

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
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- Research thesis project topic
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- 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 (<http://che.okstate.edu/node/52> - Graduation Clearance Procedure) and give to ChE Graduate Coordinator.