engineering only, they are opened to see to whom they should go. Federal Express, UPS and other delivery company items are received at the CHEN Receiving area as stated above.

## **PURCHASING**

The Department of Chemical Engineering manages its finances under the guidelines of the Texas A&M University Financial Management System and the Texas Engineering Experiment Station (TEES). The procedures outlined in this document are a combination of TAMU/TEES guidelines and internal departmental procedures to assist the department in accurately processing fiscal matters. Ultimately, the Advisor (referred to as the "Principle Investigator," or "P.I.") is responsible for the spending for and budgeting of his/her projects. The Departmental Business Administrator can provide assistance in reviewing accounts.

**Per SAP 25.99.99.E0.02:** Non-payroll costs and transfers should be submitted within 90-days of the original transaction (*e.g.*, goods received date, invoice received date, travel end date, service provided date). Requests made more than 90-days from the date of the original transaction or goods received date will only be considered if appropriately justified.

**For Chemical Engineering personnel, all purchases will require a departmental purchase order.** This purchase order (P.O.) must be completed by the individual ordering the item and



must be signed off by the P.I. Any additional information that can accompany the purchase order, such as a quote, or email from a vendor, should be provided when making the order. Purchase order forms are available in the CHEN Business Office and completed forms should be returned to the CHEN Business Office and placed in the drop box. When the purchase requisition is approved, an email notification will go out to the individual making the purchase to notify him/her that he/she can proceed with the purchase.

Purchases costing between \$0 and \$4,999.00 are processed directly by the individual completing the purchase order, or by the CHEN Business Office. If the individual is making the order, please make sure that all documentation regarding the order is turned in immediately to the CHEN Business Office (*e.g.*, receipts, emails concerning orders, quotes). Purchases over \$5,000.00 are processed by the CHEN Business Office.

# APPENDIX G

## COMMITTEE EVALUATION FORM SAMPLE

You will need this form when completing your final exam (thesis) or project presentation (non-thesis). Be sure to bring with you to the exam.

### M.S SAFETY ENGINEERING EVALUATION FORM

Student: \_\_\_\_\_

Date: \_\_\_\_\_

- Thesis  
 Non-thesis

- Distance Student  
 On-Campus

	<b>No/Limited Proficiency (0/1)</b>	<b>Some Proficiency (2)</b>	<b>Proficiency (3)</b>	<b>High Proficiency (4)</b>	<b>Grade</b>
<b>Fundamentals of discipline</b>	Does not have a good understanding of basic concepts or fundamentals	Has proficiency in some fundamental concepts but lacks in other topics	Has proficiency in most of the fundamentals topics in the discipline	Demonstrates excellent grasp of fundamental concepts; can extend it to other areas of research	
<b>Thesis document/ non-thesis report</b>	Does not provide sufficient background of work, novelty, or future directions.	Provides background of the project but inadequate description of novelty or future directions	Provides clear background of the project and the novelty but does not indicate future directions for the work	Provides clear background of the project, describes novelty, and outlines future directions for the project	
<b>Analytical Skills &amp; Critical Thinking</b>	Fails to critically analyze results and provide logical conclusions	Able to provide critical analysis of results but conclusions are not derived from results	Able to provide critical analysis of results and reasonably straightforward conclusions	Able to provide critical analysis of results and conclusions that are not direct but need to be inferred	
<b>Communication</b>	Fails to summarize conclusions or outcomes; communicates ineffectively	Adequately communicates results and conclusions but lacks clarity	Clearly communicates outcomes and results	Clearly communicates outcomes and results; identifies and elaborates on more abstract concepts	

Name

Signature

Chair \_\_\_\_\_

\_\_\_\_\_

## APPENDIX H

### PRIMARY PROGRAM CONTACTS

<b>ARTIE MCFERRIN DEPARTMENT OF CHEMICAL ENGINEERING CONTACT INFORMATION</b>			
<b>Title</b>	<b>Personnel</b>	<b>Phone</b>	<b>Email</b>
Department Head	Dr. Arul Jayaraman	(979) 845-3389	<a href="mailto:arulj@tamu.edu">arulj@tamu.edu</a>
Director of Safety Engineering Program	Dr. Qingsheng Wang	(979) 845-9803	<a href="mailto:qwang@tamu.edu">qwang@tamu.edu</a>
Director of Graduate Program	Dr. Micah Green	(979) 862-1588	<a href="mailto:micah.green@tamu.edu">micah.green@tamu.edu</a>
Graduate Program Specialist	Ashley Stokes	(979) 845-3364	<a href="mailto:stokes992@tamu.edu">stokes992@tamu.edu</a>
Graduate Program Specialist	Terah Cooper	(979) 845-8360	<a href="mailto:tcooper@tamu.edu">tcooper@tamu.edu</a>
Assistant to the D.H.	Toni Alvarado	(979) 845-9806	<a href="mailto:a-alvarado@tamu.edu">a-alvarado@tamu.edu</a>
Administrative Coordinator	Lupe Ramirez	(979) 845-3363	<a href="mailto:lupe@tamu.edu">lupe@tamu.edu</a>
Academic Business Administrator	Mason Schmalreide	(979) 845-9777	<a href="mailto:masons@tamu.edu">masons@tamu.edu</a>
Payroll Coordinator and Human Resources	Tyisha Thomas	(979) 845-3381	<a href="mailto:tythomas@tamu.edu">tythomas@tamu.edu</a>
Facilities Manager	Louis Muniz	(979) 862-1468	<a href="mailto:l-muniz@tamu.edu">l-muniz@tamu.edu</a>
Travel Coordinator	Bridgette Gray	(979) 845-0422	<a href="mailto:bagray@tamu.edu">bagray@tamu.edu</a>
Administrative Coordinator	Victoria Garcia	(979) 845-6486	<a href="mailto:vickieg925@tamu.edu">vickieg925@tamu.edu</a>
Business Administrator	Crystal Ray	(979) 845-9777	<a href="mailto:cray@tamu.edu">cray@tamu.edu</a>
Communications Coordinator	Drew Thompson	(979) 862-4017	<a href="mailto:d.thompson@tamu.edu">d.thompson@tamu.edu</a>
Information Technology Professional	Brandon Degner	(979) 845-3349	<a href="mailto:brandondegner@tamu.edu">brandondegner@tamu.edu</a>
Sr. Information Technology Professional	Mark Hopcus	(979) 845-3349	<a href="mailto:mhopcus@tamu.edu">mhopcus@tamu.edu</a>
Computer Systems Manager	Jeff Polasek	(979) 845-3398	<a href="mailto:j-polasek@tamu.edu">j-polasek@tamu.edu</a>
Undergraduate Affairs	Lisa Villa	(979) 845-1110	<a href="mailto:lvilla@tamu.edu">lvilla@tamu.edu</a>

