



Charles W. Davidson
College of Engineering

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ChE/MatE New Graduate Student Orientation

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We will post this on the CME website after



San José State
UNIVERSITY

Outline

- Department Resources
- Introductions
- Graduate Advising with Graduate Coordinators
- Curriculum
- Graduation Requirements
- Other Important Information
- Answer your questions

CME Department Faculty/Staff

Dr. Anand Ramasubramanian
(ChE), Department Chair

Dr. Melanie McNeil (ChE)

Dr. Katy Kao (ChE), Graduate
Coordinator/Advisor

Lien Nguyen, Administrative
Support Coordinator

Dr. Claire Komives (ChE)

Dr. Dahyun Oh (MatE)

Dr. Gautam Kumar (ChE)

Dr. Richard Chung (MatE)

Dr. Liat Rosenfeld (ChE)

Dr. Chris Lew (ChE)

Dr. Shenli Zhang (MatE)

*Also several adjunct
faculty/lecturers*

Department Email List

- Subscribe to CME Graduates Google Group ([use your sjsu email](mailto:your_sjsu_email)):
<https://www.sjsu.edu/cme/resources/googlegroups.php>
- Email messages to this group is the primary means of communicating the following information to CME graduate students:
 - Advising Information
 - Events (Guest Speakers, Job Fairs, Meetings)
 - Student Club Activities
 - Internships/Scholarships

**2025 Fall Welcome Back Event will be on Wednesday
September 10 starting at 4:30 pm in ENGR 285/287**

Graduate Advising Resources

- CME Graduate Advising Webpage
<https://www.sjsu.edu/cme/resources/graduate-advising/index.php> (bookmark this page)
 - Graduate Advising Forms
 - Graduate Coordinators
 - Information
- CoE Graduate Student Advisor: Marta Ramirez-Rodenas
<https://www.sjsu.edu/essc/index.php>

Semester Advising Timeline

- Advising email message sent to ChE/MatE graduate students (**CME-Grad Google Group**) by graduate coordinator with instructions
- Submission of **updated** advising form (**living document**) to graduate coordinator for review during the designated semester advising period.
 - Each 3-unit graduate course requires about 10 hours of work per week outside of class.
- Approval of advising form by graduate coordinator
- Removal of registration hold by graduate coordinator
- Failure to submit your advising form on time can delay your registration and result in late registration fee and possible course cancellations.

CME Courses

- Graduate students must
 - maintain a GPA ≥ 3.0 for all 100-level and 200-level courses taken at SJSU as well as for all 30 units in the curriculum plan
 - receive a “C” or better in each course in their curriculum plan
- A tentative schedule of ChE/MatE graduate courses can be found at <https://www.sjsu.edu/cme/resources/graduate-advising/class-offerings.php>

Chemical Engineering Curriculum Plan

ChE (FA25)		
	Thesis Plan (Track A)	Project Plan (Track B)
Required Core	ChE 200 - 3 units (GWAR)	ChE 200 - 3 units (GWAR)
	ChE 211/MatE 251 - 3 units	ChE 211/MatE 251 - 3 units
	ChE 218 - 3 units	ChE 218 - 3 units
	ChE 219 - 3 units	ChE 219 - 3 units
Electives	12 units (at least 3 must be 200-level)	12 units (at least 3 must be 200-level)
Culminating Experience	ChE 281 - 3 unit	ChE 281 - 3 unit
	ChE 280/280I - 2 units	ChE 280/280I - 2 units
	ChE 299 - 1 unit	ChE 298 - 1 unit
Total Units	30	30

Materials Engineering Curriculum Plan

MatE (FA25)		
	Thesis Plan (Track A)	Project Plan (Track B)
Required Core	ChE 200 - 3 units (GWAR)	ChE 200 - 3 units (GWAR)
	MatE 205 - 3 units	MatE 205 - 3 units
	MatE 215 - 3 units	MatE 215 - 3 units
	MatE 241 - 3 units	MatE 241 - 3 units
	MatE 251 - 3 units	MatE 251 - 3 units
Electives	9 units (at least 3 must be 200-level)	9 units (at least 3 must be 200-level)
Culminating Experience	MatE 281 - 3 unit	MatE 281 - 3 unit
	MatE 280/280I - 2 units	MatE 280/280I - 2 units
	MatE 299 - 1 unit	MatE 298 - 1 unit
Total Units	30	30

