

# 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>

## 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](http://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 (<http://che.okstate.edu/node/52> - Graduation Clearance Procedure) and give to ChE Graduate Coordinator