<b>MARY KAY O'CONNOR PROCESS SAFETY CENTER CONTACT INFORMATION</b>			
<b>Title</b>	<b>Personnel</b>	<b>Phone</b>	<b>Email</b>
Interim Director	Dr. Stewart Behie	(979) 862-3985	<a href="mailto:stewart_behie@tamu.edu">stewart_behie@tamu.edu</a>
Program Specialist	Sheera Helms	(979) 845-5981	<a href="mailto:sheera@tamu.edu">sheera@tamu.edu</a>
Program Assistant III	Paola Camposeco	(979) 845-4950	<a href="mailto:paolacamposeco@tamu.edu">paolacamposeco@tamu.edu</a>
Business Administrator	Lacey Richards	(979) 845-1863	<a href="mailto:lrichards@tamu.edu">lrichards@tamu.edu</a>

# APPENDIX I

## USEFUL WEBSITES AND CONTACTS

Title	Website	Phone	Email
CHEN Website	<a href="http://www.chen.tamu.edu">http://www.chen.tamu.edu</a>	(979) 845-3361	<a href="mailto:chen@tamu.edu">chen@tamu.edu</a>
MKOPSC Website	<a href="http://psc.tamu.edu">http://psc.tamu.edu</a>	(979) 845-3489	<a href="mailto:mkopsc@tamu.edu">mkopsc@tamu.edu</a>
IT Computer Support		(979) 845-3349	<a href="mailto:chen-helpdesk@tamu.edu">chen-helpdesk@tamu.edu</a>
Office of Graduate and Professional Studies (OGAPS)	<a href="http://ogaps.tamu.edu">http://ogaps.tamu.edu</a>	(979) 845-3631	<a href="mailto:ogaps@tamu.edu">ogaps@tamu.edu</a>
OGAPS Degree Plan Submission System	<a href="https://ogsdpps.tamu.edu">https://ogsdpps.tamu.edu</a>	(979) 845-3631	<a href="mailto:ogaps@tamu.edu">ogaps@tamu.edu</a>
OGAPS Thesis Office	<a href="http://thesis.tamu.edu">http://thesis.tamu.edu</a>	(979) 845-2225	<a href="mailto:thesis@tamu.edu">thesis@tamu.edu</a>
OGAPS Student Forms	<a href="http://ogaps.tamu.edu/Buttons/Forms-Information">http://ogaps.tamu.edu/Buttons/Forms-Information</a>		
Howdy Portal	<a href="https://howdy.tamu.edu">https://howdy.tamu.edu</a>	(979) 845-8300	<a href="mailto:howdy@tamu.edu">howdy@tamu.edu</a>
TAMU Helpdesk (computer support)	<a href="https://hdc.tamu.edu">https://hdc.tamu.edu</a>	(979) 845-8300	<a href="mailto:helpdesk@tamu.edu">helpdesk@tamu.edu</a>
Office of the Registrar	<a href="http://registrar.tamu.edu">http://registrar.tamu.edu</a>	(979) 845-1031	<a href="mailto:registrar@tamu.edu">registrar@tamu.edu</a>
Scholarships & Financial Aid	<a href="https://financialaid.tamu.edu">https://financialaid.tamu.edu</a>	(979) 845-3236	<a href="mailto:financialaid@tamu.edu">financialaid@tamu.edu</a>
International Student Services (ISS)	<a href="http://iss.tamu.edu">http://iss.tamu.edu</a>	(979) 845-1824	<a href="mailto:iss@tamu.edu">iss@tamu.edu</a>



**ARTIE MCFERRIN DEPARTMENT OF  
CHEMICAL ENGINEERING**  
TEXAS A & M UNIVERSITY

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Texas A&M University  
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3122 TAMU, College Station, TX 77843-3122  
<https://engineering.tamu.edu/chemical/index.html>  
Email: [che@tamu.edu](mailto:che@tamu.edu)  
Telephone: (979) 845-3361