Thesis/Project

- All ChE/MatE graduate students are required to do either a thesis (Track A) or project (Track B) resulting in a formal written report with an oral defense to their Reading Committee (ChE 200 → ChE/MatE 281→ChE/MatE 298/299 + ChE/MatE 280/280I [2 units]).
- It is recommended that you secure a research advisor by end of your first semester here, so you can start research before your second semester.
- A thesis typically involves more detailed research and analysis (but depends on research advisor expectations). The thesis is reviewed by the College of Graduate Studies and published by the University.
<https://www.sjsu.edu/cgs/current-students/thesis-and-dissertations/index.php>
- Thesis or Project is normally decided before or during ChE/MatE 281 after discussion with your research advisor.

Research Pathway

ChE 200 → secure research advisor & have research project & start research
→ ChE/MatE 281 (3 units) → ChE/MatE 298/299 (1 unit) + ChE/MatE
280/280I (2 units)

CME 281 requires:

GWAR (ChE 200)
Classified Standing
Approved candidacy Form
Good Standing
Research Advisor and Topic

- ChE/MatE 280/280I **2 units** (required) - TBD classes that generally do not meet but you must have a research advisor and topic identified and meet milestones set at beginning of semester.
- You can take ChE/MatE 280 multiple times for research credit (but only 2 units taken with CME298/299 will count towards the required 30 units)

Research Advisor and Committee

Research Advisor = chair of your committee (MUST BE a full-time tenured/tenure-track faculty)

Part-time lecturer cannot serve as the chair of your committee without a full-time tenured/tenure-track faculty as a co-chair

It is recommended that you secure a research advisor by end of your first semester here, so you can start research in your second semester or earlier.

Thesis-track: need 3 members on your committee (chair + 2 other committee members)

Project-track: need 2 members on your committee (chair + 1 other reading committee member)

Other committee members can be part-time lecturer or an industry advisor

GWAR

- All CME graduate students must satisfy the graduate writing requirement (GWAR). This is a CSU wide requirement.
<https://catalog.sjsu.edu/content.php?catoid=2&navoid=116#graduation-writing-assessment-requirement>
- All CME graduate students are required to take the CME GWAR course, ChE 200. All students who **complete ChE 200 with a grade of B or better** can enroll in ChE/MatE 281 in a subsequent semester. Students who do not pass the GWAR portion will need to work with their graduate coordinator to determine their appropriate course sequence. Only students who have passed the GWAR can enroll in ChE/MatE 281 and ChE/MatE 298 or 299.

Degree Timeline

1. Obtain “Classified” status in Master’s program
2. Satisfy GVAR (“B” or better in ChE 200 GVAR requirement)
3. Start graduate research (find a research advisor and project)
4. Submit candidacy form to graduate coordinator after completing at least 9 units of your MS Curriculum
5. Defend research proposal in ChE/MatE 281
6. Complete MS coursework with GPA \geq 3.0 and no grade less than a “C” in any class
7. Apply for graduation
(<https://www.sjsu.edu/gape/docs/Online%20Graduation%20Application%20Guide.pdf>)
8. Defend final thesis/project report after taking ChE/MatE 298/299 and possibly ChE/MatE 1290R
9. Submit thesis to College of Graduate Studies if Thesis Track
10. Graduate coordinator will submit verification of culminating memo to GAPE and change any RP grades to CR

Conditionally Classified Status

- Many of you were admitted with “Conditionally Classified” status in your Master’s program
- You must satisfy conditions of admission to remain in the ChE or MatE Master’s program
 - Minimum letter grades in your first semester courses
 - Complete required ChE or MatE transition courses, which do not count towards the 30 units in the MS program
<https://www.sjsu.edu/cme/programs/ms-program-requirements/graduate-transition-courses.php>
- If you do not meet the conditions, you may not be able to complete the MS program in ChE or MatE.
- When you have met the conditions, remind the graduate coordinator to submit a [Change of Classification](#) form on your behalf to obtain “Classified” status in your Master’s program

Candidacy Form

- The [Petition for Advancement to Graduate Candidacy](#) lists all 30 units of the courses that you will take to complete the Master's program.
- The completed candidacy form is emailed to the ChE/MatE graduate coordinator for approval after you
 - obtain “Classified” standing
 - satisfy GVAR
 - have completed 9 units of **MS coursework** with a GPA ≥ 3.0 (transition courses do not count)
- [Course substitution forms](#) are used to update your candidacy form if needed.

