

Ph.D. Graduate Student Checklist – 90 credits required

Prior to 1st Semester

- Accept admission via Purdue Grad School link
- Submit official final transcripts from undergraduate program
- Arrange for housing in Indianapolis
- Prepare to submit proof of immunizations to Registrar's office
- Teaching Assistants get teaching assignment from Mr. Keith Anliker in the week before semester begins

1st Semester

- Create computing/e-mail account
- Orientation
- Register for classes and seminar (9 course work credits, 1 CHEM 69500 Seminar credit)
- Student ID/Crimson Card
- Parking tag
- Begin taking cumulative exams (Ph.D. students only)
- Select Thesis Advisor (paper form C-2)
- Create Purdue account (directions sent to you by Grad Office toward end of 1st semester)

2nd Semester

- Register for classes, CHEM 69900 Ph.D. Research, and CHEM 69500 seminar
- Appoint Thesis Advisory Committee (paper form C-3)

Summer Session

- Register for Research

3rd Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Present in Poster Session
- Submit Plan of Study (E-form, via Purdue account)

4th Semester

- Register for Research, any additional course work, and the 0 credit section of Seminar
- Fulfill cumulative exam requirement (5 passed exams)
- Written Research Report to Advisory Committee; electronic copy to Grad Administrator

Summer Session

- Register for Research

5th Semester

- Register for Research and the 0 credit section of Seminar
- Schedule Prelim/OP by filing the Request for Appointment of Exam Committee via Purdue account at least 4 weeks prior to exam
- Complete OP exam (NOTE: There must be 2 full semesters between OP and final defense. For example, if you complete your OP in Fall 2018, the earliest you can graduate is Fall 2019.)

6th Semester

- ___ Register for Research and the 0 credit section of Seminar
- ___ Third Year Literature Seminar, a formal literature presentation (no paperwork to file)

Subsequent semesters – Continue to register for research (Fall, Spring, Summer) and 0 credit seminar (Fall, Spring)

Final Year

- ___ Keep graduation deadlines calendar handy
- ___ Attend Thesis Format Pre-Check Workshop presented by the Grad Office
- ___ Complete Graduation Application and Survey
- ___ Write thesis, provide copy of thesis to committee at least 2 weeks before defense
- ___ Ensure Plan of Study has been approved one semester before graduation

Final Semester

- ___ Register for CAND (candidacy) and one fee bearing credit, such as research
- ___ Schedule Defense by filing the Request for Appointment of Exam Committee via Purdue account **at least 4 weeks** (for Ph.D. students; **at least 2 weeks** for MS thesis students) prior to exam
- ___ Schedule post-defense thesis review with Summer Layton of the IUPUI Grad Office
- ___ Defend thesis
- ___ Submit Electronic Thesis Acceptance (ETAF) forms:

- Thesis acceptance form 9
- Confidentiality
- Thesis/Dissertation Agreement
- Publication Delay (if applicable)
- Research Integrity and Copyright Disclaimer/iThenticate Plagiarism Detection Review

NOTE: *All theses and dissertations **must** be reviewed by your committee chair using the iThenticate Plagiarism Screening software. Any issues identified by the software must be addressed prior to final deposit. Satisfaction of this requirement will be certified by both committee chair and degree candidate. **Your committee chair must contact Purdue Graduate School Associate Dean James Mohler, of the Purdue Thesis Office to request creation of a user account (jmohler@purdue.edu). It is YOUR responsibility to initiate this process with your committee chair.***

- ___ Electronic thesis deposit
- ___ Thesis Receipt
- ___ Deliver bound copies of thesis to Committee Chair and Grad Administrator (check with your advisor first)

- At the end of your final semester an audit will be done by the Chemistry program and the IUPUI Graduate Office to confirm that you've completed all requirements. You will not have any final forms to sign.
- Graduation is not the same as Commencement. Your **graduation** is the semester in which you finish your final classes, have completed all requirements and paperwork is filed by your program to certify you have met requirements. **Commencement** is the *ceremony* held in May of each year. August graduates may walk in the May commencement prior to finishing their courses. Participating in this ceremony DOES NOT mean you have graduated.
- Approximately two months after your graduation you will receive an e-mail from the School of Science notifying you that your diploma is ready.