Chemical Engineering Ph.D. 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](http://www.gradcollege.okstate.edu/faculty/RCR_grad_students.htm)

☐ Complete online Title IX training, [http://1is2many.okstate.edu](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](mailto: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 (gradcollege.okstate.edu/planofstudy)
- 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
  - 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)
  - Thesis advisor
    - Must be a member of the Graduate Faculty (Graduate College Faculty Database) approved to mentor students
  - 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](mailto: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