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

☐ 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 (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
    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