

Chemical Engineering PhD Graduation Checklist

For Students Entering in the Fall Semester with an MS degree

Name: _____ Student ID: _____

Prior to Fall Semester

Complete Residency Requirements (see incoming grad deadlines sheet)

CO Driver's License Voter Registration Vehicle Registration

Buff One Card (Willard Hall)

Complete Required Training

Lab Safety
Included in dept. orientation

TA Training
3-Day training, held week before classes start

Discrimination &
Within 30 days of start, included in TA training

Gas Cylinder
Online, print and submit quiz

Year One, Fall Semester

Coursework

Take at least 9 credits of electives and TA assignment.

Elective Elective Elective TA Assignment

Action Items

Turn in research project choices (October)
Attend research presentations by all faculty. Visit faculty to discuss their research, and get Project Selection Form signed by at least five faculty. Turn in your top five choices, with an explanation of why you are interested in each project and how strong your interest is.

Start thesis research once assigned to a project

Year One, Spring Semester

Coursework

Begin thesis hours.

- CHEN 8990(3)
Pre-Comp Doctoral Thesis

Action Items

- Apply for Colorado Residency (in April)
See <http://registrar.colorado.edu/students/petitionpacket.html>
- File for transfer of credits (if applicable)
See <http://www.colorado.edu/GraduateSchool/GSForms/transfercrredit.pdf>
- Pass Preliminary Examination (October)
Turn in written component one week prior to oral examination.

Year Two, Fall Semester

Coursework

- CHEN 8990(3)
Pre-Comp Doctoral Thesis

Action Items

- Form Five-Member Thesis Committee and Hold First Meeting
See Grad Guide for committee formation rules and guidelines.
*Meeting Date*_____

Year Two, Spring Semester

Coursework

- CHEN 8990(3)
Pre-Comp Doctoral Thesis

Year Three

Coursework- Fall

- CHEN 8990(3)
Pre-Comp Doctoral Thesis

Coursework- Spring

- CHEN 8990(3)
Pre-Comp Doctoral Thesis

Action Items

- Hold Thesis Committee Meeting (or comp exam)

Submit Meeting Notice form.
Meeting Date _____

- Complete Advanced TA
Requirement

*Submit completion form at the end of the
semester.*

Course: _____

- Pass Comprehensive Exam

At least two weeks prior to exam: submit Candidacy Application and Comp Exam Report Form to Graduate School, submit comps proposal to thesis committee. Comp exam substitutes for yearly committee meeting.

Students must have at least 20 post-comp dissertation hours. Dissertation hours taken in the semester in which the comprehensive exam is passed are counted as post-comp hours. Students with more than 10 pre-comp hours will need to complete a petition process prior to graduation. Students can have less than 10 pre-comp hours or more than 20 post-comp hours, and in those situations the petition process is not necessary.

Year Four, Fall Semester

Coursework

- CHEN 8990(5-10)
Post-Comp Doctoral Thesis

Action Items

- Hold Thesis Committee Meeting (if not defending thesis this academic year)

Submit Meeting Notice Form
Meeting Date _____

Year Four, Spring Semester

Coursework

- CHEN 8990(5-10)
Post-Comp Doctoral Thesis

Action Items (if not graduating)

- Pass Comprehensive Exam (if not completed in year three)
At least two weeks prior to exam: submit Candidacy Application and Comp Exam Report to Graduate School, submit comps proposal to thesis committee. Comp exam substitutes for yearly committee meeting.

Action Items (if intending to graduate)

- Retroactively add thesis credit hours if necessary
- Submit Graduation Paperwork Signaling Intent to Graduate (check Graduate School deadlines)
 - Diploma Card (IMPORTANT: check deadlines prior to semester start)
 - Dissertation Defense Title Leaflet
 - Final Doctoral Examination Report (at least two weeks prior to exam for approval of committee)
 - Submit dissertation to committee at least two weeks prior to exam
- Successfully defend thesis
At least one semester after passing comp exam, check Graduate School deadlines
- Submit Additional Graduation Paperwork after Defense (check Graduate School deadlines)
 - Resubmit Final Doctoral Examination Report with committee signatures
 - Final Grade Card
 - Final electronic copy of dissertation to Graduate School
 - Printed dissertation copies to department for binding
 - Complete departmental check-out sheet

Year Five, Fall Semester (if necessary)

Coursework

- CHEN 8990(5-10)
Post-Comp Doctoral Thesis

Action Items

- Hold Thesis Committee Meeting
Submit Meeting Notice Form
Meeting Date _____

Year Five, Spring Semester (if necessary)

Coursework

- CHEN 8990(5-10)
Post-Comp Doctoral Thesis

Action Items

- Retroactively add thesis credit hours if necessary
- Submit Graduation Paperwork Signaling Intent to Graduate (check Graduate School deadlines)
- Diploma Card (IMPORTANT: check deadlines prior to semester start)
 - Dissertation Defense Title Leaflet
 - Final Doctoral Examination Report (at least two weeks prior to exam for approval of committee)
 - Submit dissertation to committee at least two weeks prior to exam
- Successfully defend thesis
At least one semester after passing comp exam, check Graduate School deadlines
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