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.