

School of Engineering (SOE) Shared Credit Program

Eligibility Checklist & Application Instructions: Chemical & Biological Engineering

Checklist for Eligibility

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| | Student must be admitted to the BSCHE degree program (not in Pre-Chemical Engineering status). |
| | One or more of the following BSCHE degree requirements must still need to be completed: CBE 486: Introduction to Statistics and Design of Experiments, Technical Elective, or Technical Elective-Engineering. |
| | Student must be currently taking or have already successfully completed CBE 311: Introduction to Transport Phenomena with a "C-" or better. |
| | Student must have a minimum degree GPA of a 3.0 after the semester in which their passing grades of "C-" or higher for CBE 253: Chemical Process Calculations II and CBE 302: Chemical Engineering Thermodynamics have posted (4th semester in the program, end of sophomore year/2nd year in the program). |

Application Instructions

Application Deadlines: Summer: April 1st; Fall: July 1st; Spring: December 1st

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| STEP 1 | Complete the SOE Shared Credit Program Application: Chemical & Biological Engineering . Do not leave areas blank. |
| STEP 2 | Obtain a copy of your current BSCHE degree checklist from Sarah E. Dominguez, CBE Program Advisement Coordinator. Take your current BSCHE degree checklist to your faculty advisor and together decide which graduate level courses will apply toward your BSCHE degree program. Clearly indicate these courses and when you plan to take them on your BSCHE degree checklist. On your BSCHE degree checklist, indicate when you plan to complete all other remaining requirements for your BSCHE degree. |
| STEP 3 | Download a copy of the Masters worksheet for your intended graduate degree program. This can be downloaded from the CBE website (cbe.unm.edu). On the worksheet, indicate when you plan to complete each of the requirements for your proposed graduate program. Be sure to indicate which courses you plan to take while you are an undergraduate student and which courses you plan to apply toward your BSCHE degree program. |
| STEP 4 | Write a personal statement indicating the reasons for your interest and suitability for the shared credit program. |
| STEP 5 | Put together a complete application packet and submit it to Sarah E. Dominguez. A complete application includes the documents described in Steps 1-4 listed above. Sarah will review your packet and if it is complete and accurate, she will submit for faculty review. Once your application packet has been reviewed, Sarah will email you with the admission decision and will provide further instructions on what to do next. Incomplete packets will not be sent to faculty for review. |

NOTE : If your degree GPA is less than a 3.5 but greater than a 3.0 you must also complete **STEP 6**.

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| STEP 6 | Request one letter of reference from a CBE faculty member. The faculty member may submit the letter of reference directly to Sarah E. Dominguez, CBE Program Advisement Coordinator or the faculty member may provide it to the student directly. If the faculty member provides the letter directly to the student, the student must attach it to their application packet. If the faculty member provides the letter directly to Sarah, Sarah will attach it to the final application packet. |
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