



DEPARTMENT OF CHEMICAL AND BIOMOLECULAR ENGINEERING  
**Ph.D. Program Checklist**

**ALL SEMESTERS**

- Enroll in courses and/or research (6-9 graded credits per semester plus research credits)
- Register for CHEG program seminar (CHEG 5393 or 5394)

**YEAR 1**

**Semester 1: Advisor & Research**

- Enroll in 3 required CHEG courses (5301, 5315, 5321)
- Maintain a minimum GPA of 3.0
- Discuss research interests with faculty
- Submit advisor preference form (end of September)
- Work as teaching assistant
- Begin work in research group
- Prepare for qualifying exam

**Semester 2: Start Research**

- Pass oral qualifying exam (early January if starting in August)
- Enroll in research and/or additional courses
- Work as teaching assistant

**Retake Qualifying Exam If Necessary**  
 (mid May if starting in August)

**YEARS 2 & 3**

**Continue to Take Graded Courses Toward Your Degree**

**General Exam Part 1 (Preproposal)**

- Should be completed within 12 months of the formation of advisory committee

**Form an Advisory Committee**

- At least 5 members, including the primary advisor
- At least 1 member must come from another department or program or industry

**Submit *Plan of Study* to the Graduate School (After 18 Credits Completed)**

- <http://grad.uconn.edu/current-students/forms/>
- Confirm approval by Graduate School prior to scheduling Preproposal

**YEARS > 3**

**Complete 30 graded course credits and 15 graded research credits**

**Prepare Dissertation Proposal**

**Annual Review**

- Should be scheduled within 12 months of the Dissertation Proposal or previous annual review meeting until final defense

**General Exam Part II (Preliminary Results)**

- Should be completed within 12 months of the completion of Part I
- Submit proposal hard copy, dissertation proposal approval, and general exam forms to Graduate School

**Dissertation Proposal**

- Should be completed within 12 months of the completion of General Exam

**Final Committee Meeting**

- Should be scheduled at least 6 months before Final Defense.

**FINAL DEFENSE**

For a complete checklist of required steps visit:  
<http://grad.uconn.edu/current-students/doctoral-degree-program/dissertation-information/>

**Apply for Graduation in Peoplesoft During Last Semester**

**Provide Dissertation to Advisory Committee 4 Weeks in Advance of Defense**

**Defend Dissertation and Obtain Signatures of Advisory Committee**

**Complete CBE Clearance Form**  
 includes: submitting pdf of thesis, and returning keys

**Announce Final Defense 2 Weeks in Advance on UConn and CBE Event Calendars**

- Contact CBE department staff for calendar scheduling and announcement.

**Review Dissertation Submission Checklist in Link Above**

**Submissions**

- Submit 1 electronic copy of dissertation to Digital Commons
- Submit completed dissertation checklist, 1 approval page, final exam form, and receipt of earned doctorate survey to Graduate School

