Chemical Engineering Ph.D. Milestone Checklist

☐ Complete online Responsible Conduct of Research module (required prior to enrollment in first semester of graduate studies)  
  https://research.okstate.edu/compliance/rcr/

☐ 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 (list below)

☐ Research thesis project topic

☐ Pass Qualifying Exams
  • CHE 5743 and CHE 5843 in the Fall

☐ 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)

☐ Pass Qualifying Exams
  • CHE 5123 and CHE 5213
☐ Develop Plan of Study (POS)
- POS form is available online at the Graduate College web site (https://gradcollege.okstate.edu/resources/plan-of-study-form-faq.html)
- Discuss course choices with advisor/chair
- Must be submitted to the Graduate College prior to the end of the second semester in order to release the administrative hold to enroll in classes next semester

☐ Select thesis advisory committee
- Four or more members
  o Chair
    ▪ Administrator for committee responsible for ensuring that all applicable Graduate College and program rules and guidelines are fulfilled and proper paperwork is filed
    ▪ Must be approved by Graduate Faculty to chair PhD advisory committees (see Graduate College Faculty Database)
  o Thesis advisor
    ▪ Must be a member of the Graduate Faculty (Graduate College Faculty Database) approved to mentor students
  o Outside member
    ▪ Represents the Graduate College on the advisory committee ensuring the integrity of the processes of the committee
    ▪ Must be an OSU faculty member and member of the Graduate Faculty (Graduate College Faculty Database)
    ▪ Non-OSU faculty members must be approved by the Graduate Faculty (typically requires one to six months to gain approval)

☐ Provide ChE Graduate Coordinator with a provisional copy of POS to verify that it meets ChE and Graduate College rules
- For students with a BS or BA, POS must list exactly 90 credit hours
- For students with an MS degree, POS must list exactly 60 credit hours
- BS Degree, minimum of 36 credit hours/MS Degree, minimum 30 credit hours CHE 6000 PhD Research and Thesis
- BS Degree, 6 credit hours CHE 6010- Chemical Engineering Seminar/MS Degree, 3 credit hours CHE 6010- Chemical Engineering Seminar
- 12 credit hours of CHE Core Courses if BS Degree or MS Degree not from OSU
- Sufficient Graduate-approved elective (CHE or other) courses, selected by the student, with approval of the student's advisor to make a total of 90/60 credit hours on the POS

☐ 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

☐ Complete Annual Review with advisor
Second Fall Semester
☐ Complete required core course
   • CHE 6703 Research Methods in Chemical Engineering

☐ 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)

☐ Develop research plan
   • Consult with advisor/committee to develop a thesis research proposal

☐ Complete performance review for the semester

Second Spring Semester
☐ 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 research proposal defense
   ☐ Submit research proposal copy to the thesis committee two weeks prior to the defense date
   ☐ Present your thesis proposal and the duration for your presentation should be no more than 20 min
   ☐ After research proposal defense, complete the Research Proposal Defense Results Form with thesis advisory committee obtaining Signatures, provide a copy to the ChE Graduate Coordinator and take to the Graduate College

☐ Admission to PhD Candidacy
   • Acceptance of research proposal and passing of comprehensive exam qualifies student for admission to PhD candidacy
   • Complete Admission to Candidacy form with signatures of thesis advisory committee
   • PhD Candidates must complete 6 credit hours of graduate studies prior to graduation

☐ Complete performance review for the semester

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)

☐ Present on dissertation project at CHE 6010 Chemical Engineer Seminar by scheduling a time with the instructor of the course (and the advisor/committee)

☐ Complete performance review for the semester(s)
**Graduating Semester**

- 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 two weeks 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
- Make plans for attending the Graduate College Commencement celebration
- Complete ChE [Graduation Clearance form](#) and give to ChE Graduate Coordinator