Probation and DQ

- If your GPA drops below 3.0, you will be placed on academic probation.
- You will remain on probation until your GPA is above 3.0.
 - Each semester you are on probation, your semester GPA must be better than 3.0 or you will be disqualified from SJSU Graduate School
- The CME department does not offer programs of study. If you go on probation, you should consider switching to a different program. You can only be admitted to a different program if you are not DQ'd.
- A second DQ is terminal for all SJSU MS students

Academic Integrity Policy

- Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy, requires you to be honest in all your academic coursework. Faculty members are **required** to report all infractions to the Office of Student Conduct and Ethical Development. The policy on academic integrity can be found at <https://www.sjsu.edu/studentconduct/policies.php>
- The CME department has a zero-tolerance policy for plagiarism or submitting work written by AI as your own. All work must be written in your own words and properly cited.

CME Student Clubs

- The department has five student clubs
<https://www.sjsu.edu/cme/resources/student-clubs.php>
 - CME Graduate Student Association (CME GSA)
 - American Institute of Chemical Engineers (AIChE)
 - International Society for Pharmaceutical Engineering (ISPE)
 - Materials Advantage: student chapter for four materials engineering organizations (ACerS, AIST, ASM, TMS)
 - Society of Plastic Engineers (SPE)
 - Surface Amount Technology Association (SMTA)
 - Society of Women Engineers (SWE)

Fall 2025 Important Dates

- Aug. 20: First day of instruction
- Sept. 1: No classes, SJSU closed - Labor Day
- Sept. 16: Last Day to Drop Classes without a "W" Grade and Last Day to Add Classes via MySJSU
- End of Oct/Early Nov: Spring 2026 Grad advising begins
- Nov. 11: No classes, SJSU closed - Veterans Day (Obs)
- Nov. 17: Semester Withdrawal Deadline
- Nov. 27-28: No classes, SJSU closed – Thanksgiving
- Dec. 8: Last day of instruction
- Dec. 11-16: Final exams

Internship/TA Opportunities

- The Career Center <http://www.sjsu.edu/careercenter/> provides tools to help you find job and internships.
- Frequent announcement of internship opportunities are sent to the CME Graduate Google Group.
- Every semester, the CME department has limited number teaching associate (TA) and grader positions.
 - <https://www.sjsu.edu/cme/resources/job-opportunities/index.php>

Student ID (Tower) Card

- Student ID cards are issued at the Tower Card windows in the Bursar's Office located in the Student Services Center.

<https://www.sjsu.edu/bursar/students-parents/tower-card.php>

SmartPass Clipper Card

- The Associated Student provides students a SmartPass Clipper Card for \$3
<https://www.sjsu.edu/as/departments/transportation-solutions/smartpass-overview/students.php>.
The Clipper Card provides unlimited rides on Santa Clara Valley Transportation Authority (VTA) Local & Rapid buses, Limited routes, and Light Rail lines.

Other Resources (1)

- International Student and Scholar Services:
<http://www.sjsu.edu/iss/>
 - International Students MUST sign up with ISSS, Student Union West (CIES)
- Writing Resources
 - Engr 90W: a writing workshop course you can register for to get extra assistance on your writing
 - Writing Center in Clark Hall: drop-in assistance on your writing: <http://www.sjsu.edu/writingcenter>
- Dr. MLK Jr Library: <http://library.sjsu.edu/>
 - Joint University/City Library
 - Online Search & Interlibrary Loan Services
 - Yuqi He (yuqi.he@sjsu.edu), CME research librarian

Other Resources (2)

- Counseling Services: <http://www.sjsu.edu/counseling/>
 - SJSU offers free, drop-in counseling services for a range of issues including study skills, handling stress, adjusting to a new place, etc
- Health Center: <http://www.sjsu.edu/studenthealth/>
 - SJSU provides free health care for enrolled students with appointments, drop-in, workshops, and vaccination clinics
- Student Union/Event Center/Recreation Facilities: <http://www.sjsu.edu/studentunion/>
- Parking: <http://www.sjsu.edu/parking/>

Other Resources (3)

- Graduate scholarships:

- University-level: <https://www.sjsu.edu/cgs/financial-support/index.php>
- College of Engineering: <https://www.sjsu.edu/engineering/student-success/scholarships.php>

Domestic students - scholarships

- Even if you do not need or want to get financial aid, fill out FAFSA or Dream Act Application anyways
 - Some scholarships require these for consideration