

# Chemical Engineering PhD Graduation Checklist

For Students Entering in the Fall Semester with a BS 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 15 credits, or 12 credits if TAing, plus Graduate Seminar.*

CHEN 5370(3)     CHEN 5390(3)     CHEN 5740(3)     CHEN 5090(1)  
*Thermodynamics*    *Reactor Eng.*    *Analytical Methods*    *Grad Seminar (Pass/Fail)*  
*(required)*    *(required)*    *(required)*    *(required)*

CHEN 5343(1)     CHEN Elective     Elective     TA Assignment  
*Research Methods*    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

### 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

Take 7-10 credits, based on advisor recommendation, and complete TA if not done in fall. Enroll in all available required courses.

- CHEN 5210(4)  Elective  Elective  TA assignment  
*Transport* \_\_\_\_\_  
*(required)*

### 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>

## Year Two, Fall Semester

### Coursework

Complete graduate coursework (total 30 credits required) and begin thesis hours.

- CHEN 5919(5)  Elective  CHEN 8990(1)  
*Special Topics* \_\_\_\_\_ *Pre-Comp Doctoral Thesis*

### Action Items

- Pass Preliminary Examination (October)  
*Turn in written component one week prior to oral examination.*

## Year Two, Spring 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* \_\_\_\_\_
- Submit MS Bypass Paper to Graduate Committee by August 15<sup>th</sup>  
(during summer semester)

## 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*
- 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