

Chemical Engineering MS Milestone Checklist

Complete online Responsible Conduct of Research module (required prior to enrollment in first semester of graduate studies http://www.gradcollege.okstate.edu/faculty/RCR_grad_students.htm)

Complete online Title IX training, <http://1is2many.okstate.edu>

Fall Semester

Complete required core courses

- CHE 5743 Chemical Engineering Process Modeling
- CHE 5843 Principles of Chemical Engineering Thermodynamics

Attend CHE 6010 Graduate Seminar Series (if there is a conflict with another course, make sure you obtain exemption for CHE 6010 from the ChE Graduate Coordinator)

Inform ChE Graduate Coordinator (chegradprogram@okstate.edu) how you are funded

Research thesis project topic

Select thesis advisory committee

- Three members minimum
 - Chair/Advisor
 - Must be a member of the Graduate Faculty (Graduate College Faculty Database) approved to mentor students
 - Two (or more) Members
 - Represent the Graduate College on the advisory committee ensuring the integrity of the processes of the committee

Develop Plan of Study (POS)

- POS form is available online at the Graduate College web site (gradcollege.okstate.edu/planofstudy)
- Must be submitted to the Graduate College prior to the end of first semester in order to release the administrative hold to enroll in classes next semester
- Make sure you discuss course choices with advisor/chair

- Provide ChE Graduate Coordinator with a copy of POS to verify that it meets ChE requirements
 - A minimum of thirty (30) semester credits is required by the University for Graduation this requirement is met by the CHE M.S. curriculum
 - 12 credit hours of CHE Core Courses
 - Minimum of 3 credit hours CHE 6010 Chemical Engineering Seminar
 - Maximum of 6 credit hours CHE 5000 MS Thesis
 - 6 credit hours Graduate-approved elective (CHE or other) courses, selected by the student, with approval of the student's advisor
 - 3 credit hours CHE 5990 Special Problems

- Obtain approval signatures on the on-line POS form from the committee members involved and make sure all committee members approve by reminding them

Complete performance review for the semester

Spring Semester

Complete required core courses

- CHE 5123 Advanced Chemical Reaction Engineering
- CHE 5213 Selected Diffusional Unit Operations

Attend CHE 6010 Graduate Seminar Series (if there is a conflict with another course, make sure you obtain exemption for CHE 6010 from the ChE Graduate Coordinator)

Complete performance review for the semester

Complete Annual Review with advisor

Subsequent Semester(s)

Attend CHE 6010 Graduate Seminar Series (if there is a conflict with another course, make sure you obtain exemption for CHE 6010 from the ChE Graduate Coordinator)

Completed performance review for the semester

Graduating Semester of MS study

Must be enrolled in a minimum of 2 credit hours

Check deadline dates on Graduate College Calendar for graduation semester

Submit Draft of Thesis to Graduate College by semester deadline

Submit Diploma Application

Complete Graduation Clearance form and give completed to the Graduate College

Revise POS, if necessary, with Graduate College (complete on-line)

Complete thesis defense oral presentation

- Submit thesis copy to the thesis committee at least one week prior to the defense date
- Present your thesis and the duration for your presentation should be no more than 20 min
- Chair for thesis defense deliberations will be the senior most faculty member on the thesis committee from the department, other than the advisor
- After thesis defense, complete the Thesis Defense Results Form with thesis committee obtaining Signatures, submit a copy to the ChE Graduate Coordinator and original to the Graduate College

- Ensure all recommendations from the thesis committee are addressed in the thesis
- Complete the Thesis Approval Template (single white sheet with signatures since thesis is submitted electronically) and file with Graduate College
- Submit final version of thesis online to 1) Graduate College and 2) ChE Graduate Coordinator chegradprogram@okstate.edu before the semester deadline
- Complete ChE [Graduation Clearance form](#) and give to ChE Graduate Coordinator.