

Chemical Engineering PhD Graduation Checklist

For Students Entering in the Fall Semester with a **MS** degree
(2010)

Name: _____ Student ID: _____

PRIOR TO FALL SEMESTER

Complete Residency Requirements

(see page 18 of the ChBE Grad Guide, Section 6.1.4)

- CO Driver's License Voter Registration Vehicle Registration
- Buff One Card (Willard Hall, Room 182)

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.

Form to Submit to ChBE Dept

- Project Selection Form

- Start thesis research once assigned to a project

YEAR ONE, SPRING SEMESTER

Coursework

Begin thesis hours

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 (February)
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

Forms to Submit to ChBE Dept

- Thesis Committee Provisional Approval Form
- Notice of Thesis Committee Meeting Form (this form must be completed at annual committee meetings)

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)

Form to Submit to ChBE Dept

- Notice of Thesis Committee Meeting 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 the following forms to ChBE department and comps proposal to thesis committee.

Forms to Submit to ChBE Dept & Graduate School

- Candidacy Application
 Comprehensive Exam Report Form

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)

Form to Submit to ChBE Dept

- Notice of Thesis Committee Meeting Form (must be completed at annual committee meeting)

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)

Forms to Submit to ChBE Dept & Graduate School

- 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)

Forms to Submit to ChBE Dept & Graduate School

- Resubmit Final Doctoral Examination Report with committee signatures
 Final Grade Card
 Final electronic copy of dissertation to Graduate School

Forms to Submit to ChBE Dept

- 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 (if not defending thesis this academic year)

Form to Submit to ChBE Dept

- Notice of Thesis Committee Meeting Form (must be completed at annual committee meeting)

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)

Forms to Submit to ChBE Dept & Graduate School

- 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)

Forms to Submit to ChBE Dept & Graduate School

- Resubmit Final Doctoral Examination Report with committee signatures
- Final Grade Card
- Final electronic copy of dissertation to Graduate School

Forms to Submit to ChBE Dept

- Printed dissertation copies to department for binding
- Complete departmental check-out sheet